

435



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

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

**SUBMITTAL DATE:**  
December 6, 2011

**SUBJECT: APPROVE SINGLE SOURCE PURCHASE OF CANNED CAT, DOG FOOD, LITTER AND HORSE FEED FROM NEWCO DISTRIBUTORS**

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

1. Approve the Single Source purchase of canned cat, dog food, litter and horse feed from Newco Distributors, not to exceed \$80,900 for fiscal year 2011-2012 and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459.4, to exercise the renewal option for future Single Source purchases, based on the availability of fiscal funding.

**BACKGROUND:**

The Department of Animal Services (DAS) has the requirement to utilize both wet and dry animal food to serve a wide variety of animals that are routinely sheltered in the facilities. February 23, 2010, the Board of Supervisors agreed to allow DAS to enter into an exclusive agreement with Hill's Pet Nutrition to provide dry food to the County at an advantageous price. However, the wet animal food was left to be provided by Newco Distributors, awarded under competitive means (RFP#HSARC-057).

(Continued on Page 2)

Robert Miller, Director  
Department of Animal Services

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$ 80,900	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	11/12

<b>SOURCE OF FUNDS: 100% Department Funds</b>	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

Michael R. Shetler

**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Ashley, seconded by Supervisor Buster and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Buster, Stone, Benoit and Ashley  
 Nays: None  
 Absent: Tavaglione  
 Date: January 10, 2012  
 xc: CHA-Animal Services, Purchasing

Kecia Harper-Ihem  
 Clerk of the Board  
 By:   
 Deputy

Prev. Agn. Ref.: District: All Agenda Number:

ATTACHMENTS FILED WITH THE CLERK OF THE BOARD

3.16

Purchasing: Mark Seltzer, Assistant Director  
Departmental Concurrence

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

Form 11

**SUBJECT: APPROVE SINGLE SOURCE PURCHASE OF CANNED CAT, DOG FOOD,  
LITTER AND HORSE FEED FROM NEWCO DISTRIBUTORS**

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**BACKGROUND (CONT.):**

Recently, DAS was charged with the custody of seventeen (17) horses in relation to an animal cruelty case. This necessitated purchasing equine feed as well.

**PRICE REASONABLENESS:** The Community Health Agency issued a formal bid (RFP#HSARC-172) to secure competition for the supply of wet food; resulting in a single vendor response; which was the incumbent. In a second effort to seek competition, another formal bid (RFP#HSARC-172A) was issued in October 2011 with a closing date of November 14, 2011, and in this case, no responses were received. Based on the lack of responses to the County formal bid, the Community Health Agency was compelled to seek fair and reasonable pricing by informal methods; gathering pricing from local resources – Matrix of comparison pricing is attached. Based on this comparison pricing, it is evident that pricing provided by Newco Distributors is overall advantageous to the County, and is therefore deemed to be fair and reasonable. Annual purchases are not to exceed \$80,900.

**PERIOD OF PERFORMANCE:** July 1, 2011 to June 30, 2012, with optional four additional years of Single Source purchases based on the availability of department's operating budget.

Date: December 6, 2011

From: Robert Miller Department/Agency: Animal Services

To: Board of Supervisors/Purchasing Agent

Via: Purchasing Agent

Subject: **Single Source Procurement; Request to approve Newco Distributors as Single Source provider of canned cat, dog food, litter and horse feed**

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: **Supplies. Provide nutritious canned dog food, nutritious canned cat food, natural unscented litter and nutritious treats for horses.**
2. Supplier being requested: **Newco Distributors**
3. Alternative suppliers that can or might be able to provide supply/service: **In an informal review of 12 online and local vendors, some are able to provide but not all of the items as they are not distributors of all brands. Elliotts, Kahoots, Quidsi, Inc., Dog.com, Hearty Pet.com, Pet Food Direct, Pet Flow, Wag.com, My Simon.com, Easy Pet Store, Americas Country Store and Hitch'n Post were the vendors that informal quotes were obtained. Results of informal process are attached.**
4. Extent of market search conducted: **Internet, other local supply vendors**
5. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide: **The nutritious canned formula contains more hearty ingredients and causes less digestive illnesses than other canned dog food. The nutritious canned cat food also contains more natural ingredients than fillers and creates less gastrointestinal disorders for the felines. Natural unscented litter has been proven to seal odors, absorb more moisture and neutralize more ammonia than other litters on the market. Nutritious treats for horses is highly palatable, contains real apples and oats which are loaded with vitamins and minerals.**
6. Reasons why my department requires these unique features and what benefit will accrue to the county: **The Department of Animal Services like many other departments in the County are faced with reduction in personnel. Maintaining properly balanced diets in the animals that we care for allots more time for personnel to work other areas of need.**
7. Price Reasonableness including purchase price and any ongoing maintenance or ancillary costs from the supplier: **The Community Health Agency issued a formal bid (RFP#HSARC-172) to secure competition for the supply of wet food; resulting in a single vendor response; which was the incumbent. In a second effort to seek competition, another formal bid (RFP#HSARC-172A) was issued in October 2011 with a closing date of November 14, 2011, and in this case, no responses were received. Based on the lack of responses to the County formal bid, the Community Health Agency was compelled to seek fair and reasonable pricing by informal methods; gathering pricing from local resources – Matrix of comparison pricing is attached. Based on this comparison pricing, it is evident that pricing provided by Newco Distributors is overall advantageous to the County, and is therefore deemed to be fair and reasonable. Annual purchases are not to exceed \$80,900.**

8. 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? (Maintenance, support, or upgrades, if so, please explain). **No**
9. **Period of Performance: July 1, 2011 to June 30, 2012, with the option of four additional years of Single Source purchases based on the availability of the department's operating budget.**

Robert P. Myall 12-15-11  
 Department Head Signature Date

Purchasing Department Comments:

<u>Approve</u>	Approve with Condition/s	Disapprove
Not to exceed, \$ <u>50,900</u>	One time	Annual Amount through <u>6-30-2018</u>
<u>[Signature]</u>	<u>12-21-11</u>	<u>12-330</u>
Purchasing Agent	Date	Approval Number (Reference on Purchasing Documents)

County of Riverside  
Purchasing & Fleet Services  
Summary Procurement Bid Sheet

Date: 12.6.11      Requisition Number: \_\_\_\_\_      Purchase Order Number: \_\_\_\_\_  
 Verbal       Written       Fax       Email       Emergency Requirement  
 Multiple Award:      1. \_\_\_\_\_      2. \_\_\_\_\_      3. \_\_\_\_\_

VENDOR NAME	U/M	DESCRIPTION	UNIT PRICE	Comments
Newco	12/CS	Canidae All Life Stages, wet dog food, 13 oz. can, 12 cans/cs	\$13.24 cs	
Kahoots			\$21.36 cs	
Elliotts			\$19.99 cs	
Newco	24/CS	Chicken Soup for Kitten Lover's Soul, wet kitten food, 5.5 oz. can, 24 cans/cs	\$15.18 cs	
Quidsi, Inc.			\$18.99 cs	
Dog.com			\$20.99 cs	
Hearty Pet.com			\$20.49 cs	
Pet Food Direct			\$20.99 cs	
Pet Flow			\$19.99 cs	
Wag.com			\$18.99 cs	
Newco	EA	Cat Tails natural unscented litter, 40 lbs.	\$5.85 ea	
My Simon.com			\$11.10 ea	Based on 50 lbs.
Easy Pet Store			\$8.69 ea	Based on 25 lbs.
Newco	BAG	Purina Dobbins Delight Apple & Oat, for horses, 20 lbs. bag	\$12.93 bag	
Americas Country Store			\$15.99 bag	
Hitch'n Post			\$18.50 bag	