



AGENDA MEMORANDUM

Action Item for the City Council Meeting December 10, 2019

DATE: December 10, 2019

TO: Peter Zaroni, City Manager

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Animal Food and Supplies for Animal Care Services

CAPTION:

Motion authorizing a five-year supply agreement with Miller Veterinary Supply Co., Inc. of Fort Worth, Texas, in an amount not to exceed \$584,511.00 for animal food and supplies, effective upon issuance of notice to proceed, with funding in the amount of \$87,676.65 available through the FY 2020 Animal Control Services' budget in the General Fund.

SUMMARY:

This motion authorizes a contract for animal food and supplies for Animal Care Services. The food and supplies are essential for the maintenance of care of the animals at Animal Care Services.

BACKGROUND AND FINDINGS:

The purchase of the animal food and supplies are to feed and maintain the health of the animals in the care of Animal Care Services. The main product of food called Purina EN, is nationally recognized and is recommended to shelters by veterinarians as ideal shelter food. This product provides ingredients that are digestive friendly with no byproducts.

The Contracts and Procurement Department conducted a competitive Request for Bid (RFB) process and received three bids. Two of the bids were deemed nonresponsive, therefore, staff is recommending the award to Miller Veterinary Supply Co., Inc. as the lowest responsive, responsible bidder. Additionally, Animal Care Services does not have a contract for food and supplies and Miller Veterinary Supply Co., Inc. has provided a bid honoring the same price they have been charging the department for the past two years and maintaining that price throughout the proposed contract time frame.

ALTERNATIVES:

An alternative to accepting the lowest, responsive bid would be to reject all bids and not secure a long-term supply agreement. This process may cause Animal Care Services to be without food and supplies needed for the sheltered animals. In addition, a long-term supply agreement will allow the opportunity for savings by means of economy of scale.

FISCAL IMPACT:

The fiscal impact for Animal Care Services in FY 2020 is \$87,676.65 for a five-year supply agreement for the purchase of animal food and supplies, with the remaining cost funded in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020 General Fund
Organization/Activity:	12680 Animal Control
Mission Element:	083 Care for In-custody Animals
Project # (CIP Only):	N/A
Account:	520070 Food and Food Supplies

RECOMMENDATION:

Staff recommends approval of this motion authorizing a supply agreement with Miller Veterinary Supply Co., Inc. as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Supply Agreement