

COUNTY OF TEHAMA
WAIVER OF FORMAL BIDS OVER \$50,000 - FINDINGS FORM

This form must be attached to an Agenda Request Form

Pursuant to Tehama County Code Sections 4.24.080 and 4.24.110, competitive procurement must be used unless there is substantial justification for waiving the formal bid process

DATE: 11/18/2025 DEPARTMENT: Division of Animal Services
REQUESTED BY: Thomas A. Moss TITLE: Director of Animal Services
PROPOSED ACQUISITION: Transport Van Conversion for Animal Transports

REQUESTED ACTIONS BY THE BOARD OF SUPERVISORS:

- a) Request to adopt the finding(s) as indicated below
b) Request to find it in the best interest of the County to waive the formal bid process for the acquisition based on the finding(s)

When requesting waiver of the bidding process, the written request shall include finding(s) which indicate that bidding procedures would not be in the best interest of the people -- Tehama County Code Section 4.24.080

Check applicable finding(s):

☒ **Sole Source Acquisition:** Based on a finding declaring the vendor as the sole supplier who could feasibly supply the equipment or products needed by the Department.

☐ **Participation In Existing Bid:** _____
Based on the finding that the existing bid meets all Tehama County Bidding Criteria and allows the County to take advantage of special low pricing without the time and expense involved with conducting a formal bid process.

☐ **Compatibility:** Based on the finding that the acquisition of a specific type or brand of product is required by the County in order to allow for full integration with existing equipment or facilities.

Explain:

☐ **Other, List Finding(s):**

Additional Justification:

The Division recently purchased a Dodge Promaster transit van to be used to transport animals. The conversion/upfitting of the van to an animal transport vehicle, with animal transport cages, and a designated heating and cooling system will allow transport of 10 or more dogs at a time during more extreme temperatures. Mavron was the vendor approved by Promaster to perform the upfit for this project.

Recommended: _____

Date: 11/6/25

****Submittal to Purchasing must occur at least 7 working days prior to agenda deadline****