

KEY FOCUS AREA: Clean, Healthy Environment

AGENDA DATE: October 26, 2016

COUNCIL DISTRICT(S): All

DEPARTMENT: Business Development & Procurement Services
Code Compliance

CMO: Elizabeth Reich, 670-7804
Joey Zapata, 670-3009

MAPSCO: N/A

SUBJECT

Authorize a three-year professional services contract, with two one-year renewal options, for spay/neuter services - Spay Neuter Network, most qualified respondent of three - Not to exceed \$2,037,978 - Financing: Current Funds (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a professional services contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This professional services contract will supplement staff in providing spay/neuter services. This professional services contract provides quality spay/neuter services to control the animal population. A spayed/neutered animal is easier to train, less territorial, reduces certain animal health risks, a calmer, and gentler pet.

Approximately 8,400 animals were spayed/neutered in FY 2014-15. This reflects a 31% increase in comparison to FY 2013-14. The capacity to perform these services in-house with the available staff has been maximized. In an effort to shorten the length of time a pet waits for surgery, the City is subcontracting services to maximize its efficiency.

Chapter 7 of the Dallas City Code requires that all animals that are adopted from Dallas Animal Services be spayed/neutered. All animals that are returned to their owners are also to be spayed and neutered, unless an intact animal permit exists.

BACKGROUND (Continued)

A five member committee from the following departments reviewed and evaluated the proposals:

- Police (2)
- Fire-Rescue (1)
- Code Compliance (1)
- Business Development and Procurement Services (1)*

*Business Development and Procurement Services only evaluated the Business Inclusion and Development Plan.

The successful proposer was selected by the committee on the basis of demonstrated competence and qualifications under the following criteria:

- Capability of proposer 30%
- Overall approach 30%
- Qualification 25%
- Business Inclusion and Development Plan 15%

As part of the solicitation process and in an effort to increase competition, Business Development and Procurement Services (BDPS) used its procurement system to send out 284 email bid notifications to vendors registered under respective commodities. To further increase competition, BDPS uses historical solicitation information, the internet, and vendor contact information obtained from user departments to contact additional vendors by phone. Additionally, in an effort to secure more bids, BDPS' ResourceLINK Team (RLT) sent notifications to 25 chambers of commerce, the DFW Minority Business Council, and the Women's Business Council – Southwest, to ensure maximum vendor outreach.

The recommended vendor meets the wage floor rate of \$10.37 approved by City Council on November 10, 2015, by Resolution No. 15-2141.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

Information about this item will be provided to the Budget, Finance and Audit Committee on October 17, 2016.

FISCAL INFORMATION

\$2,037,978.00 - Current Funds (subject to annual appropriations)

M/WBE INFORMATION

- 30 - Vendors contacted
- 30 - No response
 - 0 - Response (Bid)
 - 0 - Response (No bid)
 - 0 - Successful

284 - M/WBE and Non-M/WBE vendors were contacted

The recommended awardee has fulfilled the good faith requirements set forth in the Business Inclusion and Development (BID) Plan adopted by Council Resolution No. 08-2826 as amended.

ETHNIC COMPOSITION

Spay Neuter Network

White Male	4	White Female	10
Black Male	0	Black Female	0
Hispanic Male	0	Hispanic Female	3
Other Male	0	Other Female	0

RESPONDENT INFORMATION

Business Development and Procurement Services received the following responses from solicitation number BAZ1513. We opened them on August 13, 2015. We recommend the City Council award this professional services contract to the most qualified respondent by group.

*Denotes successful respondent

<u>Respondents</u>	<u>Address</u>	<u>Score</u>
*Spay Neuter Network	102 E. Trunk Street Crandall, TX 75114	Group 1 – 86% Group 2 – 86%
Texas Coalition for Animal Protection	713 Sunset Street Denton, TX 76201	Group 1 – 85% Group 2 – No bid
Vax Shack	1311 Squires Lane Aubrey, TX 76227	Non-responsive**

**Vax Shack was deemed non-responsive due to not meeting specifications.

OWNER

Spay Neuter Network

Carol Shiels, President

BUSINESS INCLUSION AND DEVELOPMENT PLAN SUMMARY

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Spray Neuter Network is a non-local, non-minority firm, has signed the "Business Inclusion & Development" documentation, and proposes to use their own workforce.

PROJECT CATEGORY: Other Services

LOCAL/NON-LOCAL CONTRACT SUMMARY

	<u>Amount</u>	<u>Percent</u>
Total local contracts	\$0.00	0.00%
Total non-local contracts	\$2,037,978.00	100.00%
TOTAL CONTRACT	\$2,037,978.00	100.00%

LOCAL/NON-LOCAL M/WBE PARTICIPATION

Local Contractors / Sub-Contractors

None

Non-Local Contractors / Sub-Contractors

None

TOTAL M/WBE CONTRACT PARTICIPATION

	<u>Local</u>	<u>Percent</u>	<u>Local & Non-Local</u>	<u>Percent</u>
African American	\$0.00	0.00%	\$0.00	0.00%
Hispanic American	\$0.00	0.00%	\$0.00	0.00%
Asian American	\$0.00	0.00%	\$0.00	0.00%
Native American	\$0.00	0.00%	\$0.00	0.00%
WBE	\$0.00	0.00%	\$0.00	0.00%
Total	\$0.00	0.00%	\$0.00	0.00%

October 26, 2016

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. That the City Manager is authorized to execute a professional services contract with Spay Neuter Network (VS0000026296) for spay/neuter services for a term of three years, with two one-year renewal options, in an amount not to exceed \$2,037,978.00, upon approval as to form by the City Attorney. If the service was bid or proposed on an as needed, unit price basis for performance of specified tasks, payment to Spay Neuter Network shall be based only on the amount of services directed to be performed by the City and properly performed by Spay Neuter Network under the contract.

Section 2. That the Chief Financial Officer is hereby authorized to disburse funds in an amount not to exceed \$2,037,978.00 (subject to annual appropriations) from Service Contract number BAZ1513.

Section 3. That this resolution shall take effect immediately from and after its passage in accordance with the provisions of the Charter of the City of Dallas, and it is accordingly so resolved.