



Cover Memorandum/Staff Report

File #: 20-703

Agenda Date: 9/22/2020

Item #: 6.M.

TO: Mayor and Commissioners
FROM: L. Keith Tomey III, Fire Chief
THROUGH: Jennifer Alvarez, Interim City Manager
DATE: September 22, 2020

MOTION TO RATIFY CHANGE ORDER NO. 2 WITH HENRY SCHEIN, INC. FOR MEDICAL SUPPLIES IN THE AMOUNT NOT TO EXCEED \$35,000

Recommended Action:

Motion to Ratify Change Order No. 2 for additional medical supplies from approval with Henry Schein, Inc., in the not to exceed amount of \$35,000.

Background:

The Fire Rescue Department is responsible for providing emergency medical services to the citizens and visitors of the City of Delray Beach. During the course of treatment, medical supplies are consumed that need to be replaced. The department is also the central purchaser of COVID-19 supplies, e.g., surgical masks, hand sanitizer, disinfectant wipes, gloves, etc., used by all City departments.

In accordance with the City's Purchasing Policies and Procedures Manual, on January 14, 2020, the City issued a Blanket Purchase Order in the amount of \$50,000 to Henry Schein, Inc. for medical supplies on an as needed basis. On June 11, 2020, Change Order No. 1 was issued to the Purchase Order to add \$14,750, for a total cumulative Purchase Order total of \$64,750 for additional medical supplies.

On August 5, 2020, Fire Rescue Department staff became aware that, unbeknownst to them, COVID-19 related items ordered months ago and that were backordered were released causing them to exceed the amount authorized by the Purchase Order.

This motion seeks to ratify Change Order No. 2 to increase the existing Purchase Order in the amount not to exceed \$35,000, for a revised Purchase Order total of \$99,750 contingent on appropriation of funds.

The Purchasing Policies and Procedures manual provides that the City Commission must authorize the award of any contract where the cumulative value of the initial term of the contract and any option to renew terms will exceed \$65,000.

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

Funding is available from account number: 001-22-150-526.52-15.