



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 20

Agenda Date: May 18, 2023

In Control: City Council A Session

DEPARTMENT: Animal Care Services

DEPARTMENT HEAD: Shannon Sims

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Operation and Management of the Brooks Spay/Neuter Clinic

SUMMARY:

This ordinance authorizes the execution of a three-year agreement with Spay-Neuter Assistance Program, Inc. (SNAP) at the Brooks Veterinary Clinic to provide a minimum of 6,500 spay and neuter surgeries annually for an annual total of \$87,000.00, of which \$50,000.00 will be used for operational support, and \$37,000.00 for reimbursement of up to 300 free surgeries for San Antonio residents. In addition, Animal Care Services will provide one time funding in the amount of \$50,000.00 to SNAP for upfront capital costs at the Brooks Veterinary Clinic, for a combined first year cost of \$137,000.00. The term of this agreement is three years, beginning on June 1, 2023, and ending on September 30, 2026, with the option to renew for two additional one-year terms, for a total contract amount of \$311,000.00. Funding for the remainder of FY 2023 in the amount of \$137,000.00 is available in the FY 2023 Adopted General Fund Budget. Funding for subsequent years is contingent upon City Council approval of the annual budget.

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 lease agreement for the operation and management of the Brooks Veterinary Clinic located at 8034 City Base Landing. 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.

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. The RFP was advertised in the Hart Beat, TVSA channel, the City's Bidding & Contracting Opportunities website, the San Antonio eProcurement System (SAePS), and an email notification was released to a list of potential Respondents. Responses were due on March 10, 2023, and a total of one (1) firm responded to the RFP and was deemed eligible for review. 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. The proposal was evaluated on Experience, Background, and Qualifications and Proposed Plan. After committee review and evaluation, Spay-Neuter Assistance Program, Inc. (SNAP) was recommended for award by the evaluation committee based on consensus scoring.

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

The Local Preference Program and the Veteran-Owned Small Business Preference Program were not applicable to this lease agreement, as these programs do not apply to professional service contracts as defined by State law.

ISSUE:

Award of this lease agreement will authorize SNAP to manage and operate the Brooks Veterinary Clinic. SNAP 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 this ordinance, 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 the execution of a three-year agreement with Spay-Neuter Assistance Program, Inc. (SNAP) at the Brooks Veterinary Clinic to provide a minimum of 6,500 spay and neuter surgeries annually for a total of \$87,000.00, of which \$50,000.00 will be used for operational support, and \$37,000.00 for reimbursement of up to 300 free surgeries for San Antonio residents. In addition, Animal Care Services will provide one time funding in the amount of \$50,000.00 to SNAP for upfront capital costs at the Brooks Veterinary Clinic, for a combined first year cost of \$137,000.00. The term of this agreement is three years, beginning on June 1, 2023, and ending on September 30, 2026, with the option to renew for two additional one-year terms, for a total contract amount of \$311,000.00. Funding for the remainder of FY 2023 in the amount of \$137,000.00 is available in the FY 2023 Adopted General Fund Budget. Funding for 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 Assistance Program, Inc. to manage and operate the Brooks Veterinary Clinic.

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