



# City of San Antonio

## Agenda Memorandum

**File Number:**19-3288

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**Agenda Item Number:** 8.

**Agenda Date:** 4/16/2019

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
ANIMAL CARE SERVICES  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Shannon Sims, Acting Director, Animal Care Services

**COPY:** Audit and Accountability Committee; Ben Gorzell, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer; María Villagómez, Deputy City Manager

**SUBJECT:** Pre-Solicitation Briefing for Operations and Management of the Paul Jolly Center for Pet Adoptions

**DATE:** April 16, 2019

The Animal Care Services (ACS) Department will present a pre-solicitation briefing on the operations and management of the Paul Jolly Center for Pet Adoptions and Petco Pavilion. ACS will solicit proposals from qualified nonprofit organizations who are interested in operating and managing the Paul Jolly Center, providing proper care and housing of all animals held at the facility, and providing appropriate veterinary care. This briefing will allow an opportunity for input from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability, and SBEDA Program requirements.

ACS is seeking to lease the Paul Jolly Center for Pet Adoptions to an organization that will operate the center, maximize the annual number of pets rescued from ACS, and manage the use of the facility's pavilion. The selected tenant will be required to rescue a minimum of 2,500 animals from ACS each year, maintain a live release rate of 90% for all pets rescued from ACS, and provide educational opportunities for the community through usage of the Petco Pavilion. The tenant must provide veterinary care and treatment, including sterilization, for animals at the facility, and may partner with the tenant of the Petco Clinic, located on the same property, for these services.

The Petco Clinic tenant is on a separate lease agreement with the City, which will not be affected by this solicitation. The selected tenant will pay the City an annual lease amount of \$1.00 and will be responsible for paying necessary repair, maintenance, and utility costs to carry out day-to-day operations of the facility and pavilion. Structural maintenance of the facility (e.g., building foundation, parking lot replacement, roof repairs, and HVAC systems) will be the responsibility of the City.

All operational revenue of the Paul Jolly Center will be retained by the tenant. Additionally, the City may provide additional financial compensation to the selected organization to offset operational costs, subject to negotiation. The anticipated term of the proposed agreement is three (3) years to begin on November 1, 2019, with the option to renew for one (1) additional, three (3) year extension.