Life-Assist Purchase Order Increase
Executive Summary

Purpose

Request City Council approval to increase Purchase Order No. 260106 with Life-Assist, Inc. by $52,831.87 for a revised purchase order amount of $151,831.87 to support ongoing EMS operations and medical supply needs.

Background

• Purchase Order No. 260106 was issued on July 24, 2025 utilizing Riverside County cooperative purchasing contract FPARC-34500-001-03/22 for EMS medical supplies and nitrile examination gloves.

• Original purchase order amount: $92,625.

• Subsequent operational demand resulted in an administrative increase to approximately $99,000.

• Current requisition (Y258288) requests an additional $52,831.87, resulting in a revised purchase order amount of $151,831.87.

Key Findings

• EMS supply consumption exceeded original projections during FY 2025/26.

• Nitrile examination gloves remain a critical operational and safety item utilized by suppression personnel, paramedics, and emergency medical responders.

• 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.

• Review of Life-Assist expenditures identified $7,896.82 in FY 2024/25 invoices that were paid against the FY 2025/26 purchase order, reducing available purchasing authority during the current fiscal year.

Council Action Required

• The revised purchase order authority of $151,831.87 exceeds the City Manager approval threshold.

• City Council approval is therefore required to authorize the requested increase.

Fiscal Impact

- Increase Amount: $52,831.87

- Revised Purchase Order Amount: $151,831.87

- FY 2024/25 invoices paid against FY 2025/26 authority: $7,896.82

- Funding Source: EMS Operations Account 3510100-426800

Recommendation

Proceed with a City Council Memorandum for the July 14, 2026 City Council agenda requesting approval of the purchase order increase with Life-Assist, Inc. in the amount of $52,831.87for a revised purchase order amount of $151,831.87.