

**CITY OF AUSTIN
SCOPE OF WORK
FOR
PET FOOD AND SUPPLIES
INVITATION FOR BID (IFB) SOLICITATION NO.: IFB 9200 MLJ1008**

1.0 PURPOSE

The City of Austin (City) seeks to establish a contract with a qualified Contractor to provide food and supplies to care for the animals housed within the Austin Animal Center (AAC). The City of Austin Animal Services Office (ASO) is responsible for the municipally owned and operated animal shelter known as the Austin Animal Center (AAC).

2.0 BACKGROUND

Animals brought to the AAC often arrive in poor nutritional condition. The animals are stressed by the new surroundings, routines, and human contact they experience in a shelter environment. To help the animals cope with added stress, the shelter utilizes premium grade pet food for daily operations. There are times, however, when the shelter cares for animals with very serious health problems that warrant higher grade (ultra-premium) nutrition. The ultra-premium pet food required in these situations will help these animals recover more quickly. The shelter not only provides food and housing to animals, but also a variety of pet supplies including toys, leashes, and treats. The shelter also provides food and supplies for other animals such as rabbits, chickens, birds, goats, and hamsters.

In addition to the above stated routine care items, ASO also provides training and exercise for AAC animals. These daily activities require the use of collars, leashes, harnesses and guides for various sized dogs and collars for cats. The ASO also provides animal adopters with a new collar before each animal is taken to their new home.

3.0 CONTRACTOR QUALIFICATIONS

- 3.1 The Contractor shall have a minimum of three (3) years of continuous experience in selling these products to an agency similar in size and scope to the City. The City reserves the right to check references to confirm the bidders' experience.
- 3.2 The Contractor shall be an authorized dealer/reseller of the products offered. The City reserves the right to request written confirmation from the manufacturer as required.

4.0 TERM OF CONTRACT

The term of the contract shall commence upon execution and remain in effect for sixty (60) months, or the City terminates the Contract.

5.0 PRODUCT SPECIFICATIONS

- 5.1 Contractor will supply all pet food according to Pricing Submittal.
- 5.2 Contractor shall provide nylon dog collars that include the following specifications:

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- 5.2.1 Bar-tacked stitching at stress points provides extra strength
- 5.2.2 Plastic, contoured, quick-release buckles
- 5.2.3 Nickel-Plated D-Rings
- 5.3. Contractor shall provide martingale style nylon dog collars that include the following specifications:
 - 5.3.1 All-nylon collar will tighten when a dog pulls on a lead, then relaxes when the pulling stops which prevents dogs from backing out of their collars
 - 5.3.2 Rugged steel D-rings
 - 5.3.3 Adjustable collar with limited closure and D-ring for safety
 - 5.3.4 Quick release snap buckle for easy on and off
- 5.4. Contractor shall provide nylon dog leashes that include the following specifications:
 - 5.4.1 Bar-tacked stitching at stress points provides extra strength
 - 5.4.2 Heavy-duty, nickel-plated swivel snaps with a thumb release
 - 5.4.3 Looped handle with bar-tacked stitching at stress points
- 5.5. Contractor shall provide nylon cat collars that include the following specifications:
 - 5.5.1 Breakaway plastic buckle with a matching jingle bell and D-ring

6.0 DELIVERY REQUIREMENTS

Location:

Days:

Austin Animal Center
7201 Levander Loop, Bldg. A
Austin, TX 78702

Monday - Saturday 11:00AM - 7:00PM

Contractor shall provide AAC with an ordering system to place all orders. The system shall provide a unique parent account number and sub-accounts if required. An online website ordering system is preferred.

- 6.1. Contractor shall accept orders only from authorized personnel, as designated by the City.
- 6.2. Contractor shall deliver orders Monday through Friday, 9AM-3PM CST.

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- 6.3. Contractor shall ship orders within two (2) business days after the order is placed.
- 6.4. All orders shall ship complete unless arrangements for partial shipments are made in advance with the Contract Manager.
- 6.5. Contractor shall provide all necessary equipment required to deliver and unload orders. The animal shelter does not have access to a loading dock or forklift. A truck with a lift gate will be required for larger orders.**
- 6.5.1 Contractor shall deliver cat litter on pallets.
- 6.5.2 Contractor shall deliver canned pet food in cases.
- 6.5.3 Contractor shall deliver dry pet food in individual bags on pallets.
- 6.5.4 Contractor may be required to make emergency deliveries of pet food. An emergency delivery is defined as any delivery required in less than two (2) business days after order is placed, and any delivery required after 5PM CT or on weekends. Contractor may assess an emergency delivery fee for any emergency delivery.

7.0 INVOICE AND BILLING ADDRESS:

The City's preference is to have itemized invoices emailed to the below address:

	City of Austin
Department:	Austin Animal Services
Attn:	Accounts Payable
Email:	HHSDAPInvoices@austintexas.gov

For questions regarding your invoice/payment please contact the City Contract Manager.

8.0 DESIGNATION OF KEY PERSONNEL:

The City and the Contractor resolve to keep the same key personnel assigned to this engagement throughout its term. If it becomes necessary for the Contractor to replace any key personnel, the replacement will be an individual(s) having equivalent experience and competence in executing projects such as the one described herein. Additionally, the Contractor shall promptly notify the City and obtain written approval for the replacement. Such approval shall not be unreasonably withheld.

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The City's key personnel are identified as follows:

	Name	Phone Number	Email Address
City's Contract Manager	Jackson Dodd	(512) 972-6127	Jackson.Dodd@austintexas.gov
Contract Monitor	Bradley Starek	(512) 978-0538	Bradley.Starek2@austintexas.gov
Procurement Specialist	Marissa Jones	(512) 974-2038	Marissa.Jones@austintexas.gov

9.0 CITY RESPONSIBILITIES

- 9.1. City will provide Contractor with a list of personnel authorized to order from this contract.
- 9.2. City will provide Contractor with a purchase order for each order.