



# MEMORANDUM

Council Agenda  
Item No. VII.B.2.  
9/15/2015

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: James D. Couch, City Manager

Contract award and approval, La Boit Specialty Vehicles, Inc. (C168111), one new, latest model, mobile animal adoption unit, \$149,480.

Specifications Advertised June 24, 2015

Bid(s) Received July 14, 2015

Bid(s) (C168111)  
La Boit Specialty Vehicles, Inc.  
Mobile Animal Adoption Unit \$149,480

**Bidding Information** On September 23, 2014 (Item No. VII.Q.), the City Council accepted a grant from the Stanton Foundation in the amount of \$150,000 for the purchase of one mobile adoption van for use by the Development Services Department, Animal Welfare Division. The unit will be used to transport animals to various locations within the City and make them available for viewing and adoption by the public.

The specifications were advertised in the Journal Record and posted in the electronic bidding system. Twenty-five potential bidders viewed the specifications with two bids submitted. Prospective bidders were invited to a pre-specification meeting on June 11, 2015 with City staff to ensure the specifications were non-restrictive, up-to-date with current industry standards, and would meet the configuration needs of the department.

The low bidder did not meet the large cage size requirements specified in the bid, which is extremely important in housing and adopting out larger dogs who need the most exposure to the public for adoption possibilities. In addition, the low bidder does not have an established local repair facility to perform warranty and repair parts and services which could affect the availability of the unit when repair or warranty work needs to be performed. The second low bidder bid a price that is \$8,775 higher than the low bidder; however, they met the requirements of the technical specifications and this mobile adoption unit will better meet the needs of the department.

Staff recommends award to the lowest and best bidder meeting specifications, La Boit Specialty Vehicles, Inc.

Cost \$149,480

Source of Funds Grants Management-Non Grant Schedule-Animal Welfare Private Grants-Administration-Stanton Foundation Adoption Van-Vehicles (019-6999-5809100-G0000-G99734-54165004)

Review Finance Department

Recommendation: Contract(s) be awarded and approved.

SRV