

Request for Decision City Council



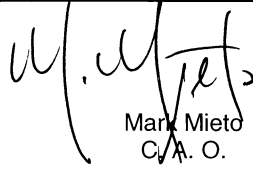
Type of Decision									
Meeting Date	April 28, 2005				Report Date	April 18, 2005			
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low
	Direction Only				Type of Meeting		Open		Closed

Report Title
Purchase of Lifts, Medical and Diagnostic Equipment for Pioneer Manor

Policy Implication + Budget Impact	
<input type="checkbox"/>	This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
<p>The purchase of lifts, medical, and diagnostic equipment was funded 100% by the Ministry of Health and Long Term Care for expenditure by March 31, 2005.</p>	
<input checked="" type="checkbox"/>	Background Attached

Recommendation	
<p>WHEREAS the Ministry of Health and Long Term Care approved one-time funding of \$140,000 for the purchase of 28 lifts, \$12,712 for a lift/transfer education program, and \$183,918 for the purchase of medical and diagnostic equipment; and</p> <p>WHEREAS the Request for Proposal and purchase of the lifts and medical and diagnostic equipment was followed in compliance with the current Purchasing By-Law;</p>	
<input checked="" type="checkbox"/>	Recommendation Continued

Recommended by the Department Head
 Catherine Matheson, General Manager Community Development

Recommended by the C.A.O.
 Mark Mieto C.A.O.

Date: April 18, 2005

Report Prepared By



Randy Hotta, Director
Pioneer Manor Long-term Care Facility

Division Review

Name
and Title

THEREFORE BE IT RESOLVED THAT Pioneer Manor be approved to purchase 20 sling lifts and 2 sit-to-stand lifts from the successful bidder, BHM Medical Inc. (\$85,940) and to purchase 6 tub lifts from the successful bidder, Arjo Canada Inc. (\$53,844) for a total of \$139,784; and

THAT Pioneer Manor be approved to spend \$12, 712 to develop and implement a lift/transfer education program; and

THAT Pioneer Manor be approved to purchase Diagnostic and Medical Equipment including the purchase of items from a single source as indicated in this report for a total of \$183,237.

Background

The Ministry of Health and Long Term Care (MoHLTC) approved two funding initiatives for Pioneer Manor. One initiative was for Patient/Resident Lifts at \$140,000 and a second one-time grant for Diagnostic and Medical Equipment for \$183,918.

There was a short turn around period (December 29, 2004 to March 31, 2005) for the approval of the letter of agreement and purchase of the lifts and 2 months (January 31, 2005 to March 31, 2005) for the diagnostic and medical equipment as the Ministry of Health and Long Term Care required that all equipment be ordered, purchased, and received by March 31, 2005.

Lifts

The Ministry of Health and Long Term Care approved \$140,000 (average cost of \$5,000 per lift) for Pioneer Manor to purchase 28 lifts as part of the Ministry's Workplace Safety (Patient Lift) Initiative, a component of the Nursing Strategy that focuses on improving the working conditions of nurses in Ontario. There was an additional \$12,712 for the development and implementation of a lift/transfer education program for using the equipment. The actual total costs for all the lifts was \$139,784.

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Evaluation Criteria:

	Points
Meets specifications required for each type of lift	35
Service and Parts	25
Costs	40
 Total Score	 100

Average Total Scores for Sling and Sit-to-Stand Lifts:

Name of Firm	ARJO	BHM Medical	Waverly	Peridot
Scores	84	94	86	62

Note: Arjo was selected for the tub lifts to match the tubs purchased from the same company. A tub lift from BHM Medical was provided on a trial basis but did not fit the existing Arjo tubs.

Breakdown of Costs for Lifts by Type and Number:

No. of Units	Product	Unit Price	Total Price
20	Sling Lifts (BHM)	\$3,995	\$79,900
2	Sit-to-Stand (BHM)	\$3,020	\$ 6,040
4	Tub Lifts with scale(Arjo)	\$9,465	\$37,860
2	Tub Lifts without scale (Arjo)	\$7,992	\$15,984
			\$139,784.00

Diagnostic and Medical Equipment

A second funding approval by the MoHLTC for \$183,918 was to purchase medical and diagnostic equipment with a minimum purchase of \$250 for each item.

For the Diagnostic and Medical Equipment, the major purchases were less than the \$100,000 required for

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Council Approval but a summary highlighting those purchases are listed below:

No. of Units	Product	Unit Price	Total Price
2	Therapeutic Tubs *	\$24,346.78	\$48,693.56
61	Pressure Pedic Mattresses - skin protection, wound care, pressure relieving	\$359.00	\$21,899.00
26	Sym-Aire Mattresses - same as above for pressure relieving	\$1,280.00	\$33,280.00
308	Bed sensors - fall prevention equipment *	\$529.00	\$15,870.00
	Airpads *	\$531.72	\$4,253.72
19	Magnetic Door Security System *		\$11,832.15
2	Moto-med - assistive devices *	\$7,498.00	\$14,996.00
	Other Items - Thermometers, ear wash system, diagnostic sets, oximeters		\$32,412.45
			\$183,236.88

* The selection process for the purchase of these items was restricted to one source in order to maintain standardization of the equipment currently being utilized at Pioneer Manor. Compatibility, efficiency, and the quality of service were key determinants for exercising this method of purchasing in accordance with the Purchasing By-Law.

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	Direction Only				Type of Meeting	<input type="checkbox"/>	Open	<input type="checkbox"/>	Closed

Report Title

Request for Proposal - Awarding Contract for Pharmacy Services at Pioneer Manor

Policy Implication + Budget Impact

This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.

Pharmacy services are funded by the Ministry of Health and Long Term Care and directly by the resident. There is no direct budgetary impact on Pioneer Manor for pharmacy services.

Background Attached

Recommendation

WHEREAS Pioneer Manor is required to provide pharmacy services to 342 residents;
and

WHEREAS the Request for Proposal process for pharmacy services was followed and in compliance with the current Purchasing By-Law; and

WHEREAS Brin Enterprises Ltd. was selected as the successful bidder;

Recommendation Continued

Recommended by the Department Head

C Matheson

Catherine Matheson, General Manager
Community Development

Recommended by the C.A.O.

M. Mieto

Mark Mieto
C. A. O.

Date: April 18, 2005

Report Prepared By



Randy Hotta, Director
Pioneer Manor Long-term Care Facility

Division Review

Name
and Title

THEREFORE BE IT RESOLVED THAT Brin Enterprises be approved as the successful bidder and a contract between the City of Greater Sudbury and Brin Enterprises Ltd. be prepared for a three year term with an option for the 4th and 5th years.

Background

A Request for Proposal was prepared in accordance with the current Purchasing By-Law for Pharmacy services. Four proponents responded to this request. Three proposals were local and one proposal was received from a firm in Ottawa.

The successful bidder was Brin Enterprises Ltd. (known as Bancroft Pharmacy) and had been the previous provider to Pioneer Manor through contract agreements since 1993. Brin Enterprises also had the lowest fees to residents.

Pharmacy services would include 7-days a week free delivery service, weekly visits, consultations, emergency delivery service on weekends, evenings, and statutory holidays, purchase equipment (medication carts, fax machines, other related supplies), and education sessions to nursing staff, medical staff, residents/families, as requested.

An evaluative process was used based on the following set of criteria:

Service	30 points
Fees to residents	25 points
Experience of Firm/Lead person assigned to contract	25 points
Presentation/Understanding of Proposal requirements	15 points
Additional services	5 points

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Summary of Scoring for each Proponent

	Brin Enterprises Ltd. (Bancroft Pharmacy)	Medical Arts Dispensary	Medical Pharmacies (Michaud)	Plaza 69
Average Total Scores	94.0	84.5	83.5	77.5

The contract would be for a three year term with an option for the 4th and 5th years.

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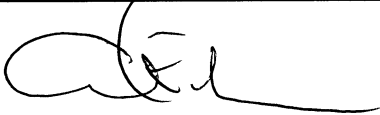


Type of Decision										
Meeting Date	April 27, 2005				Report Date	April 20, 2005				
Decision Requested	<input checked="" type="checkbox"/>	Yes		No	Priority	<input checked="" type="checkbox"/>	High		Low	
	Direction Only				Type of Meeting	<input checked="" type="checkbox"/>	Open		Closed	

Report Title
REQUEST FOR PROPOSAL (RFP) FOR ANNUAL SHORT TERM RENTAL OF VEHICLES CONTRACT CPS05-03

Policy Implication + Budget Impact
This report and recommendation(s) have been reviewed by the Finance Division and the funding source has been identified.
<p>Policy Implications City employees will no longer utilize City vehicles for out of town travel, allowing for a reduction in fleet size by 8 vehicles.</p> <p>Budget Impact Implementation of the Light Vehicle Solutions Team Report is anticipated to generate about \$256,000 in increased productivity and annual savings, along with \$406,000 in one time capital savings. This is the first step in implementing the recommendations of the Solutions Team Report. It is anticipated that in this step there will be no budget savings as the switch to leased vehicles for out of town travel was predicted to be a break even proposition. There will however, be a gain in employee productivity.</p>
Background Attached

Recommendation
<p>THAT the following vendors be classified as Vendors of Record for a three year period for the supply of short term rental vehicles for use by employees for out of town travel, with the use of the vendors to be undertaken in the order noted:</p> <p>First - National Car and Truck Rental</p> <p>Second - Aviscar Inc. - To be used if National Car and Truck Rental does not have appropriate vehicles available.</p> <p>Third - Enterprise Rent-a-Car - To be used if National Car and Truck Rental and Aviscar Inc. do not have appropriate vehicles available.</p> <p>When minivans are required and approved for use, Enterprise Rent-a-Car will be the Vendor of Record.</p>
Recommendation Continued

Recommended by the Department Head
 Alan Stephen General Manager of Infrastructure and Emergency Services

Recommended by the C.A.O.
 Mark Mieto Chief Administrative Officer

CONTRACT CPS05-03

Date: April 20, 2005

Report Prepared By



M. (Peggy) Wilson
 Manager of Administrative Services

Division Review



R.G. (Greg) Clausen, P. Eng.
 City Engineer

Background

In the spring of 2004, Council created a Solutions Team to review the City's light vehicle fleet usage. As the result of this review, a report was presented to Council at its Priorities Committee meeting of October 13, 2004. One of the recommendations of that report was to issue an RFP for the short term rental of vehicles to be used for out of town travel by City employees.

RFP's were issued on March 10, 2005 by the Supplies and Services Section for the short term rental of vehicles over a three year time period. Proposals were received from Aviscar Inc., National Car and Truck Rental, and Enterprise Rent-a-Car. These proposals were opened at the Tender Opening Committee meeting of March 22, 2005.

A review committee comprised of Ray Martin, Manager of Fleet, Kamran Khan, Business Analyst, Peggy Wilson, Manager of Administrative Services and Darryl Mathé, Manager of Supplies and Services/Purchasing Agent rated the three proposals using the following evaluation grid criteria weighting system:

Service	40 Points
Price	40 Points
References	20 Points
Total	100 Points

Following the committee's review of the proposals, it was agreed to recommend that, for a three year period, the following vendors be used as the Vendors of Record by authorized personnel, when a vehicle is required for out of town travel. Each vendor was given the following total score by the Committee:

Mid Size/Full Size Vehicle Rentals - National Car and Truck Rental	98 Points
- Aviscar Inc.	96 Points
- Enterprise Rent-a-Car	93 Points

Authorized/approved City personnel will use the Vendors of Record in the order as noted:

- National Car and Truck Rental - First
- Aviscar Inc. - Second, if National Car and Truck Rental does not have appropriate vehicles
- Enterprise Rent-a-Car - Third, if National Car and Truck Rental or Aviscar Inc. do not have appropriate vehicles

When Minivans are required and approved for use, Enterprise Rent-a-Car will be the Vendor of Record.

Date: April 20, 2005

City vehicles will no longer be utilized for out of town travel and employees will be encouraged to utilize rental vehicles as outlined above. This will result in the removal of 8 vehicles from the City fleet. The fleet reduction will occur within two weeks of Council approval of the Vendors of Record.

It is anticipated that there will be no initial budget savings, as was indicated in the Solutions Team report. This was based on an analysis of historical trends in out of town travel and associated costs, which concluded that the use of rental vehicles would be a break even proposition when compared with the use of City vehicles. The yearly vehicular cost for out of town travel is estimated to be \$71,500.00. There will be immediate savings in employee productivity as employees will no longer have to absent themselves from work in order to bring the City vehicle in for servicing, prior to taking the vehicle out of town. Additionally, there will be a productivity increase once these 8 vehicles are eliminated from the City fleet, as staff in the Fleet and Administrative Sections will have less vehicles to manage and service.

There will also be greater budget accountability by departments as the total cost of out of town travel will be the responsibility of the user department and subject to the monies allocated to them for vehicle rental.

Once Council approval is received, employees will be advised as to the new process for arranging vehicle transportation for out of town travel.