City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE:** AUGUST 25, 2026

FROM: FIRE DEPARTMENT **WARDS:** ALL

SUBJECT: RATIFY ADMINISTRATIVE INCREASE TO PURCHASE ORDER NO. 260106 WITH LIFE-ASSIST, INC. OF RANCHO CORDOVA, CALIFORNIA FOR EMS MEDICAL SUPPLIES AND NITRILE EXAMINATION GLOVES IN THE AMOUNT OF $52,831.87 FOR A REVISED PURCHASE ORDER AMOUNT OF $151,831.87 FOR FISCAL YEAR 2025/26

ISSUE:

Ratify the administrative increase to Purchase Order No. 260106 with Life-Assist, Inc. in the amount of $52,831.87 for a revised purchase order amount of $151,831.87 for Fiscal Year 2025/26.

RECOMMENDATIONS:

That the City Council:

1. Ratify the administrative increase to Purchase Order No. 260106 with Life-Assist, Inc. in the amount of $52,831.87 for EMS medical supplies and nitrile examination gloves, for a revised purchase order amount of $151,831.87 for Fiscal Year 2025/26.

BACKGROUND:

Life-Assist, Inc. is the Fire Department's primary supplier of EMS medical supplies, treatment equipment, disposable medical products, and nitrile examination gloves used by field personnel in emergency medical response operations.

On July 24, 2025, Purchase Order No. 260106 was issued to Life-Assist, Inc. utilizing Riverside County cooperative purchasing contract FPARC-34500-001-03/22 for EMS medical supplies and nitrile examination gloves in the amount of $92,625 for Fiscal Year 2025/26.

During Fiscal Year 2025/26, EMS supply usage exceeded original projections due to operational demand, increased consumption of disposable medical supplies, and continued department-wide use of nitrile examination gloves for patient care and employee safety.

DISCUSSION:

The Fire Department utilizes Life-Assist, Inc. to provide critical EMS supplies used daily by suppression personnel, paramedics, and emergency medical responders throughout the City.

As of June 2026, expenditures under Purchase Order No. 260106 have exceeded original projections. The increased utilization is primarily attributable to higher-than-anticipated EMS supply consumption and continued operational demand for nitrile examination gloves and disposable medical products.

The Purchase Order No. 260106 was originally issued in the amount of $92,625. Continued operational demand resulted in an administrative increase of $6,375.00 in February 2026 resulting in a PO total of $99,000. An additional increase of $52,831.87 brought the revised purchase order to $151,831.87. Due to operational necessity, the purchase order authority was administratively increased to ensure uninterrupted procurement of critical EMS medical supplies. Because the revised purchase order authority exceeded the City Manager's approval threshold, City Council ratification is required.

The use of nitrile examination gloves remains a critical component of firefighter and paramedic safety. Operational personnel have advised that thinner glove alternatives previously evaluated experienced increased failure rates and did not provide the level of protection necessary for emergency response activities.

Purchasing Overview

The original Purchase Order was approved in accordance with Purchasing Resolution 24101, Section 602 which states, … "(f) When Cooperative Purchasing is available and undertaken or when Goods can be obtained through Federal, State and/or other public entity pricing contracts or price agreements."

This change order is pursuant to Purchasing Resolution 24101, Section 1104 "Change Orders", which states: "Modification to a Purchase Order shall be made only by Change Order. Subject to the availability of funds, Change Orders may be utilized for purposes of (1) adding and/or deleting quantity of items being procured… Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval…(b) Any Change Order which causes the contract price to exceed the authorization in section 203 hereof, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

The Purchasing Manager concurs that the recommended action is compliant with Purchasing Resolution 24101.

FISCAL IMPACT:

The fiscal impact of this action is an increase of $52,831.87 to Purchase Order No. 260106, resulting in a revised purchase order amount of $151,831.87. Sufficient funds are budgeted and available in EMS Operations Account 3510100-426800 in Fiscal Year 2025/26.

Prepared by:	Mike Avila, Administrative Services Manager
Approved by:	Steve McKinster, Fire Chief
Certified as to availability of funds:	Julie Nemes, Finance Director
Approved by:	Thomas R. Hatch, Interim City Manager
Approved as to form:	James Johnson, City Attorney