

**THIS IS A PROPOSED DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED ORDINANCE OR RESOLUTION ADOPTED BY THE CITY COUNCIL.**

**ORDINANCE**

**AUTHORIZING THE EXECUTION OF A LEASE AGREEMENT WITH SPAY-NEUTER ASSISTANCE PROGRAM, INC. TO MANAGE AND OPERATE THE BROOKS VETERINARY CLINIC BEGINNING ON JUNE 1, 2023, THROUGH SEPTEMBER 30, 2026, FOR A THREE-YEAR TERM WITH TWO, ONE-YEAR OPTIONS TO RENEW, FOR A TOTAL CONTRACT AMOUNT OF \$311,000.**

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**WHEREAS**, the Animal Care Services Department (ACS) provides support for approximately 40,000 spay/neuter surgeries per year as a result of on-site surgeries, two partner-operated veterinary clinics, and the community spay/neuter program; and.

**WHEREAS**, ACS intends to continue supporting this number of surgeries by executing a new contract for the operation and management of the Brooks Veterinary Clinic located at 8034 City Base Landing; and.

**WHEREAS**, the new tenant of the facility will provide an annual 6,500 spay and neuter surgeries to community pets and provide low-cost wellness services such as vaccines and microchips; and

**WHEREAS**, the Finance Department and ACS released a Request for Proposals (RFP) on February 8, 2023, to select a vendor to manage and operate the Brooks Veterinary Clinic; and

**WHEREAS**, the RFP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio eProcurement System (SAePS), and a email notification was released to a list of potential Respondents; and

**WHEREAS**, responses were due on March 10, 2023, and a total of one (1) firm responded to the RFP and was deemed eligible for review; and

**WHEREAS**, on April 3, 2023, the proposal was reviewed by the evaluation committee which included representatives from ACS, the City Manager's Office, and the Animal Care Services Advisory Board; and

**WHEREAS**, the proposal was evaluated on Experience, Background, and Qualifications and Proposed Plan; and

**WHEREAS**, after committee review and evaluation, Spay-Neuter Assistance Program, Inc. (SNAP) was recommended for award by the evaluation committee based on consensus scoring; and.

**WHEREAS**, the Small Business Development Advocacy (SBEDA) Program was waived; there were no SWMBEs available in SAMSA to provide this scope of work; and

**WHEREAS**, the Local Preference Program and the Veteran-Owned Small Business Preference Program were not applicable to this contract, as these programs do not apply to professional service contracts as defined by State law; **NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or designee or the Director of the San Antonio Metropolitan Health District or designee is authorized to negotiate and execute an agreement with Spay-Neuter Assistance Program, Inc. to manage and operate the Brooks Veterinary Clinic for a three-year term with two, one-year options to renew, for a total contract amount of \$311,000.00. Funding in the amount of \$137,000 with \$50,000.00 towards the upfront capital cost, \$50,000.00 for operational support, and \$37,000.00 for reimbursement of up to 300 free surgeries for San Antonio residents is from the FY 2023 Adopted General Fund Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget. The agreement in substantially final form is attached hereto and incorporated herein for all purposes as **Attachment I**. The execution authority granted by this Ordinance shall expire 60 days after the effective date.

**SECTION 2.** Funding in the amount of \$137,000.00 for this ordinance is available in Fund 11001000, Cost Center 3703020001 and General Ledger 5201040 as part of the Fiscal Year 2023 Adopted Budget approved by City Council.

**SECTION 3:** Additional funding is contingent upon City Council approval of the Fiscal Year 2024 and subsequent budgets that fall within the contract terms of this ordinance.

**SECTION 4:** Payment is authorized to Spay-Neuter Assistance Program, Inc. (SNAP) and should be encumbered with a purchase order.

**SECTION 5:** The financial allocations in this Ordinance are subject to approval by the Deputy Chief Financial Officer, City of San Antonio. The Deputy Chief Financial Officer may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific Cost Centers, WBS Elements, Internal Orders, General Ledger Accounts, and Fund Numbers as necessary to carry out the purpose of this Ordinance.

**SECTION 6.** This Ordinance is effective immediately upon the receipt of eight affirmative votes; otherwise, it is effective ten days after passage.

**PASSED AND APPROVED this 18<sup>th</sup> day May, 2023.**

**M A Y O R**  
Ron Nirenberg

SS  
05/18/23  
Item No. 23-191536

**ATTEST:**

**APPROVED AS TO FORM:**

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Debbie Racca-Sittre, Acting City Clerk

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Andrew Segovia, City Attorney

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