

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



677

FROM: Regional Park & Open-Space District

SUBMITTAL DATE:
July 11, 2012

SUBJECT: Request Approval for a Sole Source for the purchase of Catfish from Pacific Aqua Farms – District II/II, III/III, IV/IV, V/V

RECOMMENDED MOTION: That the Board of Directors approves and:

1. Receives and files notice of the proposed purchase of catfish, without securing competitive bids, in accordance with Ordinance No. 459.4, in the amount of \$55,440.00 from Pacific Aqua Farms, pursuant to the Purchasing Agent approving this purchase on behalf of the County; and
2. Authorizes the Purchasing Agent to sign any ministerial amendments and exercise the option to renew for up to four (4) additional one-year periods for a total of five (5) years.

BACKGROUND: The Riverside County Regional Park and Open-Space District (District) provides a wide variety of recreational activities for the enjoyment of the general public. Of those activities, fishing is a primary recreational sport enjoyed by children and adults alike. The District currently has four (4) parks which provide fishing activities. These parks include Lake Skinner, Rancho Jurupa Park, Lake Cahulla and Bogart Park. Catfish is delivered to each of these Parks on a bi-weekly basis from late April through early September.

[Signature]

Scott Bangle, General Manager

2013-004D JS

FINANCIAL DATA

Current F.Y. Total Cost:	\$ 55,440	In Current Year Budget:	Yes
Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
Annual Net County Cost:	\$ 0	For Fiscal Year:	2012-2013

SOURCE OF FUNDS: District General Funds	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature BY: *Alex Gann*
Alex Gann

MINUTES OF THE REGIONAL PARK AND OPEN SPACE DISTRICT

On motion of Commissioner Tavaglione, seconded by Commissioner Stone and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Tavaglione, Stone, Benoit and Ashley
Nays: None
Absent: None
Date: July 31, 2012
xc: Parks, Purchasing

Kecia Harper-Ihem
Clerk of the Board
By: *[Signature]*
Deputy DISTRICT

Prev. Agn. Ref.: | **District:** II/II, III/III, IV/IV, V/V | **Agenda Number:** 13.1

FORM APPROVED COUNTY COUNSEL
 BY: NEAL R. KPNIS DATE: 7/11/12
 Purchasing: Mark Seiler, Assistant Director
 Departmental Concurrence

Consent Policy
 Consent Policy

Dep't Recomm.:
 Per Exec. Ofc.:

SUBJECT: Request Approval for a Sole Source for the purchase of Catfish from Pacific Aqua Farms – District II/II, III/III, IV/IV, V/V

BACKGROUND: Due to unforeseen changes with the current vendor, Imperial Catfish, who ceased doing business and could no longer provide the catfish needed, it was necessary to re-bid the purchase of catfish.

PRICE REASONABLENESS: On May 22, 2012, the District advertised on the County of Riverside Purchasing Department and Park District Websites a "Request for Quote" for Live Channel Catfish to stock four (4) lakes throughout the County of Riverside. Only one vendor responded who is able to provide catfish to the District. Due to the lack of catfish vendors, it was not surprising that the District did not receive a larger response.

The District further researched the internet, phone book and county vendor databases to locate alternate sources to provide Live Channel Catfish. The District reached out to San Bernardino County and Kern County for possible vendors. District also researched all past bidders list and called each one. All previous vendors were out of business and phone numbers were disconnected. The District did find Alpine Fisheries. Unfortunately, Alpine is a wholesaler and sells only to distributors. While vendors are scarce, one option San Bernardino uses is Pacific Aqua Farms. Kern County did not respond to the inquiry.

Based on the bid response, the current price for catfish is \$3.85 per pound. The District also contacted San Bernardino County Purchasing Department to confirm fair and reasonable pricing. San Bernardino County confirmed their price for catfish is also \$3.85 per pound. The District has determined this price to be fair and reasonable.

The District has filed with and received approval of the Sole Source Form from the Purchasing Department (see attached) detailing the process that was taken to find an appropriate catfish vendor and why no other company is available to provide the catfish. Pacific Aqua Farms is the only company who provided a quote.

Purchase of the catfish will be funded through the District. There is no fiscal impact to the County General Fund.

County Counsel approved as to Form.

Date: June 22, 2012

From: Scott Bangle

Department/Agency: Parks

To: Board of Supervisors

Via: Purchasing Agent: Mark Seiler

Subject: Sole Source Procurement

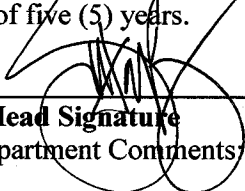
The below information is provided in support of my Department requesting approval for a sole source. Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole source.

- 1. **Supply/Service being requested:** Catfish Stocking
- 2. **Supplier being requested:** Pacific Aqua Farms
- 3. **Alternative suppliers that can or might be able to provide supply/service:** None that could be located.

Extent of market search conducted: On May 22, 2012, the Park District prepared a Request for Quote and advertised on the County's website for Live Channel Catfish. One firm submitted a quote, Pacific Aqua Farms.

Parks further researched the internet, phone book and county vendor databases to locate alternate sources to provide Live Channel Catfish. Parks called San Bernardino and Kern County for possible vendors. Parks also researched all past bidders list and called each one. All vendors were out of business and phone numbers were disconnected. Parks did find Alpine Fisheries. Unfortunately, Alpine is a wholesaler and sells only to distributors. Due to the lack of vendors, San Bernardino also uses Pacific Aqua Farms and Kern County did not respond.


- 4. **Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:** Live Channel Catfish.
- 5. **Reasons why my department requires these unique features and what benefit will accrue to the county:**
The Park District currently provides a variety of recreational activities, fishing is a primary activity that is enjoyed by the general public. Our lakes are stocked on a regular basis from April through September.
- 6. **Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier:** The price per pound of catfish is \$3.85. Total required pounds is 14,400, which includes regular scheduled deliveries and special event fishing derbies. Parks finds this cost to be reasonable.
- 7. **Does moving forward on this product or service further obligate the county to future similar contractual arrangements or any ongoing costs affiliated with this sole source?** Yes. An annual, renewable contract is necessary to provide the services to the general public.
- 8. **Period of Performance:** To establish an annual contract and renew for up to four (4) additional one year periods for a total of five (5) years.


 Department Head Signature
 Purchasing Department Comments


 Date

Approve: _____ Approve with Condition/s: _____ Disapprove: _____

Not to exceed: \$55,440.00 One time: _____ Annual Amount through 2018 2017


 Purchasing Agent 7-16-12 13-052
 Date Approval Number
 (Reference on Purchasing Documents)

