SUBJECT: PURCHASE OF DOG AND CAT FOOD

BID #: AD-0587-17 **OPEN DATE:** 9/14/16

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

AGENCY: ANIMAL CARE AND PROTECTIVE SERVICES DIVISION

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to increase the award to Dinsmore Feed and Supply, Inc. by $11,400.00 to continue purchasing dog and cat food through the end of the fiscal year. Total revised expenditure amount not to exceed $100,900.00.

Funding Source: ERAC011-05205 – To be encumbered by purchase order

Attachments: Recommendation Memo and Purchase Order

Analyst: _____ Annette Burney

RESPECTFULLY SUBMITTED: _____ GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Julie Adamson, Operations Director, Neighborhoods Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street, 7th Floor
Jacksonville, FL 32202
(904) 255-7200

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

August 23, 2017

TO: Gregory Pease, Chief, Procurement Division
Finance & Administration Department

THROUGH: Julie Adamson, CPA, Operations Director
Neighborhoods Department

FROM: Chuck McNeil, Finance Manager
Neighborhoods Department

SUBJECT: **Request for increase to Dinsmore Feed and Supply**

The Animal Care and Protective Services Division (ACPS) requests an increase to Dinsmore Feed & Supply in the amount of $11,400. The Current Blanket PO 7A01327 has a not-to-exceed amount of $89,500. Due to a technical issue with this PO, ACPS wishes to create a new requisition for a new blanket PO for the additional amount, rather than a change order to the current blanket PO. The new total not-to-exceed amount (including both blankets) should be $100,900. The funding source is listed below. The reason for this change is to purchase supplies to help with the significant increase in animals ACPS has been experiencing.

Vendor	PO #	Current Not-to-Exceed Amount	Additional funding TD17-424	Amended Not-to-Exceed Amount	Index / Sub-object to Encumber Funds
Dinsmore Feed and Supply, LLC	7A01327	$ 89,500			ERAC011 - 05205
Dinsmore Feed and Supply, LLC	new		$ 11,400	$ 100,900	ERAC011 - 05205

If you have questions or need further assistance, please contact Laura TaVoularis at 255-7392.

Cc: Devron Cody, Chief, Animal Care and Protective Services
Laura TaVoularis, Accounting Manager

SUBJECT: PURCHASE OF DOG AND CAT FOOD

BID #: AD-0587-17 **OPEN DATE:** 9/14/16

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: SUPPLY CONTRACT – OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2017

AGENCY: ANIMAL CARE AND PROTECTIVE SERVICES DIVISION

BASIS OF AWARD: LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 9 **NUMBER RECEIVED:** 5 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Subject purchase was previously solicited informally and encumbered via purchase order.

Recommend approval to increase the award to Dinsmore Feed and Supply, Inc. by $29,500.00 to continue purchasing dog and cat food through the end of the fiscal year. Total revised expenditure amount not to exceed $89,500.00.

Funding Source: ERAC011-05205 – To be encumbered by purchase order

Attachments: Recommendation Memo and Purchase Order

Analyst: Annette Burney **RESPECTFULLY SUBMITTED:** GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Julie Adamson, Operations Director, Neighborhoods Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING Ø DATE: 08/10/17

Teresa R. Eichler OTHER:

ACTION OF AWARDING AUTHORITY DATE 8/10/17

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05