



# City of Oceanside

300 North Coast Highway,  
Oceanside, California 92054

## Staff Report

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**File #:** 26-1507

**Agenda Date:** 6/17/2026

**Agenda #:** 9.

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**DATE:** June 17, 2026

**TO:** Honorable Mayor and City Councilmembers

**FROM:** Fire Department

**TITLE: APPROVAL OF CHANGE ORDER NO. 2 TO THE FIRE DEPARTMENT'S EMERGENCY MEDICAL SUPPLY PURCHASE ORDER**

### **RECOMMENDATION**

Staff recommends that the City Council approve Change Order No. 2, in the amount of \$25,000, to the purchase order Life Assist Inc. for the Emergency Medical Supplies (EMS), for a total contract amount of \$135,000; and authorize the Financial Services Director, or designee, to execute the change order.

### **BACKGROUND AND ANALYSIS**

On June 18, 2025, the City Council approved a purchase order in the amount of \$100,000 with Life Assist Inc., to provide emergency medical supplies for Fire Department operations. These supplies are essential for emergency medical response, including patient care, resuscitation, and life support services.

On April 14, 2026, Change Order No. 1 was administratively approved in the amount of \$10,000.

Since the initial approval, the Fire Department has experienced higher-than-anticipated usage of EMS due to increased call volume, extended patient care incidents, and the need to maintain adequate inventory levels to ensure uninterrupted emergency response services. Additionally, fluctuations in pricing and supply chain conditions have contributed to increased costs.

To ensure continuity of operations and avoid any disruption in the availability of EMS, staff is requesting Change Order No. 2 in the amount of \$25,000. This increase will bring the total purchase order amount to \$135,000 and will support ongoing operational needs through the remainder of the fiscal year.

The continued use of Life Assist, Inc. is recommended due to their established service reliability, compliance with medical supply standards, and ability to provide timely delivery and support. Maintaining this vendor ensures consistency in supply, minimizes operational risk, and avoids delays associated with transitioning to a new provider.

Purchases shall be made in accordance with Chapter 28A and Administrative Directive AD-21.

**FISCAL IMPACT**

The total amount of Change Order No. 2 is \$25,000 and will be charged to the Suppression account 550552101.5355S100435, where the original purchase order is currently encumbered. Staff is requesting to transfer \$25,000 from the AB 1705 Medi-Cal Emergency Transport account 550566101.5355.0008 to the Suppression account 550552101.5355.S100435 to fund this expenditure.

The available balance in the AB 1705 Medical Emergency Transport Maintenance and Operations account is \$532,174; therefore, sufficient funds are available for this appropriation.

<u>Description</u>	<u>Amount</u>	<u>Request to Appropriate</u>	<u>Account Number</u>	<u>Funding Source</u>	<u>Available Balance</u>
Change Order 2	\$25,000	\$25,000	Suppression 550552101.5355.1 00435	AB1705 Medical Emergency 550566101.5 355.0008	\$532,174

**COMMISSION OR COMMITTEE REPORT**

The Police and Fire Commission will receive an update at its regular meeting on June 9, 2026.

**CITY ATTORNEY’S ANALYSIS**

Purchases shall be made in accordance with Chapter 28A and Administrative Directive AD-21.

Prepared by: Alicia Mendoza, Senior Management Analyst

Reviewed by: David Parsons, Fire Chief

Submitted by: Jonathan Borrego, City Manager

**ATTACHMENT:**

Life-Assist Inc. change order