



City of San Antonio

Agenda Memorandum

File Number:16-4862

Agenda Item Number: 23.

Agenda Date: 9/29/2016

In Control: City Council A Session

DEPARTMENT: Animal Care Services

DEPARTMENT HEAD: Heber Lefgren

COUNCIL DISTRICT(S) IMPACTED: City Wide

SUBJECT: Approval of a Contract for the management of Brooks Spay/Neuter Clinic Management

SUMMARY:

An Ordinance authorizing a contract with the San Antonio Humane Society (SAHS) to operate and manage the Spay/Neuter Clinic located at Brooks City Base, providing a minimum of 19,000 total sterilization surgeries during its initial three year term, beginning January 1, 2017, with the option to renew the lease, if successful, for one additional three year term.

BACKGROUND INFORMATION:

In FY 2016, the City of San Antonio partnered with Brooks Development Authority (BDA) to construct a new 2,240 sq. ft. spay/neuter and low-cost vaccination clinic located at 8234 City Base Landing. The facility's construction began in April 2016 and is anticipated to be completed by January 2017. This will be the first low-cost veterinarian clinic provided in the southeast area of San Antonio; an area of high need for low cost services.

As part of the FY 2016 Budget, the City Council approved funding for the construction of a Spay and Neuter Clinic at Brooks City Base. On June 5, 2016, the City released a Request for Proposal (RFP) to obtain proposals from Respondents for the operation and facility management of the Brooks Spay/Neuter Clinic. The City held a pre-submittal conference at Animal Care Services (ACS) on June 14, 2016 to answer questions of potential Respondents. The proposal was also advertised to the public in publications such as the San Antonio Express News, the City's Website and TVSA (Time Warner Cable Channel 21) and outreach notices were sent to existing animal care partners notifying them of the RFP and how to apply. The RFP was closed on July 13, 2016 with three submissions from Pet Shotz, Inc., Spay Neuter Assistance Program (SNAP), and the San Antonio Humane Society (SAHS).

The submissions were initially reviewed by a project evaluation committee consisting of representatives from

the City Manager's Office, Animal Care Services, Animal Care Services Advisory Board, and the Metropolitan Health District. Evaluations were based upon the organization's (1) Background and qualifications; (2) proposed operating plan; and (3) sustainability plan (the organization's ability to remain financially solvent during the terms of the contract with minimal assistance from the City). Following the initial review of the proposals, all three submitting agencies were interviewed in-person to answer additional follow-up questions.

Based on the proposal and corresponding interviews, staff recommends entering into agreement with the San Antonio Humane Society for the operation and facility management of the newly constructed Brooks Spay/Neuter Clinic.

ISSUE:

This Ordinance authorizes a contract between Animal Care Services (ACS) and the San Antonio Humane Society (SAHS) for the operation and facility management of the Brooks Spay/Neuter Clinic for a period of three years with the option to renew for one additional three year extension subject to approval by the director.

Through the authorization of this contract, the San Antonio Humane Society will be responsible for providing a minimum of 19,000 free or low-cost sterilization surgeries to the public during its three year initial term (5,000 surgeries in the first year, 6,000 surgeries in the second year, and 8,000 surgeries in the third year and every year after). In addition, the SAHS will provide free or low-cost veterinary services to include vaccination and wellness clinics to the community.

During the term of the contract, SAHS will be responsible for the day-to-day operations to including utilities, staffing, equipment, and general repairs. All revenue generated from the management of the spay/neuter clinic will be retained by the SAHS.

ALTERNATIVES:

Should the contract with the SAHS not be approved, ACS would be required to re-submit an RFP and/or devise strategies to operate the clinic utilizing additional City resources. In addition, there would be a significant delay in utilizing this facility while ACS re-submits the RFP and seeks.

FISCAL IMPACT:

The San Antonio Humane Society's annual rent will total \$1.00 for the term of the contract. A one-time payment to the SAHS in the amount of \$20,000 would be provided for initial expenses such as computers, security cameras, and other furniture and fixtures. This expense is included in the Brooks Spay/Neuter Project Budget. In addition, the City will provide \$40 per surgery (up to \$60,000 annually) performed above the minimum number of surgeries stated in the contract (5,000 to 8,000 surgeries annually). Funding is included in the FY 2017 Adopted Budget.

RECOMMENDATION:

Staff recommends the approval of an Ordinance authorizing a contract with the San Antonio Humane Society to operate and manage the Brooks Spay/Neuter Clinic.