



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

Award Contract Grant

Requested Board Meeting Date: 09/19/17

* = Mandatory, information must be provided

or Procurement Director Award

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

Central Pet Partners, LLC

***Project Title/Description:**

Kennel Cleaning Services

***Purpose:**

Ratification of Amendment of Award: Master Agreement No. MA-PO-16-041. This revision exercises a time extension for the period 09/11/17 - 09/18/17 and adds \$20,000.00 resulting in a not-to-exceed contract amount of \$354,798.00. Administering Department: Pima Animal Care Center (PACC).

Immediate approval of this extension and increase in funding by the Board of Supervisors Chair was requested by PACC to allow for continued service provisions. Since that approval was granted, this request is for ratification of the revision of award by the entire Board of Supervisors.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive Sealed Bidding, on August 3, 2015, the Procurement Director approved an Award of Contract for an initial term of one (1) year and an annual amount of \$84,448.00 with four (4) renewal options.

On 7/20/2016, the Procurement Director authorized an annual award increase of \$10,552.00 from \$84,448.00 to \$95,000.00.

On 9/11/2016, the Master Agreement was renewed for the period ending 9/10/17 and the not-to-exceed contract amount was increased by \$84,798.00 to \$179,798.00.

On 5/2/2017, the Procurement Director approved a one-time increase of \$100,000.00 for a not-to-exceed contract amount of \$279,798.00.

PRCUID No. 183952

Attachment: Master Agreement, Chair Approved Memorandum

***Program Goals/Predicted Outcomes:**

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:**

No.

To COB: 9-13-17 (1)
Vers: 10
Pgs: 3
ADDENDUM

Procurement Dept 09/12/17 PM 11:04

SEP 13 17 PM 03:37 PC CLK OF BD

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

***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): 16-041

Amendment No.: _____ AMS Version No.: 10

Effective Date: 9/11/17 New Termination Date: 9/18/17

Prior Contract No. (Synergen/CMS): _____

Expense or Revenue Increase Decrease Amount This Amendment: \$ 20,000.00

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

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

PACC Special Revenue

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, Commodity Contracts Officer

Division Manager: [Signature]

Department: Procurement

Telephone: 724-8164

Department Director Signature/Date: [Signature] 9/7/17

9/10/17

Deputy County Administrator Signature/Date: [Signature] 9/11/17

County Administrator Signature/Date: [Signature] 9/11/17

(Required for Board Agenda/Addendum Items)



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

**THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION**

Master Agreement No: 1600000000000000041

MA Version: 10

Page: 1 of 2

Description: Kennel Cleaning Services

IFB 183952

I S S U E R	<p>Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701</p> <p>Issued By: JENNIFER MOORE Phone: 5207248164 Email: jennifer.moore@pima.gov</p>
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T E R M S	<p>Initiation Date: 09-11-2017 Expiration Date: 09-18-2017</p> <table border="1" style="margin: 10px auto; width: 80%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">NTE Amount:</td> <td style="padding: 2px; text-align: right;">\$354,798.00</td> </tr> <tr> <td style="padding: 2px;">Used Amount:</td> <td style="padding: 2px; text-align: right;">\$332,286.89</td> </tr> </table>	NTE Amount:	\$354,798.00	Used Amount:	\$332,286.89
NTE Amount:	\$354,798.00				
Used Amount:	\$332,286.89				

V E N D O R	<p>Central Pet Partners LLC PO BOX 6325 Amado AZ 85645</p>	<p>Contact: Julie Grounds Phone: 520-975-8462 Email: juliegrounds@gmail.com Terms: 0.00 % Days: 30</p>
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<p>Shipping Method: Vendor Method</p> <p>Delivery Type:</p> <p>FOB: FOB Dest, Freight Prepaid</p> <p>Modification Reason This revision exercises a time extension for the period 09/11/17 to 09/18/17 and adds \$20,000.00 resulting in a not-to-exceed contract amount of \$354,798.00.</p>
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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.

MASTER AGREEMENT DETAILS



Master Agreement No: 16000000000000000041

MA Version: 10

Page: 2 of 2

Line	Description					
1	Kennel cleaning					
	Service Contract Amt (Not-To-Exceed)			Service From		Service To
	73432.21			2017-08-10		2017-09-10
2	Daily Kennel Cleaning Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$14.50			
3	As Needed Services					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$14.50			
4	On-Site Supervisor, 40 hours/week					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	HOUR	\$19.24			



PIMA COUNTY

PROCUREMENT

MEMORANDUM

Date: September 8, 2017

To: Honorable Chair, Sharon Bronson, Pima County Board of Supervisors

From: Mary Jo Furphy, Procurement Director *mJF*

Re: Master Agreement No. MA-PO-16-041, Award Amendment Ratification Request

Master Agreement No. MA-PO-16-041 was awarded by the Procurement Director on August 3, 2015 for the provision of Kennel Cleaning Services required by the Pima Animal Care Center (PACC). The award was for a period of one (1) year with four (4) optional one-year renewal periods and the annual award amount was \$84,448.00.

At the time this contract was awarded, adult detention center inmates performed a vast majority of the work. When the inmate work program ended, the contract required a dramatic change to the Scope of Services. Contractor significantly increased its staff and funding increased to \$250,000.00 for the continued provision of kennel cleaning services. It was determined to not exercise any contract renewals, but to resolicit to seek competitive bids based on the revised Scope of Services. This contract will expire 09/10/17. Therefore, PACC is requesting an amendment to extend the current contract term for the period 09/11/17 through 09/18/17 and to add funding in the amount of \$20,000.00, which requires immediate approval under the authority of the Board of Supervisors' Chair with ratification of the amendment to follow at the September 19, 2017 meeting. The recommendation for award of the new contract will be presented in the same meeting for Board action.

Your signature below will indicate agreement with this request.

Sharon Bronson

Sharon Bronson, Chair, Pima County Board of Supervisors

SEP 08 2017

Date

Attachment

ATTEST:

[Signature]

Clerk, Board of Supervisors
Pima County, Arizona