



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 14

**Agenda Date:** November 10, 2022

**In Control:** City Council A Session

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**DEPARTMENT:** Animal Care Services

**DEPARTMENT HEAD:** Shannon Sims

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Operation and Management of the Brackenridge Veterinary Clinic

**SUMMARY:**

This ordinance authorizes the execution of a lease agreement with Spay Neuter Network in an annual amount not to exceed \$70,000.00 in the first year and \$30,000.00 each subsequent year, to provide a minimum of 6,500 spay and neuter surgeries in the community. The term of this agreement is three years, beginning on January 1, 2022, and ending September 30, 2025, with the option to renew for two additional one-year periods, for a total contract amount of \$190,000.00.

**BACKGROUND INFORMATION:**

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. ACS intends to continue supporting this number of surgeries by executing a new contract for the operation and management of the Petco Spay and Neuter Facility also known as the Brackenridge Veterinary Clinic located at 210 Tuleta.

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

in the amount of \$1.00 per year.

The Finance Department and the Animal Care Services Department released a Request for Proposals (RFP) on May 20, 2022, to select vendor to manage and operate the Brackenridge Veterinary Clinic. The RFP was advertised in the San Antonio Express-News, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio e-Procurement System (SAEPS) and an email notification was released to a list of potential Respondents. Responses were due on June 6, 2022, and a total of two (2) firms responded to the RFP and were deemed eligible for review. On August 15, 2022, interviews were held with both respondents and the evaluation committee. Following the interviews, on August 15, 2022, the proposals were reviewed by the evaluation committee which included representatives from Animal Care Services Department and City Manager's Office. The proposals were evaluated and scored on Experience, Background, and Qualifications (55 points) and Proposed Plan (45 points). The committee recommended to award to Spay Neuter Network to manage and operate the clinic.

The Small Business Development Advocacy (SBEDA) Program was waived; there were no SWMBEs available in SAMSA to provide this scope of work.

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.

A post-solicitation briefing to the Audit and Accountability Committee was held on September 21, 2022.

**ISSUE:**

Award of this contract will authorize Spay Neuter Network to manage and operate the Brackenridge Veterinary Clinic. Spay Neuter Network will provide a minimum of 6,500 spay/neuter surgeries per year and will provide low-cost wellness services, including vaccinations, microchips, and flea/parasite treatments to San Antonio pets. The tenant will retain revenue generated from operating the clinic and will be responsible for all costs associated with operations, including staffing, maintenance, supplies, and custodial services.

**ALTERNATIVES:**

Should City Council not approve contracts with the selected vendors, ACS would have to release another RFP and/or devise other strategies to operate the facility and provide 6,500 surgeries to the community.

**FISCAL IMPACT:**

This ordinance authorizes a lease agreement with Spay Neuter Network to manage and operate the Brackenridge Veterinary Clinic.

The estimated annual amount for this agreement is \$70,000.00 in the first year and \$30,000.00 each subsequent year, to provide a minimum of 6,500 spay and neuter surgeries and low-cost wellness services in the community. The term of this agreement is three years, beginning on January 1, 2022, and ending September 30, 2025, with the option to renew for two additional one-year periods, for a total contract amount of \$190,000.00. Funds for these contracts are included in the FY 2023 Adopted Animal Care Services General Fund Budget. Funding for FY 2024 and subsequent years is contingent upon City Council approval of the annual budget.

**RECOMMENDATION:**

Staff recommends approval of this Ordinance that authorizes a lease agreement with Spay Neuter Network to manage and operate the Brackenridge Veterinary Clinic.

This contract is procured by means of Request for Proposals and the Contracts Disclosure Form is attached.