



**City of Santa Ana**  
**20 Civic Center Plaza, Santa Ana, CA 92701**  
**Staff Report**  
**May 4, 2021**

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**TOPIC:** Santa Ana Zoo Animal Feed, Hay, and Tack

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**AGENDA TITLE:**

Award Blanket Purchase Order Contracts for Zoo Animal Feed, Hay, and Tack to Newco Distributors, Midway City Feed Company, Inc., and Kruse Feed & Supply, Inc. in an Annual Aggregate Amount Not to Exceed \$35,000 for up to a Five-Year Term (Specification No. 21-035) (General Fund)

**RECOMMENDED ACTION**

Award blanket purchase order contracts for zoo animal hay, feed, and tack to Newco Distributors, Midway City Feed Company, Inc., and Kruse Feed & Supply, Inc. in an annual aggregate amount of \$35,000 for a one-year period beginning June 1, 2021 and expiring May 31, 2022, with provisions for four, one-year renewal options exercisable by the City Manager, subject to non-substantive changes approved by the City Manager and City Attorney.

**DISCUSSION**

An invitation for Bids for hay, feed, and tack was advertised on March 9, 2021 on the City's online bid and management publication system. A summary of the Invitation for Bids and bids received is as follows:

20	Vendors notified
0	Santa Ana vendor notified
9	Vendors downloaded the bid packet
3	Bids received
0	Bid received from a Santa Ana vendor

The bids were received, opened, and evaluated on April 1, 2021 (Exhibit 1). All three bids were determined to be responsive. The bids received from Newco Distributors, Midway City Feed Company, Inc., and Kruse Feed & Supply, Inc., were the lowest responsive to specifications and meet the City's requirements. Awarding to all three bidders allows for variety of products and availability.

Outreach Efforts

The Purchasing Division advertised this project on the City's online bid management and publication system. Through an online search and through the online bid management system, no Santa Ana vendors were found offering these products

**ENVIRONMENTAL IMPACT**

There is no environmental impact associated with this action.

**FISCAL IMPACT**

Funds are budgeted and made available in the following account for the specified year:

<b>Fiscal Year</b>	<b>Accounting Unit-Account #</b>	<b>Fund Description</b>	<b>Accounting Unit, Account Description</b>	<b>Amount</b>
2020-2021	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$2,916.67
2021-2022	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$35,000.00
2022-2023	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$35,000.00
2023-2024	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$35,000.00
2024-2025	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$35,000.00
2025-2026	01113220-63400	General Fund	PRCSA-Zoo, Animal Food & Supply	\$32,083.33

**EXHIBIT(S)**

1. Bid Abstract

Submitted By: Lisa Rudloff, Executive Director of Parks, Recreation and Community Services

Approved By: Kristine Ridge, City Manager