



# MEMORANDUM

Council Agenda  
Item No. XI. J  
5/20/2025

## The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Resolution waiving formal competitive bidding and authorizing the open market purchase of pet food and related pet supplies (COKC01696), estimated cost \$100,000, July 1, 2025 through June 30, 2026.

### **Background:**

The Animal Welfare Division of Development Services, Police Department, City departments, and related trusts have a continuing need to purchase pet food and related pet supplies. Historically, it has been difficult obtaining bids for the purchase of this commodity, because vendors have been unresponsive to the solicitations. Other agencies experience similar challenges and are using the open market process for these purchases.

Staff will be required to follow the City's open-market procedures and obtain quotes, where necessary, to make the best purchasing decision at the time of purchase.

Staff requests Council waive formal competitive bidding and authorize the open market purchase for pet food and related pet supplies (COKC01696), estimated cost \$100,000, July 1, 2025, through June 30, 2026. Purchases made with this authority will comply with the City's open market purchasing procedures. Individual purchases exceeding \$50,000 under this open market resolution will be approved by the City Council through a separate agreement or resolution.

### **Estimated Cost:**

\$100,000

### **Source of Funds:**

Various Funds and Accounts

### **Review:**

Finance Department

**Recommendation:** Resolution be adopted.