DEPARTMENTAL INPUT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

Rev 1

[Checkboxes for New Contract, OTR, CO, SS, BW, Emergency]

Previous Contract/Project No: N/A

[Checkboxes for Re-Bid, Other]

LIVING WAGE APPLIES: YES NO

TERM OF CONTRACT: ______ years with ______ one year options-to-renew

Requisition/Project No: ROAD1500003

Requisition/Project Title: Veterinary Laboratory Supplies & Services

Description: ____________________________________________________________

User Department(s): ASD
Issuing Department: ASD
Contact Person: Caroline Burgos
Phone: 305-375-2037
Estimated Cost: $51,686.81
Funding Source: General Funds

ANALYSIS

Commodity/Service No: ____________________________

Trade/Commodity/Service Opportunities

#75-15 DIAGNOSTIC TEST KITS AND SUPPLIES, VETERINARY
961-86 Veterinary Services
961-48 Laboratory and Field Testing Services

Contract/Project History of Previous Purchases For Previous Three (3) Years
Check Here _____ if this is a New Contract/Purchase with no Previous History

EXISTING  2ND YEAR  3RD YEAR

Contractor: ____________________________
Small Business Enterprise: ________________
Contract Value: ____________________________
Comments: ____________________________

Continued on another page(s): _____ Yes _______ No

RECOMMENDATIONS

<table>
<thead>
<tr>
<th>SBE</th>
<th>Set-Aside</th>
<th>Sub-Contractor Goal</th>
<th>Bid Preference</th>
<th>Selection Factor</th>
</tr>
</thead>
<tbody>
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Basis of Recommendation: __________________________________________

Signed: Caroline Burgos ____________________________ Date to DBD: 03/05/2015

Date Returned to DPM: ____________________________

3/6/2015
NOTE TO DEPARTMENTS: COMPLETE ITEMS MARKED WITH (►)

► REQUISITION #: RQAD156001  P.O. #:  BCC DATE:  

► ACQUISITION DATE (Date Order Is Placed): 10/01/2014 – 01/31/2015  

► TITLE: IDEXX Laboratories  

► DESCRIPTION: In the past and currently, the Department uses the P-card for lab services offered by IDEXX since there is no contract in place given that our annual expenditures related to lab work is usually under $12K, we had not pursued a contract for this service in the past. However, the Department is now in pursuit of a contract and working with ISD Procurement to have a contract in place for this type of service since samples are sent to an offsite medical lab for analyses. Recently, we had an uncommon incident that required most animals housed within the shelter be tested and in some cases retested. The result is a $51,636.31 balance due. However, we are requesting an allocation of $150,000.00 in order to pay the outstanding balance and allow us to continue using this service which is critical to the health of the shelter pets (please see attached justification from the shelter Treatment Veterinarian) until the new contract is in place.  

► PURPOSE: Pay for the outstanding balance while a Contract takes place and continue using these much needed services.  

<table>
<thead>
<tr>
<th>Department(s):</th>
<th>Funding Source(s):</th>
<th>Allocation(s):</th>
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<tbody>
<tr>
<td>AD-Animal Services</td>
<td>General Fund</td>
<td>$ 150,000.00</td>
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</table>

► TERM OF CONTRACT:  
- One  □  Two  □  Three  □  Four  □  Five  □ Year(s)  
- Month(s)  
- Contract Period From  □  to  □  
- Upon Completion  □  From  □  to  □  
- Upon Delivery  □  Days A.R.O. (after Receipt of Order)  

Special Conditions:  
- Insurance Type  
- Performance/Payment Bond  
- Certificate of Competency  
- Living Wage Applies  

SBE Measures:  
- None  □  Set Aside  □  SBE  □  Micro Enterprise  
- Bid Preference  □  SBE  □  Micro Enterprise  
- Goal  □  SBE  □  Micro Enterprise  

Review Committee Date:  
Item #:  

► Number of Price Quotation(s): Requested:  □  Received:  □  

Awarded To Low Bidder:  □  YES  □  NO, if "NO", provide explanation in the Comments section  

Vendor: IDEXX LABORATORIES  
Vendor:  
Vendor:  

Contract Value:  $

Did Local Preference affect the outcome of the:  □  YES  □  NO, if "YES", provide detailed...  

Revised 11/19/12
**SECTION #3**

**EMERGENCY PURCHASES**

**REQUISITION #**: ROAD150001  
**TITLE**: IDEXX LABORATORIES

<table>
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<tr>
<th>Award?</th>
<th>explanation in the &quot;Comments&quot; section</th>
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<tbody>
<tr>
<td>UAP Included:</td>
<td>□ YES □ NO</td>
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<td>• Will CITT Funds be used? □ YES □ NO</td>
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<td></td>
<td>• Will Federal Funds be used? □ YES □ NO</td>
</tr>
<tr>
<td></td>
<td>• If UAP is not included, <strong>Attach written approval to waive UAP</strong> and provide an explanation in the &quot;Comments&quot; section</td>
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</tbody>
</table>

▶ Justification and Comments: 

Background/Need to Know: 

Potential Issues: 

▶ Signature(s):

[Signature: Alex Muñoz]

Contact Person  

Date: 2/26/15

[Signature: ]

Telephone  

Date: 3/4/18 - 7/28

[Signature: ]

Department Director Approval  

Date: 2/26/15

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**Procurement Management Services Use Only**

Signatures(s):

[Signature: Procurement Contracting Officer]  

Date

[Signature: Procurement Manager]  

Date

[Signature: Division Director]  

Date

[Signature: Assistant Director]  

Date

[Signature: Director]  

Date

Revised 11/19/12
SECTION #3
EMERGENCY PURCHASES

Vendor Assistance Section

Date

Attach: 1. Explanation of the emergency situation. 2. Written price quotation(s) including terms and conditions. 3. Vendor(s) Certificate of Insurance. 4. Copy of invoice(s).
Date: March 3, 2015

To: Alex Muñoz, Director

From: Alejandra Duran, DVM
Animal Services Department

Subject: IDEXX Laboratory Services

Laboratory services for polymerase chain reaction (PCR) testing are critical to life saving shelter operations. PCR testing identifies disease based on the presence of the pathogen's DNA or RNA in the patient sample. Testing is essential to diagnosing and managing infectious disease outbreaks within the shelter as well as the community. Failure to routinely screen the shelter population through PCR testing may result in the introduction of disease into the community.

The services were recently required in response to an increase in the number of animals exhibiting symptoms of infectious disease. Through PCR testing the Department was able to identify the presence of a virus and mitigate the health impact to the shelter and community pets. The monitoring and identification of infectious disease is an ongoing concern which requires routine access to PCR testing.

C: Gilda Nuñez, Chief, Outreach and Development, ASD