

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



FROM: Community Health Agency/Department of Public Health

SUBMITTAL DATE:

February 9, 2009

SUBJECT: Approve agreement with Medi-Tek, Inc., Contract# HSARC094 for medical equipment repairs, calibration and maintenance services.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Pursuant to the applicable code 459.4 authorize the Purchasing Agent to execute the agreement with Medi-Tek, Inc. after securing competitive bids, in the amount of \$80,000 annually for the performance period of date of execution through June 30, 2011; and
2. Authorize the County Purchasing Agent to issue a purchase order annually for a maximum three year contract provided any annual cost increase does not exceed the CPI.

(Continued)

KB:az:td:mr

Susan D. Harrington, M.S., R.D.
Director, Department of Public Health

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 80,000.00	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0.00	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0.00	For Fiscal Year:	08/09

SOURCE OF FUNDS: 100% Revenue from Clinics	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY:
Debra Courmoyer

County Executive Office Signature

Consent
 Policy

 Consent
 Policy

 Dept't Recomm.:
 Per Exec. Ofc.:

Prev. Agn. Ref.:

District: ALL

Agenda Number:

ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD

3.14

FORM APPROVED COUNTY COUNSEL
 BY:
 NEAL R. KIPNIS
 DATE: 2/11/09
 Purchasing:
 Mark Seiler, Assistant Director
 Departmental Concurrence

SUBJECT: Approve agreement with Medi-Tek, Inc., Contract# HSARC094 for medical equipment repairs, calibration and maintenance services.

BACKGROUND: The County of Riverside, Department of Public Health Family Health Centers are required to repair, calibrate and maintain services on numerous types of medical equipment in order to keep the machines and accessories in good working condition. Currently, Medi-Tek, Inc., Inc. is the company providing these services to the Family Centers.

On June 2008, County Purchasing issued a formal bid, Request for Quote HSARC-094, and submitted this bid to six potential bidders including the incumbent Medi-Tek, Inc. Medi-Tek, Inc. is the only firm that provided a bid response. Medi-Tek, Inc. has familiarity and experience in dealing with the County medical equipment. Other bidders were unable to provide a complete solution to the County's medical equipment repair, calibration and maintenance requirements and chose not to bid.

JUSTIFICATION: Medi-Tek, Inc. is approved to repair all of the equipment in use by the County's Clinics and has prompt response time and availability of replacement parts. Medi-Tek, Inc. strives to serve the County and continues to provide excellent service to all locations, including remote desert medical facilities. Medi-Tek, Inc. provides loaner equipment in case the parts are not readily available that allows the clinic to remain open and continue to serve the public.

PRICE REASONABLENESS: Medi-Tek, Inc. provides a fixed service call rate to all County locations. The service rate uses the same calculations for all state agencies and local municipalities and is based on distance and types and quantity of equipment serviced. Medi-Tek, Inc. provides the County with the part information, the County will purchase the replacement parts (if available) directly from our awarded suppliers whereby saving the mark-up on parts. The rate does not adjust annually; any requested rate increase is monitored against the CPI for Los Angeles, San Bernardino, Riverside and Orange Counties. Based on this the price is deemed to be fair and reasonable.

Date: February 17, 2009

From: Michael Hinchey Department/Agency: Clinic Management

To: Board of Supervisors

Via: Purchasing Agent

Subject: Single Source Procurement; Request for Medical Equipment Repair, Calibration and Service.

The below information is provided in support of my Department requesting approval for a single source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

Supply/Service being requested: Medical Equipment Repair, Calibration, and Service.

Supplier being requested:

Medi-Tek
45555 W. Ave. G#
Lancaster, CA 93536

Alternative suppliers that can or might be able to provide supply/service: The County issued a bid, HSARC-094 and identified six potential bidders, but only one bidder provided a response.

Extent of market search conducted: County Purchasing reviewed sources from within the PeopleSoft database, the internet, and local yellow pages.

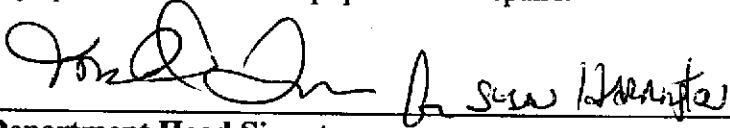
Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: The County Utilizes equipment from many different manufacturers's and authorized resellers. Due to the variety and location of this equipment, Purchasing is challenged to find suppliers that are a) able to offer Medical Equipment Repair, Calibration, and Service and b) certified on the various types of equipment the County owns.

Reasons why my department requires these unique features and what benefit will accrue to the county: Over the years the County has purchased a great deal of equipment to replace outdated technology. Therefore, the County relies on a firm that is well-trained in repairing, servicing and inspecting the equipment owned by the County. Currently when a piece of equipment is non-operational, the vendor provides a temporary loaner until they are able to repair the County's property.

Price Reasonableness: Medi-Tek provides the County with a fixed service call rate that does not change during the contract period. This service rate call uses the same calculations for all state agencies and local municipalities and is based on distance and

types and quantity of equipment serviced. When necessary, Medi-Tek provides the County with the information regarding which parts need to be replaced, along with cost, so the County may purchase the parts from a County awarded supplier provider whereby saving the additional mark-up.

Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No, the County is not obligated to provide any specific amount of equipment for repairs.


Department Head Signature 2/17/09
Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove

Purchasing Agent 2-17-09
Date