

**Henry P. Roybal**  
Commissioner, District 1

**Miguel M. Chavez**  
Commissioner, District 2

**Robert A. Anaya**  
Commissioner, District 3



**Kathy Holian**  
Commissioner, District 4

**Liz Stefanics**  
Commissioner, District 5

**Katherine Miller**  
County Manager

## MEMORANDUM FOR FILE

DATE: September 19, 2016

TO: File

FROM: Bill Taylor, Procurement Manager *BT*

RE: Sole Source Determination per Section 13-1-126 NMSA 1978 to Continue Animal Shelter and Humane Animal Care Services with Santa Fe Animal Shelter & Humane Society.

---

### **BACKGROUND:**

In 2012 Santa Fe County entered into a Professional Services Agreement No. 2013-0103-SD/MS with the Santa Fe Animal Shelter & Humane Society to provide animal control and humane animal care services to include, but not limited to animal housing facilities for animals impounded by the County Animal Control Officers (ACO), with twenty-four (24) hours per day accessibility. These services are vital in the County's attempt to manage stray and sick animals within the County.

### **ISSUE:**

Due to the significant requirements of the County Animal Control Officers to manage stray and sick animals within the County, the Animal Shelter must provide specific and unique services that are within the exterior boundaries of Santa Fe County. Although there are other Animal Shelters within the County, these shelters do not offer the level of veterinary care, housing facilities and evidence storage that are required by the ACOs

### **DETERMINATION:**

Due to the services being unique and this uniqueness is substantially related to the intended purpose of the contract, it is the determination of the County central purchasing office that this contract may be awarded without competitive sealed proposals pursuant to NMSA 1978, 13-1-126 Sole Source Procurement.

Due diligence was used in making this determination by reviewing available resources and consulting the using agency.

### **Contract Information:**

Vendor: Santa Fe Animal Shelter & Humane Society  
100 Caja Del Rio Road

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX: 505-995-2740  
[www.santafecountynm.gov](http://www.santafecountynm.gov)

Santa Fe, New Mexico 87507

**Services:** Provide animal housing facility for impounded animals, 24 hr/day operations, capable of housing over one hundred County impounded animals per month, provide ID bands wellness vaccinations, hold and store animals for abuse cases, daily care, medical care by a license veterinarian, disposal of animal remains, collect licensing and impoundment fees, sterilize feral cats, and other animal care services required, pursuant to County Ordinance 1991-6.

Total Contract Amt:

**\$17,000.00/mo.**  
Plus altering fees in contract

NOTE: This agreement may be extended one (1) additional year.