



APPROVE AN AGREEMENT FOR VETERINARY
SERVICES THROUGH RFP NO. 21-01

RS-21-001

January 5, 2021

Background

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- ❑ KAS (Killeen Animal Services) intakes on 5-year average, 5,000 animals annually. On average, 2,382 of these animals are adopted and need spay/neuter services
- ❑ In FY19-20 KAS sterilized 270 animals before adoption
- ❑ Why advertise RFP for veterinary services?
 - ▣ What we have done in past didn't work
 - ▣ Find the lowest responsible price
 - ▣ Incentives to increase adoptions
- ❑ With this agreement, KAS will be able to sterilize nearly 600 animals before adoption

Background

- The contract will include providing these services:
 - ▣ Spay surgery
 - ▣ Neuter surgery
 - ▣ Wellness and sick/injury care
 - ▣ Microchips and vaccines
 - ▣ After hours and emergency care
- 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 department ninety (90) days prior to renewal

Timeline

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- City of Killeen Recreation Services (RS) advertised RFP 21-01 for Veterinary Services on October 11th and October 18th, 2020
- RFP was due to Purchasing: November 3rd, 2020
- Recommendation to City Council/Award: January 5, 2021
- Contract Start Date: January 18th, 2021

Grading Scale

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- The grading scale was as follows:
 - ▣ Cost of Services – Max 50 points
 - ▣ Capacity to Deliver Services – Max 50 points

Bids

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- There were 2 proposals submitted
 - ▣ El Centro Pet Medical & Laser Surgery Center
 - ▣ Aztec Pet Hospital
- El Centro Pet Medical & Laser Surgery Center was disqualified due to an incomplete submission
 - ▣ The complete vendor profile was not included
 - ▣ The conflict-of-interest questionnaire was not included
 - ▣ The draft contract was not included
- RS selected Aztec Pet Hospital as the vendor based on the grading criteria listed

Alternatives

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- Option 1 – Not accept either of the responses and continue to seek qualified veterinarians
- Option 2 – Approve the bid from Aztec Pet Hospital

Recommendations

- Staff recommends that City Council approve the initial agreement for a one (1) year term with up to four (4) one-year renewals with Aztec Pet Hospital for a total of \$90,000 plus any cost increases year to year, and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law, and that this agreement will not exceed \$90,000 in FY21