



## MEMORANDUM

TO: Chuck Bean, Executive Director  
FROM: Rick Konrad, Cooperative Purchasing Program Manager  
SUBJECT: EMS Medical Supplies 17-024 Invitation To Bid - Awards  
DATE: May 23, 2017

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### RECOMMENDATION SUMMARY

The Cooperative Purchasing Program Manager, after analyzing the submissions and consulting with our MAPT partners, recommended awarding contracts for supplying EMS Medical Supplies vendors for the numerous different items on the bid form. Up to three awards were recommended by COG for most of the individual agencies (See Attachment 3 - Bid Analysis summary). The jurisdictions decided to award to the top two vendors based on our recommendations and have created their own contracts for these items based on the bid submissions.

#### 1. BoundTree Medical, LLC

BoundTree Medical had the best overall submission providing bids on 94% of all the items in the offering and having the lowest bid within specification on the highest number of items. In addition, their catalogue discount at 28% was tied for the highest discount of all bidders (See Attachment 4-B). BoundTree provides our cooperative members coverage on a broad range of the products that they need and has a strong history of customer service.

#### 2. Henry Schein Inc.

Henry Schein, Inc. had the second best overall submission covering 85% of all items bid and having lowest bid within specification the second highest of all bidders. Henry

Schein, Inc. provides our cooperative members coverage of a broad range of the products that they need and has a strong history of customer service.

These two vendors provided the best overall coverage on items on the bid form at the lowest/best price to the MAPT members as per the Attachment 1 - Bid Document Bid Instructions Section 4-5 (page 4).

Recommendations for awards are based on lowest responsive and responsible bidders based on the overall submissions.

## **BACKGROUND**

The cooperative procurement bid document for ITB 17-024 EMS Medical Supplies was posted on the COG website on November 15, 2016 and bids were opened on January 11, 2017 at 2 PM. Five (5) amendments were issued and published between November 20, 2016 and December 30, 2016 to clarify questions on the bid documents.

Five MAPT partners participated in this solicitation including: Anne Arundel County Fire Department, Anne Arundel County Public Schools, Carroll County Community College, Charles County Volunteer Fire Department, and Howard County. The overall bid form contained over 900 individual items (See Contract Award Summary – Attachment 4-C).

NOTE: Charles County opted not to award a contract due to upcoming administrative changes (\*see attached E-mail Attachment 4-A).

## **SELECTION PROCESS**

The selection process consisted of COG reviewing and evaluating the bid submissions based on overall coverage of items on the Bid Form (Attachment 3), number of apparent low bids

within specification, number of apparent low bids including bids with exceptions and the overall total apparent low bids.

Recommendations were made by COG to our participating members on the awards and the members determined to award contracts to the two vendors above. As per the bid documents (Attachment A - Bid Instructions Section 9, page 5) the individual agencies will issue and manage their own contracts.

### RECOMMENDED ACTION

We recommend endorsing the choices made by our partners and our ongoing plan is to create a master catalogue list of awarded products that can be marketed to our membership. We believe that over the coming years the contract will grow as more members utilize it.

Date: 5/24/17

Submitted by   
Cooperative Purchasing Program Manager

Date: 5/24/17

Signed   
COG - Deputy Director

Date: 5/24/17

Signed   
COG - Executive Director

# EMS Medical Supplies Memo

## Attachment Index

Attachment 1	Bid Documents and Addenda
Attachment 2	Bid Forms A & B Summary
Attachment 3	Bid Analysis Summary
Attachment 4	Other Documents
	A. Charles County Email
	B. Catalogue Discount Tabulation
	C. Contract Award Summary