



**BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS**

Award Contract Grant

Requested Board Meeting Date: 10/2/18

* = Mandatory, information must be provided

or Procurement Director Award

***Contractor/Vendor Name/Grantor (DBA):**

Central Pet Partners, LLC

***Project Title/Description:**

Kennel and Pet Care Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-18-076. This revision increases the annual award amount by \$30,000.00 from \$670,000.00 to \$700,000.00 for a cumulative not-to-exceed contract amount of \$1,370,000.00 to allow for the mandated Living Wage increase of 2.65%.

Administering Department: Pima Animal Care Center

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive Sealed Bidding, on 09/19/17, the Board of Supervisors approved an award of contract for a two (2) month term and a contract amount of \$111,666.67 pending a cost analysis to be provided by PACC.

On 11/07/2017, the Board of Supervisors approved a revision to extend the termination date to 09/18/18 and increase the contract amount by \$558,333.33 to the original requested annual award amount of \$670,000.00 with four (4) one-year renewal options.

On 06/04/18, the Procurement Director approved a revision to extend the termination date to 09/18/19 and to add a full annual award of \$670,000.00 for a cumulative not-to-exceed contract amount of \$1,340,000.00.

This request increases the hourly rates paid to Kennel Technicians and Supervisory staff. As a result of the hourly rate increases the Daily Charge increased from \$1,611.66 to \$1,689.84. The hourly rate for Contingency services increased from \$16.82 to \$17.26.

PRCUID: 269049

Attachments: Master Agreement and Spreadsheet - Labor by Rates and Hours

***Program Goals/Predicted Outcomes:**

To maintain PACC Kennels at optimum sanitary conditions.

***Public Benefit:**

Good sanitary conditions reduce the spread of disease. Decreased number of ill animals reduces shelter costs.

***Metrics Available to Measure Performance:**

Employee time sheets are reviewed to measure cleaning time required compared to kennels maintained.

***Retroactive:**

Yes. The County needed additional time to work with the Contractor to determine the appropriate allocation of Kennel Technician Hours and Supervisory hours that comprise the Daily Shelter Cleaning Service rate.

SEP 26 10:46 AM '18

To: COB 9-14-18
pgs - 3 (11)
Addendum

20180926 10:46 AM

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

Expense Amount: \$* _____ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? Yes No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? Yes No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? Yes No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? Yes No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 18-076

Amendment No.: _____ AMS Version No.: 5

Effective Date: 9/19/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 30,000.00

Is there revenue included? Yes No If Yes \$ _____

***Funding Source(s) required:** PACC Special Revenue Fund

Funding from General Fund? Yes No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) Award Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

Match Amount: \$ _____ Revenue Amount: \$ _____

***All Funding Source(s) required:**

*Match funding from General Fund? Yes No If Yes \$ _____ % _____

*Match funding from other sources? Yes No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____

Contact: Jennifer Moore, Procurement Officer Division Manager: [Signature] 9.21.18

Department: Procurement [Signature] 9/21/18 Telephone: 520.724.8164

Department Director Signature/Date: [Signature] 9/24/18 [Signature] 9/24/18

Deputy County Administrator Signature/Date: [Signature] 9/23/18

County Administrator Signature/Date: [Signature] 9/25/18
(Required for Board Agenda/Addendum Items).



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1800000000000000076

MA Version: 5

Page: 1 of 2

Description: Kennel and Pet Care Services

I S S U E R	Pima County Procurement Department
	130 W. Congress St. 3rd Fl
	Tucson AZ 85701
	Issued By: JENNIFER MOORE
	Phone: 5207248164
	Email: jennifer.moore@pima.gov

T E R M S	Initiation Date: 09-19-2018
	Expiration Date: 09-18-2019
	NTE Amount: \$1,370,000.00
	Used Amount: \$665,894.01

V E N D O R	Central Pet Partners LLC	Contact: Julie Grounds
	PO BOX 6325	Phone: 520-975-8462
	Amado AZ 85645	Email: juliegrounds@gmail.com
		Terms: 0.00 %
		Days: 15

Shipping Method: Vendor Method
Delivery Type:
FOB: FOB Dest, Freight Prepaid
Modification Reason This revision increases the annual award amount by \$30,000.00 from \$670,00.00 to \$700,000.00 for a cumulative not-to-exceed contract amount of \$1,370,000.00 to allow for the mandated Living Wage increase of 2.65%.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



PIMA COUNTY

MASTER AGREEMENT DETAILS

Master Agreement No: 1800000000000000076

MA Version: 5

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Line	Description					
1	Daily Charge - Shelter Cleaning Service (96 Hours)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	DAY	\$1,689.84			
2	Contingency Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$17.26			

Master Agreement MA-PO-18-076

Labor by Rates and Hours

Kennel and Pet Care Services

Rate Changes - Living Wage Increase 2.65%

		Hourly Rate	Daily Hours	Daily Rate	Annual
Daily Charge - Shelter Cleaning Services	Kennel Technician	\$ 17.26	84	\$ 1,449.84	\$ 529,191.60
	Manager/Supervisor	\$ 20.00	12	\$ 240.00	\$ 87,600.00
				<u>\$ 1,689.84</u>	<u>\$ 616,791.60</u>
			Annual Contingency Hours		
Contingency Services Rate	Kennel Technician	\$17.26	4800		\$ 82,848.00
			Total Contract Annual Award		<u>\$ 699,639.60</u>