



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-5151

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**Agenda Item Number:** 16.

**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:**

Low-Cost Vaccination & Wellness Clinic agreements with Wellness on Wheelz and Pet Shotz, Inc.

**SUMMARY:**

An Ordinance authorizing the City Manager or designee to enter into two separate agreements for low-cost vaccination and wellness clinics with Wellness on Wheelz and Pet Shotz, Inc. for a two-year term with the option to renew two additional one-year terms at no cost to the City.

**BACKGROUND INFORMATION:**

The City's Animal Care Services (ACS) Department currently partners with Pet Shotz, Inc. to provide low-cost vaccination and wellness clinics to residents in the community. Providing these services to pet owners assists in keeping pets healthy and properly vaccinated in accordance with local and state laws.

On July 20, 2016, the City released a Request for Proposal (RFP) to obtain proposals from Respondents to provide low-cost vaccination and wellness clinics on-site at ACS and at various off-site locations in the community. The City held a pre-submittal conference at ACS on July 26, 2016 to answer questions of potential Respondents. The proposal was also advertised to the public in the San Antonio Express News, the City's 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 did not apply to this RFP.

The RFP closed on August 12, 2016 and the City received two responses. The submissions were reviewed by a project evaluation committee consisting of representatives from the City's Office of Management and Budget and various divisions within Animal Care Services met to review and evaluate the responses. Evaluations were based upon the respondent's Experience, Background, and Qualifications; Proposed Operating Plan, and Sustainability Plan.

Based on the proposal submissions, staff recommends both Wellness on Wheelz and Pet Shotz, Inc. to provide low-cost vaccinations and wellness clinics.

**ISSUE:**

This Ordinance authorizes the City Manager or designee to enter into two separate agreements for low-cost vaccination and wellness clinics with Wellness on Wheelz and Pet Shotz, Inc. for a two-year term with the option to renew two additional one-year terms at no cost to the City.

Under this agreement, Wellness on Wheelz and Pet Shotz, Inc. will provide low-cost vaccination and wellness clinics at the ACS campus twice a week and host a minimum of 10 off-site events. In return, ACS will provide the vendor a set-up location and assist in marketing of the events. The City may also provide rabies vaccinations and microchipping free of charge at the 10 off-site events.

During the term of the agreement, Wellness on Wheelz and Pet Shotz, Inc. will be responsible for the operations of the clinic to include, staffing, supplies, and equipment. All revenue generated from the clinic will be retained by Wellness on Wheelz and Pet Shotz, Inc., respectively. The initial fee schedule and any future changes may be adjusted with final approval by the Animal Care Services Director.

**ALTERNATIVES:**

Should these agreements not be approved, ACS would release an RFP and/or devise strategies to offer low-cost vaccination & wellness clinics to the community.

**FISCAL IMPACT:**

In lieu of payment to the vendor, ACS will provide set-up locations and some marketing for the clinics. The vendor retains any revenue generated from the clinics.

**RECOMMENDATION:**

Staff recommends approval of an Ordinance authorizing memorandum of agreements for low-cost vaccination & wellness clinics between Animal Care Services and Wellness on Wheelz and Pet Shotz, Inc.