



City of San Antonio

Agenda Memorandum

File Number: 14-1542

Agenda Item Number: 6.

Agenda Date: 8/7/2014

In Control: City Council A Session

DEPARTMENT: Finance

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: City Wide

SUBJECT:

Second Amendment to Pet Registration Services Contract

SUMMARY:

This ordinance authorizes an amendment to the Animal Licensing Services contract with PetData, Inc., to extend the term of the contract for one year. Funding for this contract is offset by license fees collected by the City.

BACKGROUND INFORMATION:

Chapter 5 of the San Antonio, TX, Code of Ordinances requires that the owner or keeper of any dog or cat apply for a pet license before the animal reaches the age of 4 months. On June 17, 2010, City Council passed an ordinance that requires pet owners to pay licensing fees based on various criteria including animals which have been spayed/neutered, intact animals, species and length of requested license. Annual license fees are \$5.00 for cats and spayed/neutered dogs and \$50.00 for intact dogs. Increased licensing fees can also be charged for pets determined to be aggressive and/or dangerous. Revenues collected from the general public for pet license fees are utilized for the online pet registration service fees paid by the City.

On June 30, 2011, the City issued an Informal Request for Proposal for a pet registration service which resulted in one proposal being received from PetData, Inc. The City subsequently awarded a contract to PetData, Inc. to provide services associated with the online licensing of pets. The requested services have allowed residents of San Antonio and unincorporated areas of Bexar County to apply and pay for pet licenses online, as well as in person, by mail, or by fax. The original contract value was capped at \$50,000.00 based upon anticipated registrations. However, as ACS increased its live release rate, licensing registrations also exceeded original expectations. Therefore, on June 21, 2012, City Council passed Ordinance 2012-06-21-0462 to eliminate the limitation on compensation imposed by the original agreement.

The original agreement was for a term of August 1, 2011 through July 31, 2012 and provided for up to two successive one year renewal periods, both of which have been exercised. The City wishes to amend this agreement to provide for an additional 1 year renewal period.

ISSUE:

The Animal Care Services (ACS) Department is requesting approval from City Council to amend the current term of the contract with PetData Services, Inc. The requirement for online pet registration services is directly impacted by the increase in the live release rate through increased adoptions and rescues.

The Small Business Economic Development Advocacy Ordinance requirements were waived due to lack of qualified SMWBE's available to provide the goods or services.

The Local Preference Program does not apply to this contract since it was solicited prior to May 1, 2013, the effective date of the program.

The Veteran-Owned Small Business Preference Program does not apply to this contract since it was solicited prior to January 15, 2014, the effective date of the program.

ALTERNATIVES:

Should this amendment not be approved, the ACS Department will revert to manually entering licensing requirements, which is less efficient and inconvenient for residents.

FISCAL IMPACT:

Expenditures for these services shall be made on an as needed basis and are subject to available funding within the ACS FY 2014 Adopted General Fund Budget.

RECOMMENDATION:

Staff recommends the approval of this amendment with PetData, Inc. The Contracts Disclosure Form, required by the City's Ethics Ordinance, is attached.