



**Report From**  
**OFFICE OF THE CITY ADMINISTRATIVE OFFICER**  
**Analysis of Proposed Contract**  
(\$25,000 or Greater and Longer than Three Months)

To: The Mayor	Date: 11-01-19	C.D. No. -	CAO File No.: 0150-08905-0005				
Contracting Department/Bureau: Animal Services		Contact: Catherine Chico (213) 482-9554					
Reference: Transmittal from the Board of Animal Commissioners dated September 25, 2019; supplemental information received on October 24, 2019							
Purpose of Contract: To provide free and low-cost spay and neuter services to pets for City of Los Angeles residents.							
Type of Contract: ( ) New contract (X) Amendment, Contract No. C-126901		Contract Term Dates: One-year term from December 17, 2019 through December 16, 2020					
Contract/Amendment Amount: \$500,000							
Proposed amount \$ 500,000 + Prior award(s) \$ 307,765 = Total \$ 807,765							
Source of funds: Animal Sterilization Trust Fund							
Name of Contractor: The Amanda Foundation							
Address: 351 North Foothill Road, Beverly Hills, California 90210							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program		X	
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances	X		
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Slavery & Border Wall Disclosure Ordinances	X		
5. Risk Management review completed	X			12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: 0%				14. California Iran Contracting Act of 2010			X

**RECOMMENDATION**

That the Council, subject to the approval of the Mayor, authorize the General Manager of the Department of Animal Services, or designee, to execute the Third Amendment to Contract No. C-126901 between the Animal Services Department and the Amanda Foundation for the operation of a mobile spay and neuter clinic from December 17, 2019 through December 16, 2020 for an amount not to exceed \$500,000, subject to the review and approval by the City Attorney as to form.

**SUMMARY**

The Department of Animal Services (ASD) requests authority to execute the proposed Third Amendment to Contract No. C-126901 between the ASD and the Amanda Foundation (Contractor) for the operation of a mobile spay and neuter clinic within the City of Los Angeles. The Third Amendment will extend the term of the Agreement from December 17, 2019 through December 16, 2020 for an amount not to exceed \$500,000. This will be the third and final extension of the contract, which was established as a two-year agreement with the option to extend the contract three additional years in one-year increments.

			
BYO	Analyst	04200052	City Administrative Officer

The Department issued a Request for Proposals (RFP) on March 11, 2015 to procure the services of a contractor to operate a mobile spay and neuter clinic. The Department received two proposals, one from the Contractor and the other from the Lucy Pet Foundation, Inc. The Department reviewed both proposals and determined that both agencies would provide adequate services. The Board of Animal Services Commissioners authorized the ASD to enter into an agreement with both agencies on September 14, 2015. Council approved the Contractor on December 16, 2015 (C.F. 10-2451), authorizing the ASD to enter into a two-year agreement, with the three one-year renewal options.

The First Amendment extended the term of the contract one additional year from December 17, 2017 through December 16, 2018. The Second Amendment extended the term of the contract one additional year from December 17, 2018 through December 16, 2019 and also updated the reimbursement rates for spay and neuter surgeries; added the spay and neuter of rabbits into the scope of services; clarified language denoting that the services would only be applicable for low-income residents of the City of Los Angeles; and, allowed animal owners to complete an affidavit claiming low-income status and residency within the City of Los Angeles. The Third Amendment will extend the term of the contract one additional year from December 17, 2019 through December 16, 2020.

Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund), which is funded by a \$400,000 appropriation in the 2019-20 Adopted Budget, and an additional \$500,000 appropriation in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Eligible expenditures from the Fund include providing pet sterilization services to residents of the City of Los Angeles who meet applicable program eligibility requirements.

Prior to the execution of the initial agreement, a Charter Section 1022 Determination was completed by the Personnel Department and found that the City employees do not have the expertise to perform the requested work. In accordance with the Los Angeles Administrative Code Section 10.5(b)2, Council approval of the proposed agreement is required because the term of the agreement exceeds three years and it is anticipated that the annual expenditures will exceed \$159,978.

## **FISCAL IMPACT STATEMENT**

Approval of the recommendation in this report will have no impact on the General Fund. Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund), which includes a \$400,000 appropriation in the 2019-20 Adopted Budget and an additional \$500,000 appropriation in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Execution of the proposed agreement complies with the City's Financial Policies in that budgeted funds are used for intended purposes.

*RHL:BYO:04200052*

Attachment

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MAYOR

**Attachment**  
DEPARTMENT OF  
ANIMAL SERVICES  
221 N. Figueroa Street  
6<sup>TH</sup> Floor, Suite #800  
Los Angeles, CA 90012

(888) 452-7381  
FAX (213) 482-9511

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Administration

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ASSISTANT GENERAL MANAGER  
Lifesaving

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

September 25, 2019

The Honorable Eric Garcetti  
Mayor, City of Los Angeles  
200 N. Spring Street, Room 303  
Los Angeles, CA 90012

Attention: Ms. Heleen Ramirez, Office of the Mayor

**RE: AUTHORIZE CONTRACT NO. C-126901 ~ AMENDMENT NO. 3 – BETWEEN THE CITY OF LOS ANGELES AND THE AMANDA FOUNDATION, INC. FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

Dear Mayor Garcetti:

In accordance with Executive Directive 3, attached herewith is a copy of a proposed Amendment No. 3 to Contract C-126901 with The Amanda Foundation, Inc. for the operation of a mobile spay and neuter clinic.

Also attached for the assistance of your Office in reviewing this proposed agreement is a report adopted by the Board of Animal Services Commissioners at its meeting of September 24, 2019.

If you have any questions with regards to the proposed agreement, please contact Catherine Chico, Senior Management Analyst II at (213) 482-9554 or via e-mail at [catherine.chico@lacity.org](mailto:catherine.chico@lacity.org).

Respectfully submitted,

Brenda F. Barnette, General Manager  
Department of Animal Services

BFB/TW/CC - X:\Budgets\Contracts\SPAY AND NEUTER CLINICS\MOBILE\AMANDA LUCY\C-126901 The Amanda Foundation\3rd Amendment\Contract No. C-126901 The Amanda Foundation, Inc - Amendment No. 3 - ED3 Transmittal - 2019-09-25.docx

Attachment: September 24, 2019 Board Report – The Amanda Foundation, Inc.

cc: Bryan Oh, City Administrative Officer

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CHIEF VETERINARIAN

**Report to the Board of Animal Services Commissioners**

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**MEETING DATE:** September 24, 2019

**PREPARED BY:** Catherine Chico

**REPORT DATE:** September 12, 2019

**TITLE:** Senior Management Analyst II

**SUBJECT: AUTHORIZE CONTRACT NO. C-126901 – AMENDMENT NO. 3 – BETWEEN THE CITY OF LOS ANGELES AND THE AMANDA FOUNDATION FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

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**BOARD ACTION RECOMMENDED**

1. **APPROVE** extension of the contract term to December 16, 2020.

**SUMMARY**

Los Angeles Animal Services entered into a two-year contract for the operation of a mobile spay and neuter clinic, which was executed on December 17, 2015 and expired on December 16, 2017. The first contract extension was executed on December 17, 2017 and expired on December 16, 2018. The second contract extension was executed on December 17, 2018 and expires on December 16, 2019. This is the last and final contract extension and will extend the contract to December 16, 2020.

The services provided by the Amanda Foundation have proven to be a necessary option to low-income City of Los Angeles residents. Since Fiscal Year 2015-16, the Amanda Foundation's mobile spay/neuter clinic has performed a total of 10,506 surgeries (3,035 cats and 7,471 dogs).

Authorization of this contract will allow for the continuation of accessible spay/neuter services to low-income areas of the City of Los Angeles, where the number of intact animals tend to be higher and where there tends to be fewer stationary spay/neuter clinics.

Changes to the contract include:

- Contract extension to December 16, 2020

Report to the Board of Animal Services Commissioners  
SUBJECT: Authorize Contract No. C-126901 – Amendment No. 3

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**BACKGROUND**

The Department released a Request for Proposals ("RFP") on March 11, 2015, for operation of mobile spay/neuter clinics. Amanda Foundation's proposal met the requirements, and was awarded an agreement with a term of two years with three one-year renewal options for a total period of up to five years.

A portion of dog licensing fees is transferred to The Animal Sterilization Fund (ASF) to support targeted low-income spay/neuter surgeries.

**FISCAL IMPACT**

There is no fiscal impact to the General Fund because all spay neuter costs are paid through the Animal Sterilization Fund.

Approved:

Brenda F. Barnette  
Brenda F. Barnette, General Manager

Attachment: Contract Amendment No. 3 – C-126901

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**BOARD ACTION:**

<u>  ✓  </u>	Passed	Disapproved	<u>          </u>
<u>          </u>	Passed with noted modifications	Continued	<u>          </u>
<u>          </u>	Tabled	New Date	<u>          </u>

**AMENDMENT NO. 3 TO  
CONTRACT NUMBER C-126901  
BETWEEN THE CITY OF LOS ANGELES  
AND  
THE AMANDA FOUNDATION  
FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

THIS THIRD AMENDMENT to Agreement Number C-126901 is made and entered into by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department"); and The Amanda Foundation ("Contractor"), and authorized to do business in the State of California with regard to the following:

WHEREAS, Contract Number C-126901, which was approved by the City Council on December 16, 2015, and became effective on December 17, 2015 as a two-year contract, renewable at the City's sole discretion for up to three additional years (C.F. 10-2451); and

WHEREAS, Contractor provides spay/neuter surgeries for dogs and cats owned by low-income residents of Los Angeles; and

WHEREAS, the 1<sup>st</sup> Amendment (Supplement No. 1) was entered into on December 17, 2017, extending the Contract for one year to December 16, 2018; and

WHEREAS, the 2<sup>nd</sup> Amendment, extended the term of the Agreement to December 16, 2019, added a new revised rate schedule, included rabbits in the scope of services, clarified program is for City of Los Angeles residents, provided owners the ability to submit an affidavit in lieu of other proof of low income status, and authorized Contractor's participation in the City's Pre-Release Voucher Program; and

WHEREAS, the self-certification program and affidavit was approved by City Council on April 19, 2016 (CF #16-0114 S-1) and the revised rate schedule was previously approved by City Council on November 9, 2016 (CF 16-0114), and the contract extension was approved by the Board of Animal Services Commissioners on December 11, 2018; and

WHEREAS, the existing Agreement expires on December 16, 2019 and the services are required by the City; and

WHEREAS, this 3<sup>rd</sup> Amendment, extends the term of the Agreement to December 16, 2020.

NOW THEREFORE, both parties intend the Agreement to be amended as follows:

1. Section II. Term shall be amended to extend the term of Agreement to December 16, 2020.

The City exercises its option of renewing the Agreement for one additional year. The term shall be extended from its present expiration date of December 16, 2019 to a new expiration date of December 16, 2020. This is the third and final of three renewable options available for this agreement.

2. Except as herein amended, all other terms and conditions shall remain in full force and effect.

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**The City of Los Angeles,  
Department of Animal Services**

By \_\_\_\_\_  
Brenda F. Barnette, General Manager

Date: \_\_\_\_\_

**APPROVED AS TO FORM:  
MICHAEL N. FEUER, City Attorney**

By \_\_\_\_\_  
Dev S. Lesel, Assistant City Attorney

Date: \_\_\_\_\_

**ATTEST:  
HOLLY WOLCOTT, City Clerk**

By \_\_\_\_\_  
Deputy City Clerk

Date: \_\_\_\_\_

**CONTRACTOR -- The Amanda Foundation**

By \_\_\_\_\_  
Teri Austin, President

Date: \_\_\_\_\_

*(second signature required of corporations)*

By \_\_\_\_\_

Date: \_\_\_\_\_

Los Angeles City Business Tax License Number: 0000986065-0001-7

Taxpayer Identification Number: 51-0183667

City Agreement Number: C-126901

Council File Number: 10-2451