



City of San Antonio

Agenda Memorandum

File Number:19-5890

Agenda Item Number: 12.

Agenda Date: 8/30/2019

In Control: Audit and Accountability Committee

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

TO: Erik Walsh, City Manager

FROM: Heber Lefgren, 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: Post-Solicitation Briefing for Operations and Management of the Paul Jolly Center for Pet Adoptions

DATE: August 30, 2019

The Animal Care Services Department (ACS) is seeking to lease the Paul Jolly Center for Pet Adoptions to an organization that will manage and operate the adoption center and the Petco Pavilion. The selected tenant will be required to rescue a minimum of 2,000 animals each year, either by rescuing from ACS or through direct public intake by the tenant. The tenant must also maintain a live release rate of 90% for all pets rescued 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 contract. The selected tenant will pay the City an annual lease amount of \$1.00 and will be responsible for paying necessary repair and maintenance costs for the facility. All operational revenue of the Paul Jolly Center will be retained by the tenant.

On April 19, 2019, a Request for Proposals (RFP) was released seeking a qualified and experienced nonprofit organization to manage and operate the Paul Jolly Center and Petco Pavilion. On May 23, 2019, three proposals were received. One proposal was substantially incomplete and was deemed non-responsive. The recommended contract has a term of three years with one, three-year renewal option. The estimated contract value is \$475,000 in the first year and \$495,000 annually thereafter.

The two responsive proposals were evaluated by the Evaluation Committee (“committee”). The committee representatives were María Villagómez, Deputy City Manager, City Manager’s Office; Heber Lefgren, Director,

Animal Care Services; Chase Fosse, Assistant to the Director, Animal Care Services; Cynthia Martinez, Chief Operations Officer, Animal Care Services; Bethany Colonnese, Live Release Manager, Animal Care Services; Rita Braeutigam, Animal Care Advisory Board, District 4; Ana Bradshaw, Assistant to the Director, Human Resources; and Tim Morrow; CEO and President, San Antonio Zoo.

The committee met on June 4, 2019, interviewed both respondents, discussed, and ranked the proposals. The committee recommends the top-ranked respondent for award.

This item is scheduled for Council consideration on September 12, 2019.