



STAFF REPORT

DATE: November 2, 2021

TO: Kent Cagle, City Manager

FROM: Joseph W. Brown, Executive Director of Recreation Services

SUBJECT: Awarding RFP 21-35 for Veterinary Services

BACKGROUND AND FINDINGS:

The City of Killeen created RFP 21-35 seeking proposals from qualified veterinarians to provide veterinary services that include spay and neuter surgery. Recreation Services (RS) advertised RFP 21-35 for contracted veterinary services for the Killeen Animal Services (KAS) department. KAS intakes on a 5-year average, roughly 3,661 animals annually. On average, 1,928 of these animals are adopted and need sterilization (Our paramount goal here is to make these sterilizations prior to adoption). In FY 20-21 KAS was able to spay and neuter 762 animals before adoption. With this agreement, KAS will be able to sterilize nearly 1,300 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. KAS received \$300,000 in Petco monies that will be distributed over 3 years at increments of \$100,000. 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 one hundred and twenty (120) days prior to renewal.

RS advertised RFP 21-35 (Veterinary Services) on July 11th and July 18th, 2021. We received responses from Texas Humane Heroes and El Centro Pet Medical Center.

The rating scale was as follows:

- ☐ Cost of Services - Maximum 30 points
- ☐ Capacity to Deliver Services - Maximum 30 points
- ☐ Experience & Qualifications - Maximum 30 points
- ☐ References - Maximum 10 points
- ☐ TOTAL - 100 points

A panel of four (4) staff members rated each proposal for a possible overall total of 400 points. Texas Humane Heroes rated a 358 and El Centro Pet Medical Center rated a 226.

THE ALTERNATIVES CONSIDERED:

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

Option 2 - Approve the bid from Texas Humane Heroes and enter into an agreement

Which alternative is recommended? Why?

Recreation Services staff recommends City Council approve the contract bid from Texas Humane Heroes 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 FY21-22 would not exceed \$97,500 for the cost of contracted services. The fiscal impact of future years will continue to not exceed \$97,500 per year, dependent upon the approved/adopted budget, price increases, and the demand.

Is this a one-time or recurring expenditure?

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

Is this expenditure budgeted?

Yes, funds are available in the Animal Services Donations Fund, Veterinary Services account 247-3070-428.47-04.

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 21-35 for contracted veterinary services to Texas Humane Heroes in an amount not to exceed \$97,500 in FY 22 and that the City Manager or designee be authorized to execute any change orders as permitted by state and local law.

DEPARTMENTAL CLEARANCES:

Legal
Purchasing
Finance

ATTACHED SUPPORTING DOCUMENTS:

Evaluation Matrix

Agreement

Certificate of Interested Parties