



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Animal Services
Department No.: 041
For Agenda Of: March 5, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: 4/5 Vote Required

TO: Board of Supervisors
FROM: Department Mouhanad Hammami, Director,
Director(s) Public Health Department
Contact Info: Sarah Aguilar, Director of Animal Services
(805) 698-0212
SUBJECT: Request to Increase the Authorized Amount of the Waiver of Competitive Bidding
for Veterinary Food Supplies for Fiscal Years 2023-24 and 2024-25

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management, CEO Budget

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors consider recommendations as follows:

- a) Waive competitive bidding by the County of Santa Barbara and authorize the County's Purchasing Agent to increase the contract (BL2344) total with Hill's Food, Shelter & Love Program by Hill's Pet Nutrition, Inc. by an increased amount of \$60,000 for each Fiscal Year 2023-24 and Fiscal Year 2024-25 with a revised total amount not to exceed \$120,000 for each fiscal year over the two-year period; and
- b) Approve budget revision BJE Number 0009529 (Attachment A) to increase appropriations for the Animal Services FY 2023-24 Budget to add \$60,000 for animal food, funded by a release of designated fund balance; and
- c) Find that the proposed action is an administrative and fiscal activity of the County, which will not result in direct or indirect physical changes in the environment and is therefore not a "project" as defined for purposes of the California Environmental Quality Act (CEQA) under State CEQA Guidelines Section 15378(b)(4) and (b)(5).

Summary Text:

Santa Barbara County Animal Services (SBCAS) is requesting authorization to increase the contract total with Hill's Food, Shelter & Love Program (Hill's) by \$60,000 for each of Fiscal Year 2023-24 and 2024-25 not to exceed \$120,000 for each fiscal year over the two-year period. Pursuant to County Code Section 2-39, the increase in the contract authorization for the County's Purchasing Agent requires a continued waiver of competitive bidding as authorized by your Board on May 24, 2022 and June 27, 2023 to receive the member discounts available through the Hill's pet nutrition program. The recommended actions will allow SBCAS to procure the additional pet nutrition supplies necessary to feed and care for the increased number of sheltered animals in the County.

Background: County Code Section 2-39 requires that the Chief Procurement Officer, the County's Purchasing Agent, make all purchases and contracts for goods based on competitive bids where the expenditures would or could exceed twenty-five thousand dollars, unless the Board of Supervisors has waived competition when there are limitations on the source or supply, necessary restrictions in specifications, or other valid reasons provided. On May 24, 2022 and on June 27, 2023, your Board approved a waiver of competitive bidding by the County of Santa Barbara and authorized the County's Purchasing Agent to continue the procurement of food for shelter animals through the Hill's Food, Shelter & Love program by Hill's Pet Nutrition, Inc for the following reasons, which are also the supporting basis of the staff recommended actions today.

SBCAS has been a member of Hill's Food, Shelter & Love Program for over 10 years. In addition to the discounted bulk food through this program, Hill's also provides free sample bags of food for every dog and cat adopted from SBCAS shelters. The Hill's Food, Shelter & Love program provides science-led nutrition and SBCAS has found that while prices have increased markedly, Hill's has continued to offer the lowest prices when informally compared with other vendors due to the discounts for bulk purchasing provided to its members.

On May 24, 2022, authorization was granted to procure food for shelter animals with Hill's in an amount not to exceed \$40,000 for each Fiscal Year 2022-23, 2023-24, and 2024-25 with a total amount not to exceed \$120,000 over the three-year period. On June 27, 2023, your Board of Supervisors authorized an increase of \$20,000 for each Fiscal Year 2022-23, 2023-24 and 2024-25 with a total amount not to exceed \$180,000 for the three-year period.

SBCAS is requesting a \$60,000 increase per Fiscal Years 2023-24 and 2024-25 to be funded by a generous donation from the Knudsen Trust with a revised total amount of \$120,000 annually for the remaining two-year period. This requested increase is due to several factors. SBCAS has experienced a steady rise in animals coming through the doors of the SBCAS shelters. In the first half of Fiscal Year 2023-24, SBCAS has seen an increase of over 1,300 animals entering the system compared to the same time frame the prior year. The largest increases have been kittens and large dogs. By nature, kittens require specialized food for development and must be in care until they are of age for spay and neutering, and large dogs require more caloric intake to meet their nutrition needs than other dogs. SBCAS has also experienced a vacancy in the county veterinarian position since October of 2022, which has delayed alteration of pets within our care, creating an additional backlog of animals in the shelter that can be made available for foster or adoption.

Concurrently, the price of nutritional food has also increased. For example, a case of kitten wet food cost \$18.41 in 2021, \$26.83 in 2022, and is currently \$41.28 per case. Some animals also have medical issues and require Prescription Diet food, such as z/d Food Sensitivities, a 17.6-lb bag of canine food that was \$54.31 in 2021 is now \$66.36.

For Fiscal Year 2025-26, SCBAS will conduct a competitive bid process for food supplies and will return to the Board with recommendations for ongoing shelter food procurement.

Fiscal and Facilities Impacts:

Budgeted: No

Fiscal Analysis:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund			
State			
Federal			
Fees			
Other:	\$ 60,000.00	\$ 60,000.00	\$ -
Total	\$ 60,000.00	\$ 60,000.00	\$ -

Waiving competitive bidding and authorizing the Purchasing Agent to increase the Hill’s Pet Food contract (BL 2344) in the amount of \$60,000 does not impact mandates, service levels, or general fund contribution. A budget revision in the amount of \$60,000 is necessary to amend the adopted Fiscal Year 2023-24 Animal Services program budget. The budget revision uses designation dollars set aside from a generous donation from the Knudsen Trust. The Fiscal Year 2024-25 recommended budget also includes \$60,000 from the Knudsen Trust to fund this action.

Special Instructions:

Request the Clerk of the Board to provide a copy of the minute order by email to the Public Health Department Contracts Unit at PHDGROUPContractsUnit@sbcpd.org when available.

Attachments:

- A. Budget Revision BJE Number 0009529

Authored by:

Sarah Aguilar, Director of Animal Services