



Administrative Report

Office of the Deputy Chief, Essex-Windsor EMS

To: Warden McNamara and Members of Essex County Council

From: Bruce Krauter
Chief, Essex-Windsor Emergency Medical Services

Date: Wednesday, May 18, 2022

Subject: Essex Windsor EMS Supply and Delivery of Linen and Blankets, Contract 2022-0207

Report #: 2022-0518-EMS-R04-BK

Purpose

The following report is to provide information and authorize the Warden and Clerk to execute the Essex Windsor EMS Supply and Delivery of Linen and Blankets, Contract 2022-0207.

Background

Essex Windsor EMS (EWEMS) has historically utilized disposable linen sheets for the covering of the stretchers. The sheets are designed to be durable as they are utilized as a patient movement sheets, as well as a sheet to cover the patient when on the stretcher. The linen is constructed to be incinerated or disposable. When disposed of within the land fill system they are biodegradable.

EWEMS currently utilizes heavy cloth blankets which very durable and of a thick construction. The blankets are easily identifiable with the EWEMS service crest silk screened into the blanket. This process allows for easy identification and retrieval of the blankets when kept by patients or facilities.

Discussion

Administration conducted a formal competitive bidding process for the supply and delivery of Disposable Linens and Blankets. The RFQ was published on February 9, 2022 and closed on March 16, 2022.

The RFQ was prepared as a multi-year contract to eliminate the need to repeat the process year after year and to ensure a continual supply of linens and blankets to Windsor Essex EMS.

There was three (3) plan takers and three (3) submissions. The proponents that provided quotation were:

- Allied Medical Instruments Inc.
- EMS Surplus Canada Inc.
- AJ Equip Inc.

Of the two compliant submissions (EMS Surplus Canada Inc. and AJ Equip Inc.), both proponents appeared to meet the technical specifications as outlined in Appendix A-1 Specification in the RFQ document. Administration requested samples of the linens and blankets from AJ Equip Inc. as they have never supplied Windsor Essex EMS. EMS Surplus Canada Inc. is the current and the historical supplier of linens and blankets to EWEMS.

Upon receipt of the AJ Equip Inc. linen sample and with Procurement staff present to document the process, the samples were evaluated by Chief Bruce Krauter and Deputy Chief Chris Grant. The linen sample failed to meet the tear test conducted by EMS personnel. In emergency situations it is pivotal that all products endure the demands placed on them. The AJ Equip Inc. linen presented a risk for the patients, as well as the paramedics. As a result, a letter of regret was sent to AJ Equip Inc. for the failure of the linen.

The AJ Equip Inc. blanket sample was sent to Blondies Cleaners, the EWEMS laundry vendor, to evaluate the quality of the blanket after normal use. The blanket was laundered fifty (50) times, equating to fifty (50) wash cycles and fifty (50) dry cycles, as this represents the approximate number of washes in a year. A report from Blondies was delivered to Deputy Chief Chris Grant with the results. The report indicated that the blankets did not meet the quality expectations or durability of the current blanket in use under similar washing and usage.

Financial Implications

Since AJ Equip Inc. linen and blankets did not meet the requirements of EWEMS, both in use, quality and durability, the financial evaluation was limited to EMS Surplus Canada Inc.

The following is the Fees and Pricing Schedule of the RFQ and shall form the basis of the contract. Pricing is in Canadian dollars, exclusive of taxes. Pricing shall include, without limitation, all costs associated with providing the supply and delivery of linen and blankets.

		Unit Price (*Optional Years)						
Description	Ann QTY	Year 1	Year 2	Year 3	*Year 4	*Year 5	*Year 6	Total
Linen	44,000	\$4.45	\$4.45	\$4.75	\$4.75	\$4.95	\$4.95	\$1,245,200
Blankets	1000	\$37.00	\$37.00	\$39.00	\$39.00	\$39.00	\$40.00	\$231,000
					Total		\$ 1,476,200	

Based on historical usage and projected over the next three (3) years, the base contract amount is \$713,600 (plus HST) for the three (3) year term and with additional three (3) year options. The contract will allow for a balanced and informed budget decision process for upcoming and future deliberations. The contract also secures pricing over the term and is expected to eliminate any volatile pricing variances, as what has been experienced in other aspects of the service over the past two (2) years.

Consultations

The County of Essex Procurement Officer and Manager of Procurement and Compliance were active participants in the RFQ process.

Recommendation

That the Essex Windsor EMS Supply and Delivery of Linen and Blankets, Contract 2022-0207 be awarded to EMS Surplus Canada Inc. for the period of 2022 to 2024, at a base cost of \$713,600 (plus HST) and the inclusion of a possible three (3) year extension.

And Further, that Essex County Council authorize the Warden and Clerk to execute the contract on behalf of the Corporation of the County of Essex.

Approvals

Respectfully Submitted,

Bruce Krauter

Bruce Krauter, Chief, Essex-Windsor Emergency Medical Services

Concurred With,

Mike Galloway

Mike Galloway, MBA, CMO, Chief Administrative Officer