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: _____ **RESPECTFULLY SUBMITTED:** _____
Annette Burney 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 1, 2017

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

THROUGH: Julie Adamson, CPA, Operations Director
Neighborhoods Department

FROM: Chuck McNeil, Finance Manager CM
Neighborhoods Department

SUBJECT: **Request for Change Order for PO# 7A01327**

AD-0587-17

The Animal Care and Protective Services Division (ACPS) request a change order increase for PO# 7A01327 in the amount of $29,500. The total not-to-exceed amount of $60,000 should be changed to reflect $89,500. The funding source is listed below.

Vendor	PO #	Current Not-to-Exceed Amount	Change Order Increase	Amended Not-to-Exceed Amount	Index / Sub-object to Encumber Funds
Dinsmore Feed and Supply, LLC	7A01327	$ 60,000	$ 29,500	$ 89,500	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

DINSMORE/NORTH FLORIDA FEED
AND FARM SUPPLY
9123 W. BEAVER STREET
JACKSONVILLE, FL 32220

QUOTE

Date	Invoice #
9/16/2016	33612

Bill To
ANIMAL CARE & CONTROL 117 W DUVAL ST., SUITE 375 NEIGHBORHOOD DEPT, JACKSONVILLE, FL 32202-3470

REQUisition # REQ 198137

P.O. No.	Terms	Project
	Net 30	

Description	Qty	Rate	Amount
DIAMOND ALL NATURAL CHICKEN 40#	1	31.50	31.50
DIAMOND PUPPY 40 #	1	31.50	31.50
CHICKEN SOUP KITTEN 15#	1	28.95	28.95
DIAMOND ACTIVE CAT 18#	1	24.50	24.50
DIAMOND MAINTENANCE CAT 40#	1	29.95	29.95
TASTE OF THE WILD 30# VARIOUS FLAVORS	1	42.95	42.95
TASTE OF THE WILD PUPPY 30#	1	44.95	44.95
DELIVERY (PER EACH DELIVERY)	1	20.00	20.00

Subtotal	$254.30
Sales Tax (0.0%)	$0.00
Total	$254.30
Payments/Credits	$0.00
Balance Due	$254.30

Leslie-Burney, Annette

From: Pearson, Daniel
Sent: Tuesday, August 01, 2017 1:48 PM
To: Leslie-Burney, Annette
Cc: Freeman, Dustin
Subject: FW: Change Orders
Attachments: COJ Procurement.pdf

Annette, please prepare for next GGAC.

This was solicited for quotes under REQ198137 and Blanket Order #PO7A01327 was then subsequently issued to the low bidder of two responses. The term was identified thru 9/30/2017. The agency is now requesting an increase which will exceed the formal threshold requiring GGAC approval. Please generate an AD award in Bids Tracking and prepared award cover requesting approval for the increase.

Thanks

From: Adamson, Julie
Sent: Tuesday, August 01, 2017 1:35 PM
To: Pearson, Daniel; McNeil, Chuck
Subject: RE: Change Orders

Yes, please continue. Do you need a new memo?

Thanks, Dan.

Julie Adamson, CPA
Operations Director
City of Jacksonville | Neighborhoods Department
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-7099
Mobile (904) 580-1293
www.coj.net

From: Pearson, Daniel
Sent: Tuesday, August 01, 2017 1:33 PM
To: McNeil, Chuck
Cc: Adamson, Julie
Subject: RE: Change Orders

Chuck, I see this other request to Dinsmore Feed (attached) requesting increase of $29,500.00. This PO was originally put out for bid informally as the price was below the formal bid threshold of $65,000. With the requested increase, the bid now exceeds the formal bid threshold now requiring GGAC approval for the increase. Please confirm you wish to continue.

From: Pearson, Daniel
Sent: Tuesday, August 01, 2017 1:05 PM
To: Adamson, Julie
Cc: McNeil, Chuck
Subject: RE: Change Orders

A memo is required recommending approval of an award, increase or amendment to a prior award.

In this recent case, the last award (attached) shows the maximum allowed spend to each vendor which the corresponding PO is set to. From my understanding, Bonnie had a request from Chuck to increase the amounts of each vendor due to TD transfer. If the spend is going to increase the spend limits set on the latest award, a memo is required to adjust/increase the amounts accordingly in a new award, this provides the authority to increase the PO(s).

From: Adamson, Julie
Sent: Tuesday, August 01, 2017 11:40 AM
To: Pearson, Daniel
Cc: McNeil, Chuck
Subject: Change Orders
Importance: High

Dan:

I need calcification as to when a memo is needed for change orders on blanket POs. Prior to doing the all of the change orders for ACPS, Chuck confirmed with Bonnie the process and communication regarding the changes orders and she said an email would be OK. I need to understand when we are required to submit a memo to you all for change orders. It is not 100% clear in your handbook, unless I am missing it, when we should send an email vs a memo. My goal was to get all of these ACPS changes done ASAP because the shelter is need of supplies and I was under the impression this was moving forward late last week, but that does not seem like the case. Any clarification as to when we need to submit a memo vs an email requesting a change order will be appreciated.

Thanks -

Julie Adamson, CPA
Operations Director
City of Jacksonville | Neighborhoods Department
214 N. Hogan Street, 7th floor
Jacksonville, FL 32202
Direct (904) 255-7099
Mobile (904) 580-1293
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Open Market Requisition REQ198137

Status: 1RGP - Gone to PO

General Items Vendors Address Accounting Routing Attachments(4) Notes(2) Reminders Summary

Header Information

Requisition Number:	REQ198137	**Short Description:**	ACA.OFEQ.Animal Food - Fiscal Year 2017	**Status:**	1RGP - Gone to PO
Organization:	City of Jacksonville				
Department:	HN - Neighborhoods	**Location:**	NDAC - Animal Care & Protective Services	**Required By Date:**	10/01/2016
Entered Date:	09/14/2016	**Requisition Type:**	Open Market	**Type Code:**	Blanket Order
Requestor:	John Greinke	**Purchaser:**	Bonnie Geddis	**Fiscal Year:**	2017
Contact:	John Greinke	**Contact Phone:**	(904)255-7392	**Alternate ID:**	ACA.9/26.Return Date.9.21.16
Estimated Cost:	$60,000.00	**Print Format:**	Requisition print form w/watermark		
Solicitation Enabled:	No				
Invoice Method:	Three Way Match				
P-Card Desired:	No				

Ship-to Address:
2020 Forest Street
Jacksonville, FL 32204
USA
Email: none@coj.net
Phone: (904)255-7387

Bill-to Address:
City of Jacksonville Finance Department
117 W. Duval Street, Suite 375
Kale Newsome, Accounts Payable Supervisor
Jacksonville, FL 32202
USA
Email: kalen@coj.net
Phone: (904)630-1212 Ext. 5213
FAX: (904)630-1890

Notes:
Holding for Agency Decision.
Requisition was more detailed that required written quotes.

Vendors:

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Recommended
00001132		Standard Feed Company	Email	No
00001221		Alma Rae Height	Paper Copy Mailed	No
00002763		Pro-Vet Supply	Paper Copy Mailed	No
00003345		Marietta Feed and Seed	Paper Copy Mailed	No
00007087		Malabs	Email	No
00007627		Hill's Pet Nutrition Sales, Inc.	Email	No
00009898		Datrex, Inc.	Email	No
00011941		DINSMORE FEED AND SUPPLY LLC	Email	No
00016461		PCM SALES, INC	Email	No

Attachments

Agency Files: Hills 2017 FY Quote~1.docx, New Hills Products.REQREQ198137.pdf, 2 Vendors Quote.REQ198137.pdf, ACA.IQT.REQ198137~1.pdf

Agency Forms:

Vendor Files:

Vendor Forms:

Item Information

Item # 1 : Blanket order to cover the cost of dog and cat food for the period of October, 2016 through September, 2017 to be ordered as-needed. Freight charges to be covered as needed. ***PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES. 1RGP - Gone to PO

NIGP Class: 325-25
Dog and Cat Food

PO # / PO Item #: PO7A01327 / 1

Fixed Asset	Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
No	1.0	$60,000.00	$60,000.00	LOT - Lot	0.00%	$0.00		$0.00	$0.00	$60,000.00

Manufacturer: Brand: Model:

Make: Packaging:

Account Code	Extended Account Code	Loan Pool Account Code	Loan Pool Extended Account Code	Amount
ERAC011-05205				$60,000.00

Recommended Vendor: 00011941 - DINSMORE FEED AND SUPPLY LLC
WANDA MEEHAN

9123 W. BEAVER ST.
DBA North Florida Feed and Farm Supply
JACKSONVILLE, FL 32220
USA
Email: WJMEE@AOL.COM
Phone: (904)783-4327
FAX: (904)783-4089

Item # 2 : REQUIREMENT: LIST OF VENDOR'S SOLD PRODUCTS 1RGP - Gone to PO

Qty	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Freight	Total Cost
This item is narrative									

Approval Path:

Delete	Approver	Order Sequence	Approval Path ID	Level	Approver Type	Date Requested	Date Approved/Disapproved/Canceled	Approved/Disapproved/Canceled by	Comment View
	Charlie McNeil	1	ERAC	10	Primary	09/14/2016 02:16:34 PM	09/14/2016 02:19:16 PM	Charlie McNeil	

Clone Requisition Print

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