



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 7

Agenda Date: December 12, 2024

In Control: City Council A Session

DEPARTMENT: Finance Department

DEPARTMENT HEAD: Troy Elliott

COUNCIL DISTRICTS IMPACTED: District 2, District 5

SUBJECT:

Raised Interlocking Kennels for Animal Care Services

SUMMARY:

Ordinance approving a contract with Otto Environm Inc. for two sets of eight-run interlocking raised canine kennels for the Animal Care Services Department for a total cost of \$51,000. Funding is available from the FY 2025 General Fund Budget.

BACKGROUND INFORMATION:

Submitted for City Council consideration and action is the offer submitted by Otto Environm Inc. to provide two sets of eight-run Interlocking raised canine kennels for the Animal Care Services Department (ACS).

ACS will be opening two spay and neuter clinics at Las Palmas and Denver Heights locations and require two sets of stainless steel eight-run interlocking raised canine kennels to provide humane housing for large animals while at the clinics for surgery. The kennels will allow the clinics to have housing for large dogs exceeding 50 pounds to ensure that the animals can be in a safe and

secure environment while awaiting scheduled procedures.

The City issued an Invitation for Bid (IFB) for “Raised Interlocking Runs for Animal Care Services” (IFB 6100018313) on October 4, 2024, with a submission deadline of October 21, 2024. The IFB was advertised in the HartBeat, TVSA channel, the City’s Bidding & Contracting Opportunities website, the San Antonio e-Procurement System and an email notification was released to a list of potential bidders. Three proposals were received, and all three proposals were deemed responsive for evaluation. Otto Environm Inc. is recommended for award and meets the published bid specifications.

The term of the contract will be upon award by City Council and will terminate upon completion of all work or delivery of all goods ordered, as applicable.

ISSUE:

This purchase will provide ACS with two sets of stainless steel eight-run interlocking raised canine kennels for the Las Palmas and Denver Heights spay and neuter clinic locations. The kennels will be delivered to ACS Headquarters and transported and installed at the Las Palmas and Denver Heights spay and neuter clinics by Animal Care Services. The lead time for delivery is 90 days. The kennels have a one-year warranty.

The Small Business Economic Development Advocacy (SBEDA) Ordinance requirements were waived due to the lack of small, minority and/or women owned businesses available to provide these items.

There were no bids submitted from local bidders for this contract; therefore, the Local Preference Program was not applied.

The Veteran-Owned Small Business Preference Program does not apply to goods and supplies or non-professional services contracts, so no preference was applied to this contract.

ALTERNATIVES:

Should this item not be approved, the clinics will be limited in housing large dogs over fifty pounds for surgery.

FISCAL IMPACT:

Ordinance approving a contract with Otto Environm Inc. for two sets of eight-run interlocking raised canine kennels for the Animal Care Services Department for a total cost of \$51,000. Funding is available from the FY 2025 General Fund Budget.

RECOMMENDATION:

Staff recommends approval.

This contract was procured on the basis of low bid and a Contracts Disclosure Form is not required.