

**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:

Terry K. Kebschull, Animal Services Director (915) 212-8742
K. Nicole Cote, Managing Director (915) 212-1092

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 8 - Nurture and Promote a Healthy, Sustainable Community

SUBGOAL: 8.3 Enhance animal services to ensure El Paso's pets are provided a safe and healthy environment

SUBJECT:

The award of solicitation No. 2024-0059 Cat Litter Trays and Pet Carriers to C. Specialties, Inc. for a term of three (3) years for an estimated amount of \$212,400.00. This contract will allow the Animal Services department to purchase cat litter trays and pet carriers to newly adopted shelter pets.

BACKGROUND / DISCUSSION:

Animal Services uses the disposable cat litter trays to help keep disease spreading to other cats and it is in the El Paso Animal Shelter's policy for every animal to leave either on a leash or pet carrier.

SELECTION SUMMARY:

Solicitation was advertised on November 21, 2023 and November 28, 2023. The solicitation was posted on City website on November 21, 2023. There were a total thirteen (13) viewers online; three (3) bids were received; one (1) from local supplier.

CONTRACT VARIANCE:

The difference based in comparison to the previous contract is as follows: An increase of \$21,057.00 annually, which represents a 42.33% increase due to the increase of quantity in product under this contract.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

N/A

AMOUNT AND SOURCE OF FUNDING:

Amount: \$212,400.00

Funding Source: Animal Services Fund

Account: 225-2580-25110-531100

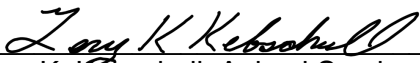
HAVE ALL AFFECTED DEPARTMENTS BEEN NOTIFIED? ☒ YES ☐ NO

PRIMARY DEPARTMENT: Animal Services

SECONDARY DEPARTMENT: Purchasing & Strategic Sourcing

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

DEPARTMENT HEAD:



Terry K. Kebschull, Animal Services Director

Project Form
Low Bid

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

Please place the following item on the Consent Agenda for the City Council of February 27, 2024.

Strategic Goal 8 - Nurture and Promote a Healthy, Sustainable Community

The linkage to the Strategic Plan is subsection: 8.3 Enhance animal services to ensure El Paso's pets are provided a safe and healthy environment

Award Summary:

The award of solicitation 2024-0059 Cat Litter Trays and Pet Carriers to C. Specialties, Inc. for an initial term of three (3) years for an estimated amount of \$ 212,400.00. This contract will allow the Animal Services department to purchase cat litter trays and pet carriers to newly adopted shelter pets.

Contract Variance:

The difference based in comparison to the previous contract is as follows: An increase of \$21,057.00 annually, which represents a 42.33% increase due to the increase of quantity in product under this contract.

Department:	Animal Services
Award to:	C. Specialties, Inc.
City & State:	Indianapolis, IN 46268
Item(s):	All
Term:	3 Years
Annual Estimated Award:	\$70,800.00
Total Estimated Award	\$212,400.00
Account(s)	225 – 2580 – 25110 – 531100
Funding Source(s):	Animal Services Fund
District(s):	All

This was a Low Bid Procurement - unit price contract

The Purchasing & Strategic Sourcing Department and Animal Services Departments recommend award as indicated to C. Specialties, Inc. the lowest responsive and responsible bidder.

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.



CITY OF EL PASO BID TABULATION FORM



BID TITLE: Cat Litter Trays and Pet Carriers											BID NO: 2024-0059	
BID DATE: December 20, 2023											DEPARTMENT: Animal Services	
				C. SPECIALTIES, INC. Indianapolis, IN			CAMPBELL PET COMPANY Brush Prairie, WA			LANGSTON NEWSOME dba MISSIS AND ME LLC. El Paso, TX		
Item No.	Description	Unit of Measure	Approximate / Estimate Quantity (A)	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)	Price (B)	Yearly Total (C = A X B) (C)	3 Year Total (D = C X 3) (D)
1	Mini Cart Disposable Litter trays (11"L x 8"W x2"D) White laminated interior 100/case	Each	1000	\$45.60	\$ 45,600.00	\$ 136,800.00	\$0.00	\$ -	\$ -	\$0.70	\$ 700.00	\$ 2,100.00
2	Pet Waggin (one piece) cardboard Pet Carrier (17.25" x 8.5" x 12")	Each	8000	\$3.15	\$ 25,200.00	\$ 75,600.00	\$7.81	\$ 62,480.00	\$ 187,440.00	\$9.00	\$ 72,000.00	\$ 216,000.00
3	Shipping	Each	8	\$0.00	\$ -	\$ -	\$0.00	\$ -	\$ -	\$80.00	\$ 640.00	\$ 1,920.00
Total					\$ 70,800.00	\$ 212,400.00		\$ 62,480.00	\$ 187,440.00		\$ 73,340.00	\$ 220,020.00
<p><u>OPTION TO EXTEND THE TERM OF THE AGREEMENT</u></p> <p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE ANY OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY GIVING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME PERIOD NOTED ON THE SELECTED OPTIONS. THE TERM OF THIS CONTRACT SHALL BE BASED ON ONE OF THE SELECTIONS BELOW AND UNDER THE SAME TERMS AND CONDITIONS. THE CITY MANAGER OR DESIGNEE MAY EXTEND THE OPTION TO EXTEND.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p>												
TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S)				<input type="text"/>			<input type="text"/>			<input type="text"/>		
NO OPTION OFFERED				<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			<input type="text"/>		
AMENDMENTS ACKNOWLEDGED:				YES			YES			YES		
BIDS SOLICITED: 309 LOCAL BIDS SOLICITED: 153 BIDS RECEIVED: 3 LOCAL BIDS RECEIVED: 1 NO BID: 3												
NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.												

Approved by X /s/
Date Approved 12/21/2023

2024-0059 Cat Litter Trays and Pet Carriers

<u>Participant Name</u>	<u>Response Status</u>	<u>City</u>	<u>State</u>
1 Mlssis & Me	Submitted	El Paso	TX
2 Campbell Pet Company	Submitted	Vancouver	WA
3 C. SPECIALTIES INC.	Submitted	Indianapolis	IN
4 Hypertec USA Inc, (Hypertec D	No Bid	tempe	AZ
5 Paso-Tex Industries LLC	No Bid	El Paso	TX
6 OVOL USA (Western BRW-Bo	No Bid	Dallas	TX
7 LD Products, Inc.	No Bid	Dallas	TX
8 AGAS MFG Inc.	Viewed	Philadelphia	PA
9 HI-Q Environmental Products C	Viewed	San Diego	CA
10 North America Procurement C	Viewed	Grand Junction	CO
11 Octavias Group LLC (Paris O.	Viewed	El Paso	TX
12 Promo Solutions	Viewed	Frisco	TX
13 Starbucks4321	Viewed	El Paso	TX