

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

DEPARTMENT: Animal Services

AGENDA DATE: December 8, 2020

CONTACT PERSON/PHONE: Paula Powell, Department of Animal Services Director - (915) 212-8703
Bruce Collins, Purchasing Director – (915)-212-1181

DISTRICT(S) AFFECTED: ALL

STRATEGIC GOAL: NO.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. The contract is for food for the animals at the Animal Services shelter and for those animals within all of the Animal Services program.

SUBJECT:

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Legend & White Animal Health Corp., referencing Contract 2018-1586 Animal Food. This will be a change order to increase the contract by \$133,551.92 for a total amount not to exceed \$667,759.61 for the initial term. The change order will cover expenses for animal food from December 8, 2020 to October 29, 2021.

BACKGROUND / DISCUSSION:

This contract is intended to provide animal food for the remainder of the contract.

SELECTION SUMMARY:

N/A

CONTRACT VARIANCE:

The cost for this change order is the same as in the original contract. There is no variance.

PROTEST

There was no protest received for this requirement.

PRIOR COUNCIL ACTION:

On October 30, 2018, City Council approved the award of contract 2018-1586.

AMOUNT AND SOURCE OF FUNDING:

Total Estimated Amount: \$133,551.92
Department: 225 – 2580 – 25110 - 531100

BOARD / COMMISSION ACTION:

N/A

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

DEPARTMENT HEAD: _____

**COUNCIL PROJECT FORM
(LOW BID)**

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

Please place the following item on the **CONSENT** agenda (under **PURCHASING REQUESTS, ETC.**) for the Council Meeting of **December 8, 2020**.

STRATEGIC GOAL: NO. 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. The contract is for food for the animals at the Animal Services shelter and for those animals within all of the Animal Services programs.

Request that the Director of Purchasing & Strategic Sourcing be authorized to issue a Purchase Order to Legend & White Animal Health Corp., referencing Contract 2018-1586 Animal Food. This will be a change order to increase the contract by \$133,551.92 for a total amount not to exceed \$667,759.61 for the initial term. The change order will cover expenses for animal food from December 8, 2020 to October 29, 2021.

CONTRACT VARIANCE:

The cost for this change order is the same as in the original contract. There is no variance.

Department:	Animal Services
Award to:	Legend & White Animal Health Corp. Lincolnshire, IL
Total Estimated Award:	\$133,551.92
Account No.:	225 – 25110 – 531100 - 2580
Funding Source:	Animal Services
District(s):	All

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