

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

AGENDA DATE: January 18, 2023

HEARING DATE: NA

CONTACT PERSON(S) NAME AND PHONE NUMBER:

Joseph Montisano, Zoo Director, (915) 212-2800
K. Nicole Cote, Managing Director of Purchasing & Strategic Sourcing, (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: 4 – Enhance El Paso's Quality of Life through Recreational, Cultural and Educational Environments

SUBGOAL: 4.2 – Create innovative recreational, educational and cultural programs.

SUBJECT:

Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Olus Distributing referencing Contract 2021-1247 Animal Food Produce. This will be a change order to increase the contract by \$53,115.50 for a total amount not to exceed \$304,480.50. This change order will cover expenses for the remainder of the contract.

BACKGROUND / DISCUSSION:

This contract will provide food produce, needed for the zoo's animals.

SELECTION SUMMARY:

Not applicable.

CONTRACT VARIANCE:

Not applicable.

PROTEST

Not applicable.

PRIOR COUNCIL ACTION:

On August 3, 2021 City Council approved the award of contract 2021-1247 to vendor for a three (3) year term and one (1), two (2) year option to extend the contract for a total amount of \$418,942.50.

AMOUNT AND SOURCE OF FUNDING:

Amount: \$53,115.50

Funding Source: 452 – 3400– 52140 – 531100 – P5241

Account: Zoo Operations Fund

HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? X YES ___ NO

PRIMARY DEPARTMENT: Zoo
SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:



Joseph Montisano, Zoo Director

**COUNCIL PROJECT FORM
(CHANGE ORDER)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **JANUARY 18, 2023**.

STRATEGIC GOAL: 4 – Enhance El Paso’s Quality of Life through Recreational, Cultural and Educational Environments.

This linkage to Strategic Plan is subsection 4.2 – Create innovative recreational, educational and cultural programs.

Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Olus Distributing referencing Contract 2021-1247 Animal Food Produce. This will be a change order to increase the contract by \$53,115.50 for a total amount not to exceed \$304,480.50. This change order will cover expenses for the remainder of the contract.

Contract Variance:
No contract variance

Department:	Zoo
Award to:	Olus Distributing El Paso, TX
Total Estimated Amount:	\$53,115.50
Account No.:	452 – 3400– 52140 – 531100 – P5241
Funding Source	Zoo Operations Fund
District(s):	All

This is a Low Bid, unit price contract.

*******ADDITIONAL INFO BELOW*******