



STAFF REPORT

DATE: January 5, 2021
TO: Kent Cagle, City Manager
FROM: Joseph W. Brown, Executive Director of Recreation Services
SUBJECT: Awarding RFP 21-01 for Veterinary Services

BACKGROUND AND FINDINGS:

The City of Killeen created RFP 21-01 seeking proposals from qualified veterinarians to provide veterinary services that include spay and neuter surgery, wellness and sick/injury care, microchips, vaccines, and after hours/emergency care. Recreation Services (RS) advertised RFP 21-01 for contracted veterinary services for the Killeen Animal Services (KAS) department. KAS intakes on a 5-year average, roughly 5,000 animals annually. On average, 2,382 of these animals are adopted and need sterilization. The paramount goal is to make these sterilizations prior to adoption. In FY19-20 KAS was able to spay and neuter 270 animals before adoption. With this agreement, KAS will be able to sterilize nearly 600 animals. It is the goal of KAS to increase this number each year based on the adopted budget, coupled with our ability to apply for and receive the Petco grant. The initial term of the agreement will be a one (1) year term with up to four (4) one-year renewals. Any price increases when renewing the agreement must be submitted to RS ninety (90) days prior to renewal.

RS advertised RFP 21-01 (Veterinary Services) on October 11th and October 18th, 2020. We received responses from Aztec Pet Hospital and El Centro Pet Medical & Laser Surgery Center. El Centro was disqualified because the submitted response was incomplete. They did not submit a complete vendor profile, the conflict of interest questionnaire was not completed, and there was not a drafted contract included with the response. Aztec Pet Hospital was the only other veterinary service who submitted a complete response, with all required documentation.

The rating scale was as follows:

- Cost of Services - max 50 points
- Capacity to Deliver Services - max 50 points
- TOTAL - 100 points

THE ALTERNATIVES CONSIDERED:

Option 1 - Not accept either of the responses and continue to seek qualified veterinarians

Option 2 - Approve the bid from Aztec Pet Hospital and enter into an agreement

Which alternative is recommended? Why?

Recreation Services staff recommends City Council approve the contract bid from Aztec Pet Hospital and enter into the initial agreement. The approval of this contracted agreement will allow KAS and the City of Killeen to acquire the lowest responsible price for veterinary services.

CONFORMITY TO CITY POLICY:

This RFP and the selection of the veterinarian services satisfies the competitive bid requirements and conforms to City Policy and all applicable state and local laws.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The fiscal impact for FY20/21 would not exceed \$90,000 for the cost of contracted services. The fiscal impact of future years will continue to not exceed \$90,000 per year, dependent upon the approved/adopted budget.

Is this a one-time or recurring expenditure?

This will be a recurring expenditure, dependent upon approved adopted budget.

Is this expenditure budgeted?

Yes, KAS has \$90,000 allocated in account 010-3070-428.47-04, which was adopted as part of the FY20-21 budget.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

Recreation Services staff recommends City Council award RFP #21-01 and approve a contract with Aztec Pet Hospital in an amount not to exceed \$90,000 in FY21. The City Manager or designee is further authorized to execute any change orders as permitted by state and local law.

DEPARTMENTAL CLEARANCES:

Legal
Purchasing
Finance

ATTACHED SUPPORTING DOCUMENTS:

Agreement

Certificate of Occupancy