

Purchasing Department**Kathryn Kasper**
Purchasing AgentCity Hall
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Honorable Mayor John Dickert and the
Members of the Common Council
730 Washington Avenue
Racine, WI 53403

December 1, 2016

Ladies and Gentlemen:

Bids for Official Notice #21-2016, Emergency Medical Supplies for the Racine Fire Department, was opened in the Office of the Purchasing Agent on November 17, 2016 at 10:00 A.M. local time. The five (5) responsive bidders were Emergency Medical Products, Inc., Moore Medical Products, Bound Tree Medical, Midwest Medical Supplies, and Henry Schein.

The recommendation for award for the period starting January 1, 2016 through December 31, 2016 is by individual line item (shaded cells on spreadsheet attached) based on the following criteria:

1. Low bid per line item.
2. Lowest bid for a specific product if specified as no substitution allowed. No substitution items were specified because of the quality needed for certain items.
3. Some products are sole source; i.e. CPAP (continuous positive airway pressure)

I was greatly assisted in making this award recommendation by Division Chief Nick Hempel of the Racine Fire Department. Their effort and expertise were invaluable to me in bringing this project to a successful conclusion.

Funding for this expense in FY2017 is \$105,000 in account 13001 53200

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Kathryn Kasper", is written over the typed name.

Kathryn Kasper
Purchasing Agent

Cc: Chief Hansen
Division Chief Nick Hempel