

CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: City Attorney’s Office; City Manager’s Budget Office; and Department of Public Works	Dept. Approval: /s/ Rick Bruneau
Council District(s): Citywide			CMO Approval:  4/16/24

SUBJECT: ACTIONS RELATED TO THE PURCHASE ORDERS WITH GANADO FEED, INC. AND PHILLIPS FEED SERVICE, INC. FOR ANIMAL FOOD AND SUPPLIES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager or her designee to exercise up to six one-year options to extend the term of the purchase order with Ganado Feed, Inc. (San José, CA) and Phillips Feed Service, Inc. (Easton, PA) for the purchase of animal food and supplies, with the last option ending on or about August 2, 2030, subject to the appropriation of funds.

BASIS FOR RECOMMENDATION:

The Department of Public Works Animal Care and Services Division is responsible for promoting and protecting the health, safety, and welfare of animals in the City. This includes providing food, shelter, veterinary, and recreational services for the animals in its care. The Animal Care and Services Division facilities have been nearing maximum capacity, with an average of 500 animals in the shelter daily. To ensure a steady inventory of food and supplies for this growing number of animals, the Animal Care and Services Division relies on outside vendors for its supply.

In July 2023, a competitive Request for Bids was released by the Finance Department to procure these products. The Request for Bids provisioned for a one-year initial term and an additional six one-year options for the City to extend the term. Two responsive bids were submitted. One vendor, Ganado Feed, Inc. qualified for the City’s local and small business preferences. No protests were received. Staff awarded to Ganado Feed, Inc. and Phillips Feed Service, Inc. as the responsive, and responsible bidders pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2). The option period for August 3, 2024 to August 2, 2025 is projected to be in the amount of \$400,000 in total and future options would be subject to appropriation. Approval of this recommendation ensures the City continues to receive these essential products with minimal impact to operations.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2023-2024 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	0572	Non-Personal/Equipment	\$24,265,859	\$400,000	803	02/13/2024, 31040

FOR QUESTIONS CONTACT: Albie Udom, Deputy Director of Finance – Purchasing & Risk Management, at Albie.Udom@sanjoseca.gov