



Legislation Text

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File #: 23-797, Version: 1

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**STRATEGIC PRIORITY:** Government Performance & Financial Management  
**AGENDA DATE:** April 12, 2023  
**COUNCIL DISTRICT(S):** N/A  
**DEPARTMENT:** Office of Procurement Services  
**EXECUTIVE:** Jack Ireland

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**SUBJECT**

Authorize a three-year master agreement for animal bedding for the Police Department - S-4 Quality Shavings, LLC, only bidder - Estimated amount of \$305,243.60 - Financing: General Fund

**BACKGROUND**

This action does not encumber funds; the purpose of a master agreement is to establish firm pricing for goods, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This master agreement will provide for animal bedding for the Police Department. The Dallas Police Mounted Squad has fourteen horses which are stabled inside Fair Park when not on patrol. Shavings are used daily in each of the stalls for bedding for the horses and to aid in the absorbance of animal waste. These stalls are cleaned daily to remove animal waste to maintain a healthy living environment for the horses.

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 22, 2017, the City Council authorized a three-year master agreement for animal bedding for Police horses with S-4 Quality Shavings, LLC by Resolution No. 17-0354.

On April 14, 2021, the City Council authorized a three-year master agreement for the purchase of animal bedding for the Police Department with S-4 Quality Shavings, LLC by Resolution No. 21-0619.

**FISCAL INFORMATION**

Fund	FY 2023	FY 2024	Future Years
General Fund	\$42,395.00	\$101,747.90	\$161,100.70

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$305,243.60	Goods	32.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
0.00%	0.00%	\$0.00
• This contract does not meet the M/WBE goal, but complies with good faith efforts.		
• S-4 Quality Shaving, LLC - Non-local; Workforce - 0.00% Local		

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"><li>• Recommended vendor is based on the lowest competitive quoted price, who is also technically and financially capable of performing and completing the contract, and otherwise meets all material specification requirements</li><li>• Negotiations are not allowed</li></ul>
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The Office of Procurement Services received the following bid from solicitation number BJ23-00021088. We opened it on January 20, 2023. We recommend the City Council award this master agreement in its entirety to the only bidder.

<b><u>Bidder</u></b>	<b><u>Address</u></b>	<b><u>Amount</u></b>
S-4 Quality Shaving, LLC	970 Vinyard Rd. Marshfield, MO 65706	\$305,243.60

Note: The Office of Procurement Services conducted a single bid review and found no exceptions.

**OWNER**

**S-4 Quality Shavings, LLC**

Mike Stewart, President

Connie Stewart, Vice President