

**City of San Bernardino**  
**Finance Department, Purchasing Division**  
**JUSTIFICATION OF SINGLE/SOLE SOURCE REQUEST**

ITEM Description: Modular Dog Kennel Buildings

DATE: 08/07/2024

**Select Source:**

☒ Sole Source: Item is manufactured and/or only distributed by one vendor.

☐ Single Source: Item is available from several vendors, but item is the only one that will work.

**Please answer all questions in detail, in order to prevent delays in the evaluation.** Please do not provide one sentence answers. If any additional pages are needed to answer all questions, please attached all pages to this document.

1. Why is the acquisition restricted to this good/service/supplier? (Explain why the acquisition cannot be competitively bid). Please enter answer below:

*The vendor is the only supplier of kennel fully enclosed modular kennel buildings able to fulfill large orders on the scale we need. They are also the only vendor that is a federally certified small business through the General Services Administration federal website producing these types of structures. Additionally, there is a very tight time frame for this project – these structures are needed to accommodate the additional animals impounded from the regional partnership that started on July 1, 2024.*

2. Describe the uniqueness of the purchase (why was the good/service/supplier chosen?) Please enter the answer below:

*These are fully enclosed kennel buildings that will meet the needs of dogs impounded at the shelter while also complying with animal welfare industry standards. Staff have spoken with Animal Shelter Veterinary experts regarding the structures as well as the optional features selected to ensure the purchase will satisfy regulations associated with housing of dogs in a shelter environment.*

3. What are the consequences of not purchasing the good/service or contracting with the proposed supplier?

*The Department would need to go out to bid for this project, resulting in an increased cost to the City and significant project delays. Additionally, we need these structures to house dogs as soon as possible. Delaying this purchase would have an impact on the Department's ability to meet the needs of the animals in their care.*

4. What market research was conducted to substantiate the single source, including evaluation of other items considered?
- a. (Please provide a narrative of your efforts to identify other similar or appropriate goods/services, including a summary of how the department concluded that such alternative are either inappropriate or unavailable. The names, addresses and phone numbers 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.)

*The Department conducted an online search for modular type buildings that could be delivered when fully assembled and that could be moved to an alternative location if needed. The vendor was the only one who provided large buildings at the size and scale needed for this project. There were metal buildings available, but the City would still need to purchase the dog kennels and the rest of the components (i.e., lighting, heating and air conditioning) separately. This would lead to an increased cost and additional items that would need to be purchased to create a structure similar to the completed structures offered by Horizon Structures.*

5. How was the price offered determined to be fair and reasonable? Explain what the basis was for comparison and include cost analyses as applicable. (I.E. Compared to vendor's previous or current offer to the city or to another agency/company – or any other method of comparison that will substantiate fair and reasonable pricing in the absence of competition)

*The price for the completed buildings is less than the cost of individual kennels from Shor-Line/Midmark. The cost for a previous purchase of 17 Double Sided and 17 Single Sided kennels from Shor-Line/Midmark was over \$180,000.00. While the kennels from Shor-Line/Midmark are the industry standard, the City still needed to purchase the metal building structure, as well as all the other required items for this building, including lighting, air conditioners and insulation separately, leading to an increased cost for purchase and installation in order to complete the structure and prepare it for occupation.*

6. Describe any cost savings realized or costs avoided by acquiring the goods/services from this supplier.

*Because these buildings come with all of the kennels and needed equipment, including sinks, lighting, kennels, flooring, drains and air conditioning/heating, the City is saving money and time by having to locate all of the required equipment and vendors to install these items after delivery*

1. Kristine Watson  
Department Head

07/25/2024  
Date

2. \_\_\_\_\_  
(Up to \$50,000)  
Director of Finance & Management Services

\_\_\_\_\_  
Approved ☒ Not Approved ☐  
Date

3. \_\_\_\_\_ Approved ☐ Not Approved ☐  
(Up to \$100,000)  
City Manager \_\_\_\_\_ Date \_\_\_\_\_

Justification: \_\_\_\_\_  
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4. Over \$100,000 – must be submitted for City Council Approval.