

CHIEF ADMINISTRATIVE OFFICE
Procurement and Contracts Division

Date Received

NON-COMPETITIVE PURCHASE REQUEST JUSTIFICATION

Required for all (non-emergency) sole source acquisitions in excess of \$5,000.00 and sole source service requests in excess of \$100,000.00.

This justification document consists of three (3) pages. All information must be provided and all questions must be answered. **Department Head approval is required.**

Requesting Department Information



Department: 55-Animal Services	Org Code: 5500	
Contact Name: Craig Hall	Subsubject: 	User Code:
Telephone: 530-621-6638	Fax: 	

Required Supplier / Vendor Information

Vendor / Supplier Name: Koefran Industries	Vendor / Supplier Address: 6040 Eagle Nest Road, Sacramento, CA 95830
Contact Name: Jena White	
Estimated Purchase Price/Contract Amount: 135,000	Vendor / Supplier Email Address: jena@koefran.com
Telephone: 800-822-6768	Fax:

Provide a brief description of the request, including all goods and/or services the vendor/supplier will provide and supporting exemption reference from Board Policy C-17 - Procurement Policy:

Koefran has provided animal carcass disposal services for veterinarians, animal shelters, and humane societies throughout Northern California and Nevada for nearly 30 years. The County's Animal Services Division began contracting with Koefran for animal carcass disposal services in December 2004. On a bi-weekly and on-call basis, Koefran collects and disposes of small animal carcasses (under 225 pounds in weight), biohazardous waste carcasses, and medical/biohazardous waste (sharps containers) according to industry standards on both the Eastern and Western Slopes of the County. These services are necessary pursuant to the California Food and Agriculture Code Sections 9141-9143. In addition, HHS does not have the facilities nor staff that can provide these services. Exemption is Policy C-17 3.4: Exemptions from Competitive Bidding No.2: Sole Source/Single Source

Department Head:	 Olivia Byron-Cooper (Aug 26, 2024 09:34 PDT) Signature
Purchasing Agent:	 Signature

Board of Supervisors:	
Date:	11/5/24
Item:	24-1266

P&C Assignment:	
Assigned To:	
Date:	

A. The good/service requested is restricted to one supplier for the reason stated below:

1. Why is the acquisition restricted to this goods/services supplier? (Explain why the acquisition cannot be competitively sourced. Explain how the supplier is the only source for the acquisition.)

Koefran is the only company that offers the services we require. They pick up from both the West Slope shelter and the South Lake Tahoe shelter and other companies do not. They also pick up large animals and other companies do not. Animal Services does not have the staffing to transport animals for rendering and there is insufficient storage for the animals at our shelters.

2. Provide the background of events leading to this acquisition.

County has contracted with Koefran for rendering services since December 2004. A change in the County's procurement policies in 2022 have led to the request to waive the newly required competitive process for this type of contract.

3. Describe the uniqueness of the acquisition. (Why was the goods/services supplier chosen?)

This provider has been determined to have and continues to maintain the appropriate licensing, certifications, staffing conditions and state approvals to deliver their services to Animal Services. They offer pick up at both shelters and no other company would do this. They will pick up all animals when other companies have restrictions on what will be picked up.

4. What are the consequences of not purchasing the goods/services or contracting with the proposed supplier?

The County faces possible violation of California Food and Agriculture Code Sections 9141-9143 which states: Any person that has the care or control of any animal that dies from any contagious disease shall immediately cremate or bury the animal. In addition, HHSa does not have the facilities nor the staff that can provide these services.

5. What market research was conducted to substantiate no competition, including the evaluation of other items or service providers? (Provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternatives are either inappropriate or unavailable. The name and addresses of suppliers contacted and the reasons for not considering them must be included OR an explanation of why the survey or effort to identify other goods/services was not performed.)

We have contacted several companies to look for a competitive bid, and have been unsuccessful. 1) Animal Carcass Removal & Services of Grass Valley, CA. 530-575-1985 www.animalcarcassremoval.com. Staff relayed that 3-4 years ago spoke to Animal Control about this contract and can provide pick up services but said they only haul dead animals to only a landfill or external crematorium (not a crematorium on-site). 2) Checked with Regency - Sacramento (Treasured Pets - Pet Crematory) 4601 Howe Drive, Natomas. Contacted Kelly: Ksadur@regencyfamily.com, 808-225-4367. They do not pick up large animals. 3) Professional Wildlife Removal - Placerville Wildlife Removal. Wildlife Command Center 916-846-9960, placerville@wildlife-removal.com. Dead animal removal but no domestic animals. No pickup in El Dorado County. 4) El Dorado Disposal Does not do animal pickups; will accept drop offs to landfill only.

B. Price Analysis:

1. How was the price offered determined to be fair and reasonable? (Explain what basis was used for comparison and include cost analysis as applicable.)

The rates were determined by Koefran. When looking at cost to dispose of deceased animals we calculated the time an Officer would take to transport the animals and the disposal fee. It is cost effective to contract these services.

2. Describe any cost savings or avoidance realized (one-time or ongoing) by acquiring the goods/services from this supplier.

By contracting services through Koefran we would save financially because an Officer would not be required to transport the animals for disposal. Additionally the disposal fee at MRF Disposal is \$59.96. Adding together the Officer time and disposal fee for each animal we can see it is cost effective to contract their services.