



Legislation Text

File #: 21-175, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: February 24, 2021
COUNCIL DISTRICT(S): 6
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a five-year master agreement for the purchase of animal food for the Department of Dallas Animal Services - Lab Animal Supplies, Inc. dba Lab Supply in the estimated amount of \$180,000 and Simba Industries in the estimated amount of \$111,000, lowest responsible bidders of three - Total estimated amount of \$291,000 - 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 the purchase of animal food for the Department of Dallas Animal Services (DAS). DAS had an intake of more than 40,000 animals in Fiscal Year 2019 and 24,000 animals in Fiscal Year 2020 with modified COVID-19 operations. DAS is required to provide care for the lost and homeless pets of Dallas, including providing adequate food.

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 August 10, 2016, City Council authorized a three-year master agreement for the purchase of animal food with Lab Animal Supplies, Inc. dba Lab Supply and Simba Industries by Resolution No. 16-1170.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
General Fund	\$65,000.00	\$110,000.00	\$116,000.00

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	M/WBE %	M/WBE \$
\$291,000.00	Goods	32.00%	38.14%	\$111,000.00
<ul style="list-style-type: none"> • This contract exceeds the M/WBE goal. • Lab Animal Supplies, Inc. dba Lab Supply - Non-local; Workforce - 4.00% Local • Simba Industries - Non-local; Workforce - 0.00% Local 				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Low Bid	<ul style="list-style-type: none"> • 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 • Negotiations are not allowed
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The Office of Procurement Services received the following bids from solicitation number BE20-00014300. We opened them on October 2, 2020. We recommend the City Council award this master agreement to the lowest responsive and responsible bidders by group. Information related to this solicitation is available upon request.

*Denotes successful bidders

<u>Bidders</u>	<u>Address</u>	<u>Amount</u>
*Lab Animal Supplies, Inc. dba Lab Supply	4251 Dale Earnhardt Way Suite 100 Northlake, TX 76262	Multiple Groups
*Simba Industries	753 Port America Pl. Suite 210 Grapevine, TX 76051	Multiple Groups

Legend and White Animal Health Corp.	105 Schelter Rd. Suite 204 Lincolnshire, IL 60069	Non-responsive
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OWNERS

Lab Animal Supplies, Inc. dba Lab Supply

Jason Raynor, President

Simba Industries

Vickie Kasten, Owner