

616



**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

**FROM:** Community Health Agency, Department of Animal Services

**SUBMITTAL DATE:**  
September 11, 2008

**SUBJECT:** Approval of the Ninth Amendment to the Agreement (#DAS02K.002) with Animal Friends of the Valleys as a Sole Source Vendor.

**RECOMMENDED MOTION:** That the Board of Supervisors:

- 1) Approve the Ninth Amendment to the Agreement with Animal Friends of the Valleys and extend the period of performance from July 1, 2007 through June 30, 2008 to July 1, 2008 to June 30, 2009;
- 2) Authorize the Chairperson to execute four (4) copies of the Amendment;
- 3) Direct the Clerk of the Board to retain one original copy and return three (3) original copies to the Community Health Agency, Department of Animal Services, for further processing; and,
- 4) Authorize the Purchasing Agent to sign amendments not to exceed the maximum authorized amount until end of performance period of June 30, 2009.

**BACKGROUND:**

Animal Friends of the Valleys (AFV) is a non-profit animal shelter that houses stray and unwanted animals in the southwestern region of Riverside County. The animals are delivered to the facility pursuant to (Continued on Page 2)

Robert Miller, Director of Animal Services

PMG:mecc

**FINANCIAL DATA**

Current F.Y. Total Cost:	\$92,123	In Current Year Budget:	yes
Current F.Y. Net County Cost:	\$44,629	Budget Adjustment:	no
Annual Net County Cost:	\$44,629	For Fiscal Year:	08/09

**SOURCE OF FUNDS:** Local Revenue and General fund.

Positions To Be Deleted Per A-30	<input type="checkbox"/>
Requires 4/5 Vote	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

APPROVE

Debra Cournoyer

**County Executive Office Signature**

FORM APPROVED COUNTY COUNSEL  
 BY: JIMMY H. BA... DATE 9/11/08  
 Purchasing: Mark Seller, Assistant Director  
 Departmental Concurrence  
 Dep't Recomm.:  Consent  Policy  
 Per Exec. Ofc.:  Consent  Policy

3.8 5/1/07

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.26

Form 11

Subject: Approval of the Ninth Amendment to the Agreement (#DAS02K.002) with Animal Friends of the Valleys as a Sole Source Vendor.

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**BACKGROUND:**

mandates set by the State of California and Riverside County Ordinances codified in Riverside County Code Title 6. The initial agreement with this vendor was approved by the Board of Supervisors on July 31, 2001 (item 3.11), with amendments being approved through June 30, 2005. A Sole Source Agreement was approved by the Board of Supervisors on January 31, 2006 (item 3.4) for the performance period of July 1, 2005 through June 30, 2006. This was done because the County is in ongoing negotiations to build a southwestern animal shelter to provide field and sheltering services. The Department originally anticipated completion of the new shelter in the summer of 2008 and received a contract extension on May 1, 2007 (item 3.8) for Fiscal Year 07/08. However, the project was delayed and, although it is scheduled to break ground at the end of 2008/beginning of 2009, the Department is requesting an additional extension through June 30, 2009.

In August, 2008, AFV submitted a letter to the Department stating that their administrative fee for animal licenses had increased from \$3.50 per license to \$4.25. The fee increase is necessary to accommodate additional processing measures that are now required. This is a competitive amount in relation to Ramona Humane Society which the Department of Animal Services also contracts with to service the Southwestern portion of the County. Based on an average of 200 animal licenses sold per month, the increase will amount to \$1,800.

**FINANCIAL IMPACT:**

Funding for the Fiscal Year 08/09 in the amount of \$92,123.00 has been included in the budget for FY08/09, therefore there is no budget adjustment needed.

Date: August 6, 2008

From: Robert Miller, Director      Department/Agency: Department of Animal Services

To: Board of Supervisors

Via: Purchasing Agent

Subject: Sole Source Procurement Request for Animal Shelter Services for the Southwestern region of the County of Riverside to continue to be provided by Animal Friends of the Valleys.

The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

**Supply/Service being requested:** Animal sheltering services.

**Supplier being requested:** Animal Friends of the Valleys

**Alternative suppliers that can or might be able to provide supply/service:** none.

**Extent of market search conducted:** The County of Riverside has contracted with Animal Friends of the Valleys for many years. A Request for Information (RFI) was circulated February 6, 2002 through March 6, 2002, with no response; therefore, the contract with Animal Friends of the Valleys was renewed through FY03/04 and extended for FY04/05 and FY05/06. A Sole Source request was submitted and approved for FY06/07 and FY07/08 with anticipation that the Department would have a County shelter built in the southwest area by the summer of 2008; however, the building of the new shelter is still in discussion. The Department of Animal Services inspects and issues kennel permits to all kennels and catteries within the County and, since the time of the RFI circulation in 2002, no new operations of similar size or venture have opened for business within this geographic area.

**Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Animal Friends of the Valleys is centrally located within the county boundaries for which it serves, enabling constituents the easiest opportunity to reclaim their lost pet, turn in a stray animal or adopt a shelter pet. They also offer twenty-four hour animal housing and care for the stray and unwanted domestic animals from this area.

**Reasons why my department requires these unique features and what benefit will accrue to the county:** Pursuant to mandates set by the State of California and County Ordinance Title 6, the Department of Animal Services is required to provide sheltering services for the stray and unwanted animals that reside within County boundaries. The County currently operates shelters in Blythe, Thousand Palms, Banning and Riverside and contracts with Ramona Humane Society and Animal Friends of the Valleys to cover the two areas not readily accessible to residents living outside of the County shelter covered areas.

**Price Reasonableness:** The charge of \$35.00 per live weaned stray animal that is brought to Animal Friends of the Valley by a constituent or Animal Control Officer is consistent with the same charge that we currently reimburse Ramona Humane Society for the same service. Ramona Humane Society is the only other shelter that the Department of Animal Services contracts with for these services.

In anticipation of the new facility to be built by the end 2009/beginning of 2010, the County feels that creating an amendment will suffice in lieu of a new agreement at this time.

**Does moving forward on this product or service further obligate the county to future similar contractual arrangements? No.**

*Bob P. Mill* 8-21-08  
Department Head Signature Date

Purchasing Department Comments:

Approve Approve with Condition/s Disapprove  
*Mark Se* 9-11-08  
Purchasing Agent Date

FORM APPROVED COUNTY COUNSEL  
BY: *JINNY H. RA* 9/11/08  
JINNY H. RA DATE