



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 26-121

**Meeting Date:** 2/17/2026

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**TITLE:**

**AUTHORIZE PURCHASE ORDER WITH BOUND TREE MEDICAL, LLC FOR THE PURCHASE OF SMALL DOLLAR EMERGENCY MEDICAL SUPPLIES THAT CUMULATIVELY EXCEED \$100,000 THROUGH THE EXTENDED TERM OF THE COOPERATIVE AGREEMENT**

**DEPARTMENT:** FIRE & RESCUE DEPARTMENT

**PRESENTED BY:** JASON PYLE, INTERIM FIRE CHIEF

**CONTACT INFORMATION:** JASON PYLE, INTERIM FIRE CHIEF (714) 754-5155

**RECOMMENDATION:**

Staff recommends the City Council authorize the City Manager to execute a purchase order with Bound Tree Medical within the Fire & Rescue Department's FY 2025-26 operating budget for various small dollar commodity purchases, which collectively exceed \$100,000, under the new cooperative agreement, Charles County, Maryland Medical Supplies Contract 22-42.

**BACKGROUND:**

The Fire and Rescue Department (CMFR) has utilized Bound Tree Medical for the purchase of emergency medical supplies for numerous years. The emergency medical supplies are specific to the lifesaving services the Fire & Rescue Department provides. Individually, these purchases are compliant with the City's Purchasing Policy, however, the cumulative amount will exceed \$100,000.

The department has utilized the County of Fairfax Virginia COOP agreement for the last few years, contract number 4400005125. This contract was not renewed and expired December 2025. A new COOP agreement has been identified, Charles County, Maryland Medical Supplies Contract 22-42 (Attachment 1).

**ANALYSIS:**

The Bound Tree Medical cooperative agreement is used to purchase CMFR emergency medical supplies and first-aid supplies. The contract includes cooperative language that, pursuant to Section 2-165 of the Costa Mesa Municipal Code, allows the City to purchase goods, supplies and services through cooperative agreements to receive competitive pricing.

Staff is requesting authorization for the City Manager to execute a purchase order with Bound Tree Medical under the new cooperative agreement effective immediately through the extended term of the cooperative agreement due to the recent expiration of County of Fairfax Virginia COOP number 4400005125, and to ensure reliability and continuity in services and supplies provided by Bound Tree Medical, who has been the primary supplier of emergency medical supplies. The new Charles

County, Maryland Medical Supplies Contract 22-42 currently runs through June 30, 2026 with three (3) additional one-year renewals that can be exercised through June 30, 2029.

**ALTERNATIVES:**

The City Council could choose not to approve staff's recommendations; however, staff does not recommend this alternative. Choosing this course of action would result in delays in the procurement of required emergency supplies and operations. Additionally, returning to City Council for incremental approvals to exceed \$100,000 threshold with the identified vendor would require additional staff time and increased workload, creating inefficiencies in the process.

**FISCAL REVIEW:**

Funding for the purchase of emergency medical supplies is available in the Fire & Rescue Department's FY 2025-26 operating budget in the General Fund (Fund 101).

**LEGAL REVIEW:**

The City Attorney's office has reviewed this report and the Charles County, Maryland Medical Supplies Contract 22-42 cooperative agreement, and approves them both as to form.

**CITY COUNCIL GOALS AND PRIORITIES:**

This action supports City Council goal:

- Strengthen the public's safety and improve the quality of life.

**CONCLUSION:**

Staff recommends the City Council authorize the City Manager to execute a purchase order, and future purchase orders, with Bound Tree Medical within the Fire & Rescue Department's operating budget for various small dollar commodity purchases, which collectively exceed \$100,000, under the new cooperative agreement, Charles County, Maryland Medical Supplies Contract 22-42 (Attachment 1).