

Board of County Commissioners

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Procurement Department
www.pbcgov.org/procurement

NOTICE OF SOLE SOURCE PROCUREMENT

DATED: July 10, 2026

**PALM BEACH COUNTY PROCUREMENT DEPARTMENT
50 SOUTH MILITARY TRAIL, SUITE 110
WEST PALM BEACH, FLORIDA 33415-3199**

TITLE: Hill's Shelter Agreement

SENIOR BUYER: J Washington

This Notice is issued in accordance with the applicable procurement ordinance, Section 2-54 (f)(2) and policies, to inform the public of the decision to proceed with a Sole Source Procurement process for the acquisition of the following goods/services:

General description of Goods/Services

Description	Structured Shelter Program Agreement that meets ACC's operational requirements.
Estimated Quantity	10
Estimated Value	\$110,000
Contract Duration	5 Years

Any objections to this sole source procurement must be submitted in writing to the procurement office by **July 30, 2026**. If no objections are received by the deadline, the procurement process will proceed as planned.

For any inquiries or further clarification, please contact:

Contact Name:

Phone Number: (561) 616-6800

General Email Address: jwashington@pbc.gov or PUR-Procure-Solicit@pbc.gov

This notice is issued in compliance with applicable procurement laws, regulations, and procedures.


JESSICA COMIS, PROCUREMENT DIRECTOR

7/10/26

SIGNATURE / DATE

POSTING PERIOD: 07/16/26 THROUGH 07/30/26

STAMP HERE:
WE, JUL 15 2026 PM 1:45



Hill's Pet Nutrition, Inc.
P.O. Box 148, Topeka, KS 66601-0148

Subject: Sole Source Letter

Dear Palm Beach County,

Hill's Pet Nutrition, Inc. is the sole manufacturer of Science Diet and Prescription Diet pet foods. Hill's pet foods are ONLY available at pet specialty stores, veterinary clinics, or in some cases Shelter retail locations. Hill's foods are not sold to or distributed to "Grocery" channels like Walmart, Target, Kroger, etc. Hill's foods sold and distributed in North America are manufactured in the USA.

At Hill's, our mission is to help enrich and lengthen the special relationships between people and their pets. We continue to invest in cutting edge science to be at the forefront of providing therapeutic and wellness nutrition for cats and dogs. We strive to provide the beloved pets you serve with the most advanced nutrition possible to help keep them healthy, happy and ready for their new home.

As a member of the Hill's Food, Shelter & Love program Oklahoma City Animal Welfare has the ability to purchase pet food for feeding the animals in their care directly from Hill's Pet Nutrition at a significant discount off the price sold to Hill's customers.

The City of Oklahoma City, as a member of Hill's Food, Shelter & Love program, has the ability to order ANY products within Hill's portfolio as needed to treat the animals in their care. We offer the shelter the capability to order what they need when they need it. We do not limit the amount of food, size of bag or the type of food the shelter orders as long as it is used to feed the animals in the care of the shelter. This includes Hill's Prescription Diet, our therapeutic line of foods.

The Hill's Shelter Program provides FREE adopter bags to Oklahoma City Animal Welfare to be handed out at the time of adoption to the new pet parents. We also provide access to educational items that can be ordered to be shared with the new pet parent, including a New Pet Parent Handout and Emergency Preparedness cards. Opted in pet parents will receive Hill's welcome series email congratulating them on their new pet, providing guidance and tips as well as food savings offers.

The veterinary healthcare team at Oklahoma City Animal Welfare has access to Hill's Veterinary Consultation Services, a group of veterinarians and veterinary technicians whose sole purpose is to consult with Veterinary Healthcare Team Members on cases.

Hill's Pet Nutrition partners with Ryder and General Pet for distribution and delivery within the US. Hill's warehousing network across the US allows for the ability to quickly fulfill drop ship bulk orders as needed, find the foods the Veterinary Team needs at a moment's notice and expedite them as necessary to ensure the pet is receiving the food they need.

In times of natural disaster, Hill's Disaster Relief Network works with our shelter partners in the impacted areas to quickly get pet food needed into the area - be it to address the influx of animals being treated and housed at the shelter or to help support community pet parents who have been impacted by the disaster.

Thank you for allowing us the opportunity to partner with you in the mission to provide premium science-based pet nutrition to support the pets in your care.

Sincerely,

Meghan Lehman
Senior Manager, Brand Engagement
meghan_lehman@hillspet.com

This letter and all documents enclosed are confidential and intended for Hill's customers only. Please do not share this letter, the documents or their contents with other parties