

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

**AGENDA DATE:** February 27, 2024  
**PUBLIC HEARING DATE:** Not Applicable

**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:** No. 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 the Purchasing & Strategic Sourcing Department be authorized to issue Purchase Order(s) to Milliken Meat Products Ltd for a three (3) year term for an estimated amount of \$293,472.00. This contract will allow the Zoo department to purchase a complete frozen carnivore diet for feeding exotic zoo animals.

**BACKGROUND / DISCUSSION:**

This contract will provide a well-balanced and complete frozen carnivore diet for all carnivorous animals within the Zoo.

**SELECTION SUMMARY:**

This is a non-competitive procurement due to the inability to award a contract after two competitive procurement processes. The first solicitation attempt was advertised May 3, 2023 and the second solicitation was advertised October 3, 2023. Both bids did not meet nutritional values required by City of El Paso Zoo Department and both solicitations were allowed to expire. In accordance with the Amended and Restated Procurement Sourcing Policy this requirement can be fulfilled by a non-competitive award.

**CONTRACT VARIANCE:**

The difference based in comparison to the previous contract is as follows: An increase of \$68,472.00 for the initial term which represents 30.43%. This is due to the addition of new food items and current market pricing.

**PROTEST**

No protest received for this requirement.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

Amount: \$293,472.00

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

Account: Animals & Animal Supplies

**HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED?   X   YES    NO**

**PRIMARY DEPARTMENT:** Zoo

2024-0306 Frozen Carnivore Diet

**SECONDARY DEPARTMENT:** Purchasing & Strategic Sourcing

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\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**DEPARTMENT HEAD:**

A handwritten signature in blue ink, appearing to read 'Joseph Montisano', is written over a horizontal line.

Joseph Montisano, Zoo Director

Project Form  
Non-Competitive

\*\*\*\*\*Posting Language Below\*\*\*\*\*

Please place the following item on the (Regular) Agenda for the (City Council) of February 13, 2024.

Strategic Goal 4 - Enhance El Paso's Quality of Life through Recreational, Cultural, and Educational Environments

The linkage to the Strategic Plan is subsection: (4.2 Create innovative recreational, educational and cultural programs)

**Award Summary:**

Discussion and action on the Request that the Managing Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for solicitation 2024-0306 Frozen Carnivore Diet to Milliken Meat Product, Ltd. for an initial term of three (3) years for an estimated amount of \$293,472.00. This contract will provide a well-balanced, complete frozen carnivore diet for all carnivorous animals at the City of El Paso Zoo.

**Contract Variance:**

The difference based in comparison to the previous contract is as follows: An increase of \$68,472.00 for the initial term which represents 30.43%. This is due to the addition of new food items and current market pricing.

Department:	Zoo
Award to:	Milliken Meat Products Ltd.
City & State:	Markham, Ontario, Canada
Item(s):	All
Initial Term:	3 Years
Option Term:	NA
Total Contract Time:	3 Years
Annual Estimated Award:	\$97,824.00
Initial Term Estimated Award:	\$293,472.00
Option Term Estimated Award:	NA
Total Estimated Award:	\$293,472.00
Account(s):	531100-452-3400-52140-P5241

Funding Source(s): Animals & Animal Supplies

District(s): All

Non-competitive unit price contract under Procurement Sourcing Policy Section 9.1.8.1 (2): If a contract cannot be awarded after two competitive procurements/selection process. The requirement can be fulfilled by a non-competitive award.

The Purchasing & Strategic Sourcing Department and Zoo recommend award as indicated to Milliken Meat Products, Ltd. under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.