

City of Saratoga Springs
Department of Public Safety
474 Broadway
Saratoga Springs, NY 12866
(518) 587-3550 x 2632

Memorandum

To: Commissioner Franck
From: Commissioner Mathiesen *CM*
Date: January 16, 2015
Re: Extension of Bid#2011-11

The Department of Public Safety would like to extend Bid# 2011-11 Emergency Medical Supplies with Bound Tree for one year. Please add this item to your agenda for the next council meeting.

Thank you.

Department That Owns Award/Extension of Bid: Public Safety

Project or Item Being Awarded:

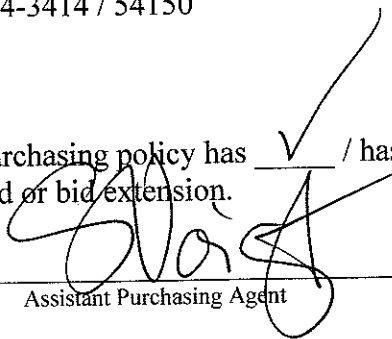
Item Being Extended: Emergency Medical Supplies Bid# 2011-11

Vendor Who Won the Bid: Bound Tree

Budget Line Item: A-31-4-3414 / 54150

Budget Line Item:

Assistant Purchasing Agent: Purchasing policy has / has not been followed in the selection of the winner of the bid or bid extension.



Assistant Purchasing Agent

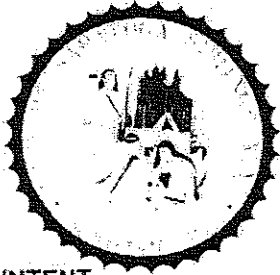
1/16/15

Date

Director of Risk and Safety: Vendor being awarded the bid or the bid being extended has / has not met all insurance requirements of the City of Saratoga Springs and has provided a copy of their certificate of insurance for review by the Director of Risk and Safety.

~~_____
Director of Risk and Safety~~ ~~_____
Date~~

****An award/extension of bid will not be placed on the Commissioner's agenda if any of the above is missing. The request to place the item on the agenda will be returned to the appropriate department.**



SPECIFICATIONS

Emergency Medical Supplies

INTENT

It is the intent of the Department of Public Safety, of the City of Saratoga Springs to secure a percentage discount bid for the purchase of Emergency Medical Supplies for the Saratoga Springs Fire Department and Saratoga Emergency Medical Services. The award of bid will be for Paramedic Level and Transport Services and be a period of one (1) year from award of bid.

CONTRACT

The contract will be awarded to the low overall bidder based on the percentage discount of the designated catalog and/or vendors published retail price list indicated on the spaces provided on the proposal. The catalog and/or price list can be by title, number, year etc. Additional group or item discounts should be reflected as part of the bid.

The Contract shall include all Emergency Medical Supplies including but not limited to: Airway Management, Respiratory, Diagnostic, Patient Transport, Infectious Control, Hemorrhage Control, Intravenous and Pharmaceuticals.

In order to acquire specific items, the City reserves the right to make multiple awards if deemed necessary.

EXENTION

The Contract shall remain in effect for one (1) year. The City reserves the right to extend for additional years under the same terms and conditions, as long as the extension is agreeable to the City and vendor. New updated catalogs and/or price list will be accepted as part of an extension.

DELIVERY

Delivery shall be F.O.B. Saratoga Springs. Bidders shall indicate the days needed to make the delivery A/R/O (at receipt of order) in the space provided on the proposal.

GENERAL

The yearly anticipated expenditure over the duration of the contract(s) is:

- Saratoga Springs Fire Department - \$15,000 to \$20,000

The City reserves the right to request additional information if deemed necessary for review of bids.

The low overall bid award will be based on a test review of 10% to 20% catalog items with guaranteed discount applied.

The award of bid is to cover the requirements of the City of Saratoga Springs' Pre-hospital Medical staff including Saratoga Springs Fire Department and Saratoga Emergency Medical Services; however the bid award shall be extended to additional City Departments if necessary



Making Precious Minutes Count.™

1/16/2015 – sent via email

Saratoga Springs Fire Department
rwilliams@ssfdny.org

RE: Renewal of IFB# 2011-11

Bound Tree Medical wishes to renew above contract for Emergency Medical Supplies. The renewal period will be from 5/1/2015 to 4/30/2016. As always feel free to contact me if you have any questions.

Thank you,

Tim Jamison
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Zimbra

lisa.nolan@saratoga-springs.org

Purchase Agreement Renewal

From : Robert Williams <rwilliams@ssfdny.org>
Subject : Purchase Agreement Renewal
To : Charlie Adams <Charlie.Adams@BoundTree.com>
Cc : Lisa Nolan <lisa.nolan@saratoga-springs.org>

Thu, Jan 08, 2015 03:30 PM

1 attachment

Charles.

As in the past we are reviewing our EMS supply contracts. I'm inquiring to see if Bound Tree is willing to extend our EMS supply contract for another year under the same pricing and conditions as the current contract. If this is acceptable, would you please send me a letter stating such. Thank You

Regards



Robert Williams
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Saratoga Springs Fire Department
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