



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-5145

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**Agenda Item Number:** 15.

**Agenda Date:** 10/13/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Animal Care Services

**DEPARTMENT HEAD:** Heber Lefgren

**COUNCIL DISTRICTS IMPACTED:** City Wide

**SUBJECT:**

Approval of a contract for emergency care veterinary services.

**SUMMARY:**

An Ordinance authorizing the City Manager or designee to enter into a contract for emergency care veterinarian services with Animal Emergency Room in an amount up to \$100,000 for a one-year term with the option to renew four additional one-year terms.

**BACKGROUND INFORMATION:**

The City of San Antonio Animal Care Services Department (ACS) utilizes a third-party emergency veterinary clinic that provides veterinarian services during evenings and overnight hours on an as-needed basis when ACS does not have a veterinarian or medical staff on campus.

On July 20, 2016, the City released a Request for Proposal (RFP) to obtain proposals from Respondents to provide emergency care veterinary services on an as-needed basis. The City held a pre-submittal conference at ACS on July 26, 2016 to answer questions of potential Respondents. The proposal was advertised to the public in the San Antonio Express News, the City's SAePS portal, Website and TVSA (Spectrum Cable Channel 21) and outreach notices were sent to local animal care partners notifying them of the RFP and how to apply. The Local Preference Program and Veteran-Owned Small Business Preference Program are not applicable to this RFP.

The RFP closed on August 12, 2016 with one response received. On September 1, 2016, the Evaluation Committee consisting of representatives from various divisions within Animal Care Services reviewed the respondent's Experience, Background, and Qualifications; Proposed Operating Plan, and Sustainability Plan. The evaluation committee, by consensus, recommends entering into agreement with Animal Emergency Room to provide emergency care veterinary services on an as-needed basis.

AER is located in close proximity to the City's ACS facility allowing for a quick and convenient response to emergency needs as well as follow-up treatment of pets in the evening and overnight hours as needed.

**ISSUE:**

This Ordinance authorizes the City Manager or designee to enter into a professional services agreement with Animal Emergency Room (AER) in an amount up to \$100,000.00 for emergency care veterinary services for a period of one-year with the option to renew four additional one-year contract extensions subject to approval by the City Manager or designee.

During the term of the contract, AER will be responsible for providing stabilization and life-saving triage services, seven days a week, to pets brought in by ACS during the evening and overnight hours. AER is authorized to provide basic services to injured pets in an amount up to \$100.00 per animal and up to \$200.00 with approval from the ACS Director.

**ALTERNATIVES:**

Should this contract not be approved, ACS would release an RFP to obtain emergency care veterinarian services from a different organization.

**FISCAL IMPACT:**

Funds in the amount of \$100,000.00 are available in the FY 2017 General Fund Adopted Budget.

**RECOMMENDATION:**

Staff recommends approval of an Ordinance authorizing a contract with Animal Emergency Room to provide emergency care veterinary services for the Animal Care Services Department.