



# City of San Antonio

## Agenda Memorandum

**File Number:** 17-5467

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**Agenda Item Number:** 21.

**Agenda Date:** 10/19/2017

**In Control:** City Council A Session

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**DEPARTMENT:** Animal Care Services

**DEPARTMENT HEAD:** Heber Lefgren

**COUNCIL DISTRICTS IMPACTED:** City Wide

**SUBJECT:**

Spay and Neuter Services Contracts

**SUMMARY:**

This ordinance authorizes the execution of four community spay and neuter services contracts in an annual amount of up to \$894,975 for 12,455 surgeries funded from the FY 2018 general fund budget for a three-year term with the option to renew two additional one-year terms as follows:

1. SNIPSA in an annual amount of up to \$165,000 to perform 2,200 surgeries;
2. San Antonio Humane Society in an annual amount of up to \$363,750 to perform 4,850 surgeries;
3. Pet Spots in an annual amount of up to \$292,500 to perform 3,900 surgeries;
4. Animal Defense League of Texas in an annual amount of up to \$73,725 to perform 1,305 surgeries on cats at a rate of \$45 and 200 surgeries on dogs at a rate of \$75

**BACKGROUND INFORMATION:**

In FY 2011, the City of San Antonio supported 8,795 free or low cost spay/neuter surgeries. In Fiscal Year 2018, there will be over 60,000 low cost or free Spay/Neuter Surgeries performed in the City of San Antonio. Of the 60,000 surgeries, 41,000 surgeries will be supported by City Resources. The Community Spay and Neuter Services contract provides approximately 12,000 free spay and neuter surgeries annually.

On July 21st, the City released a Request for Qualifications (RFQ) to solicit proposals from qualified organizations and/or licensed veterinarians to provide community spay-neuter surgeries in fiscal year 2018 through fiscal year 2021. Under this RFQ, the City requested multiple organizations to provide proposals to

perform 12,455 spay-neuter surgeries annually at the organization's private facility.

The RFQ was advertised to the public in the San Antonio Express News, the City's Website, the City's e-Procurement portal, and TVSA (Time Warner Cable Channel 21) and outreach notices were sent to 107 animal care vendors and ACS partners notifying them of the RFQ and how to apply.

On August 11, 2017 the RFQ closed with five applicants submitting responses. The submissions were initially reviewed by a project evaluation committee consisting of representatives from the City Manager's Office, Animal Care Services Department, Animal Care Services Advisory Board, and the Chair of the Veterinary Medical Associations of Bexar County. Evaluations were based upon the respondent's: (1) Experience, Background and Qualifications; (2) Proposed Operating Plan and (3) Small Business Economic Development Advocacy Program. Following the initial review of the proposals, representatives from all five submitting agencies were interviewed in-person to answer additional follow-up questions. The results of the RFQ process were presented to the Audit Committee on October 3, 2017 and the Audit Committee recommended forwarding the selected respondent to City Council for consideration.

Based on the proposal submission and corresponding interviews, staff recommends all five vendors be awarded the contract however one of the vendors declined.

This contract will be awarded in compliance with the Small Business Economic Development Advocacy (SBEDA) Program, which requires contracts be reviewed by a Goal Setting Committee to establish a requirement and/or incentive unique to the particular contract in an effort to maximize the amount of small, minority, and women-owned business participation on the contract. The Goal Setting Committee applied the SBE Prime Contract Programs with fifteen (15) evaluation preference points. Snap Neuter Inject Project of San Antonio, San Antonio Humane Society, Pet Spots Incorporated, Animal Defense League of Texas, and Spay Neuter Assistance Program were not awarded these points, as they not certified as a SBE firm located within the San Antonio Metropolitan Statistical.

The Local Preference Program (LPP) and Veteran-Owned Small Business Preference Program (VOSBPP) were not applicable for this solicitation.

## **ISSUE:**

This action authorizes the execution of four community spay and neuter services contracts in an annual amount of up to \$894,975 for 12,455 surgeries funded from the FY 2018 general fund budget for a three-year term with the option to renew two additional one-year terms as follows:

1. SNIPSA in an annual amount of up to \$165,000 to perform 2,200 surgeries;
2. San Antonio Humane Society in an annual amount of up to \$363,750 to perform 4,850 surgeries;
3. Pet Spots in an annual amount of up to \$292,500 to perform 3,900 surgeries;
4. Animal Defense League of Texas in an annual amount of up to \$73,725 to perform 1,305 surgeries on cats at a rate of \$45 and 200 surgeries on dogs at a rate of \$75

All animals will be required to receive rabies vaccinations and a city license as identified in Chapter 5 Ordinance. For those pets spayed and neutered under these contracts, ACS will reimburse selected respondents \$75 per pet. The distribution of surgeries may be adjusted with final approval by the Animal Care Services Director.

## **ALTERNATIVES:**

Should the contracts with selected vendors not be approved, ACS would release another RFQ and/or devise strategies to perform 12,455 spay/neuter surgeries.

**FISCAL IMPACT:**

This ordinance authorizes the City to award four contracts for spay and neuter surgery services for a total amount of up to \$894,975.00 annually. Under this agreement, guiding for each contract is as follows:

1. SNIPSA in an amount of up to \$165,000 to perform 2,200 surgeries;
2. San Antonio Humane Society in an amount of up to \$363,750 to perform 4,850 surgeries;
3. Pet Spots in an amount of up to \$292,500 to perform 3,900 surgeries;
4. Animal Defense League of Texas in an amount of up to \$73,725 to perform 1,305 surgeries on cats at a rate of \$45 and 200 surgeries on dogs at a rate of \$75

Funds for these contracts are included in the Animal Care Services FY 2018 General Fund Adopted Budget.

If additional funds are made available through grants or private donations, the contracts could be amended to provide additional funding to each of the partners based on performance.

**RECOMMENDATION:**

Staff recommends the approval of an Ordinance authorizing four contracts totaling \$894,975 annually to provide 12,455 and free spay/neuter surgeries for the residents of San Antonio.

This contract is procured by means of Request for Qualifications and the Contract Disclosure Forms are attached.