

0150-10868-0002

TRANSMITTAL

TO
The Council

DATE

04/27/20

COUNCIL FILE NO.

11-1345-S1

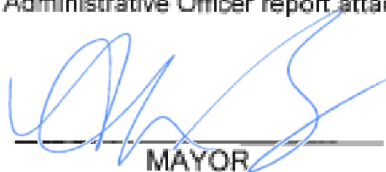
FROM
The Mayor

COUNCIL DISTRICT

—

First Amendment to Contract No. C-128954 with Best Friends Animal Society, to provide Facility Operation Services for the Northeast Valley Animal Shelter

Transmitted for further processing. See the City Administrative Officer report attached.



MAYOR

(Ana Guerrero for)

RHL/SRB/04200053

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

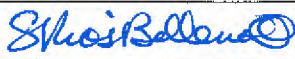
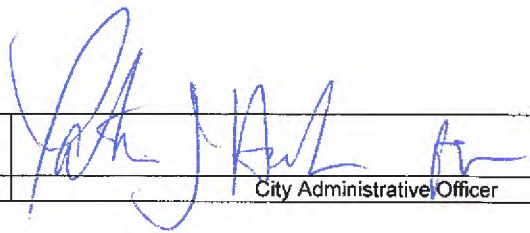
To: The Mayor	Date: 02-13-20	C.D. No. --	CAO File No.: 0150-10868-0002				
Contracting Department/Bureau: Animal Services		Contact: Catherine Chico (213) 482-9554					
Reference: Transmittal from the Board of Animal Commissioners dated September 25, 2019; supplemental information received on December 3, 2019							
Purpose of Contract: To provide facility operation services for the Northeast Valley Animal Shelter.							
Type of Contract: () New contract (X) Amendment, Contract No. C-128954		Contract Term Dates: One-year term from January 1, 2020 through December 31, 2020					
Contract/Amendment Amount: \$200,000							
Proposed amount \$ 0 + Prior award(s) \$ 0 = Total \$ 0							
Source of funds: N/A							
Name of Contractor: Best Friends Animals Society							
Address: 5001 Angel Canyon Road, Kanab, Utah 84741							
	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. Disclosure Ordinances	X		
5. Risk Management review completed	X			12. Prohibited Contributors (Bidders) CEC Form 55			X
6. Standard Provisions for City Contracts included	X			13. California Iran Contracting Act of 2010			X
7. Workforce that resides in the City: 0%							

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 First Amendment to Contract No. C-128954 between the Animal Services Department and Best Friends Animal Society for facility operation services at the Northeast Valley Animal Shelter (NEV) from January 1, 2020 through December 31, 2020, 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 First Amendment to Contract No. C-128954 between the ASD and Best Friends Animal Society (BFAS), for facility operation services at the NEV. The First Amendment will extend the term of the Agreement from January 1, 2020 through December 31, 2020. This will be the first extension of the contract, which was established as a three-year agreement with the option to extend for three additional years in one-year increments.

			
SRB	Analyst	04200053	City Administrative Officer

The NEV is a bond-financed facility approved by voters under the Proposition F (Fire and Animal Facilities) Bond Program in 2000. Due to City budget constraints and limited resources upon its completion in 2008, the NEV was not open to the public and functioned only as a limited special operations shelter from Fiscal Year 2008-2011. On January 10, 2011, the Office of the City Administrative Officer (CAO) released a Request for Information (RFI), on behalf of the ASD, for a contractor to operate one or more animal shelters. The City received one response from BFAS, and after reviewing its proposal, the CAO and the ASD determined that pursuing a management contract with BFAS was in the City's best interest. On August 16, 2011, Council approved Contract No. C-120026 between the City and BFAS, with an initial term of three years with two one-year renewal options. The City decided to execute both one-year renewal options, and Contract No. C-120026 expired on December 30, 2016.

In anticipation of Contract No. C-120026 expiring on December 30, 2016, the CAO issued an updated Charter Section 1022 Determination that found there were insufficient City staff to perform the proposed work. A Request for Proposals (RFP) was released through the City's Business Assistance Virtual Network (BAVN) on August 25, 2016, for a contract to provide facility operation services at the NEV. Proposals were due from potential bidders on September 26, 2016 and BFAS was the only responder to the RFP. Based on the terms of its proposal, BFAS would continue to administer adoption and spay/neuter services, in addition to providing community outreach and education programs consistent with the ASD's mission. After an extensive review by the CAO, City Attorney, and the ASD, the BFAS proposal was deemed responsive to the requirements and provisions of the RFP. As a result, a management contract for facility operation services at NEV by BFAS was drafted. On January 11, 2017, Council approved the execution of a new management contract with BFAS, Contract No. C-128954, for the operation of the NEV for a three-year term from January 1, 2017 through December 31, 2019, with the option to extend for three additional years in one-year increments. The proposed First Amendment will extend the term of the agreement one additional year from January 1, 2020 through December 31, 2020.

There are no direct costs associated with the execution of this contract amendment. The General Services Department was provided \$500,000 in the Capital Improvement Expenditure Program in Fiscal Year 2019-20 for basic facility maintenance at all City shelters, including the NEV. BFAS indicates a current annual investment of \$4.9 million. It would cost the City approximately \$6.8 million in staff salaries, benefits, and expenses to operate the NEV under the same conditions as BFAS. If the City continues to contract out NEV operations, it would be cost-neutral and the City would be afforded \$6.8 million in services.

Care of animals in custody of BFAS is in accordance with all federal, state, and local humane laws and statues. Under the current contract, BFAS provides all staffing, equipment, and supplies; obtains all permits, licenses, and registrations required to operate the NEV; and coordinates with the ASD's staff to provide services. The ASD has evaluated BFAS's performance and deemed BFAS to be compliant with all licensing and performance metrics. The ASD will continue to perform on-site inspections and reports and notify BFAS to immediately correct any deficiencies identified by the Department.

The table below provides an annual summary of intakes, adoptions, and spay/neuter surgeries performed by BFAS over the course of the current contract period. BFAS currently performs above the minimum provisions of the contract, which require BFAS to take in approximately 3,000 animals

annually from the Department and to perform approximately 6,000 spay/neuter surgeries for the public and shelter animals.

Service	2017	2018	2019
Intake	6,144	5,757	5,441
Adoptions	4,721	4,602	4,708
Spay/Neuter Surgeries			
Adoptions	2,178	2,892	2,326
Public	5,955	5,496	5,194
Total Surgeries	8,133	8,388	7,520

FISCAL IMPACT STATEMENT

Approval of the recommendation in this report will have no additional impact on the General Fund. An allocation of \$500,000 is included in the City's Fiscal Year 2019-20 Capital Improvement Expenditure Program, subject to change through the City's annual budget process, to support maintenance costs at all Animal Services facilities, including the NEV. The recommendation will provide cost avoidance savings during the term of the contract based on the services Best Friends Animal Society is willing to provide at no additional cost to the City. The value of services provided is approximately \$6.8 million per year.

FINANCIAL POLICIES STATEMENT

Execution of the proposed agreement complies with the City's Financial Policies in that budgeted funds are used for intended purposes.

RHL:SRB:04200053

Attachment

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

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City of Los Angeles

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**ERIC GARCETTI
MAYOR**

**DEPARTMENT OF
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221 N. Figueroa Street
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ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Licensing

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-128954 – AMENDMENT NO. 1 – BETWEEN THE CITY
OF LOS ANGELES AND BEST FRIENDS ANIMAL SOCIETY TO PROVIDE FACILITY
OPERATION SERVICES FOR THE NORTHEAST VALLEY ANIMAL SHELTER**

Dear Mayor Garcetti:

In accordance with Executive Directive 3, attached herewith is a copy of a proposed Amendment No. 1 to Contract C-128954 with Best Friends Animal Society for facility operation services for the Northeast Valley Animal Shelter.

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.

Respectfully submitted,

Brenda F. Barnette, General Manager
Department of Animal Services

BFB/TW/CC - X:\Budgets\Contracts\Best Friends\North East Valley\Amendment 1\Contract No. C-128954 Best Friends Animal Society - Amendment No. 1 - ED3 Transmittal - 2019-09-25.docx

Attachment: September 24, 2019 Board Report – Best Friends Animal Society

cc: Bryan Oh, City Administrative Officer

"Creating a Humane LA"

AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

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MAYOR

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CHIEF VETERINARIAN

Report to the Board of Animal Services Commissioners

MEETING DATE: September 24, 2019

PREPARED BY: Catherine Chico

REPORT DATE: September 12, 2019

TITLE: Senior Management Analyst II

SUBJECT: AUTHORIZE CONTRACT NO. C-128954 – AMENDMENT NO. 1 – BETWEEN THE CITY OF LOS ANGELES AND BEST FRIENDS ANIMAL SOCIETY (BEST FRIENDS) TO PROVIDE FACILITY OPERATION SERVICES FOR THE NORTHEAST VALLEY ANIMAL SHELTER

BOARD ACTION RECOMMENDED

1. **APPROVE** extension of the contract term to December 31, 2020.

SUMMARY

Los Angeles Animal Services (LAAS) entered into Contract C-128954 on January 1, 2017 for facility operation services at the Northeast Valley Animal Shelter. This request seeks to authorize the first of three one-year extensions authorized in Contract C-128954.

Since 2012, Best Friends has provided adoptions, animal welfare services, pet education, and spay/neuter surgeries at the Northeast Valley Animal Shelter. The facility operation services provided by Best Friends Animal Society (Best Friends) allow for increased adoption services, by assisting the City of Los Angeles in working towards its goal to re-home all animals entering our Animal Services Centers.

LAAS continues to lack sufficient staffing and resources required to operate this facility in any capacity. Authorization of this contract will allow for the continuation of adoptions, animal welfare services, pet education and spay/neuter surgeries for residents residing in the Northeast Valley Animal Shelter's service area.

Changes to the contract are as follows:

- Contract extension to December 31, 2020

BACKGROUND

The Department released a Request for Proposals ("RFP") on August 25, 2016, for a contractor to operate the Northeast Valley Animal Shelter. Best Friends' proposal met the requirements and was awarded the agreement for a term of three years with three one-year renewal options for a total period of up to six years. Best Friends began operations on January 1, 2017 under Contract C-128954.

FISCAL IMPACT

Approval of the contract award will have no added impact on the General Fund as General Services Department is budgeted \$200,000 annually to provide basic facility maintenance and utilities for the Northeast Valley Animal Shelter.

As authorized in Contract C-128954, reimbursement for spay/neuter surgeries associated with the City's coupon/certificate programs are funded through the Animal Sterilization Trust Fund.

Approval of the recommendation ensures continued cost savings to the City of Los Angeles based on the services provided by Best Friends which are estimated at approximately \$3.8 million per year

Approved:


Brenda F. Barnette, General Manager

Attachment: Amendment No. 1 – C-128954

BOARD ACTION:

<input checked="" type="checkbox"/>	Passed	Disapproved	<input type="checkbox"/>
<input type="checkbox"/>	Passed with noted modifications	Continued	<input type="checkbox"/>
<input type="checkbox"/>	Tabled	New Date	<input type="checkbox"/>

**AMENDMENT NO. 1 TO
CONTRACT NUMBER C-128954
BETWEEN THE CITY OF LOS ANGELES
AND
BEST FRIENDS ANIMAL SOCIETY
FOR THE OPERATION OF THE NORTHEAST VALLEY ANIMAL SHELTER**

THIS FIRST AMENDMENT to Agreement Number C-128954 (Agreement) is made and entered into as of January 1, 2020, by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department") and the Department of General Services ("GSD"); and Best Friends Animal Society ("Contractor") to approve a one (1) year extension to the Agreement. This is the first of three available renewals.

WHEREAS, under Contract Number C-128954, Contractor provides on-site pet adoptions, pet education, spay/neuter surgeries, vaccinations and veterinary care for pets adopted as well as pets owned by qualifying residents in the Los Angeles area, and other Animal Welfare Services not otherwise prohibited by this Agreement; and

WHEREAS, the term of the agreement expired on December 31, 2019 and the contractual services are required by the City; and;

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

AMENDMENT

1. Section II, Term shall be amended to extend the term of the Agreement to December 31, 2020.

The City exercises its option of renewing the Agreement for one additional year from its present expiration date of December 31, 2019 to a new expiration date of December 31, 2020.

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: _____

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

By _____
Tony M. Royster, General Manager

Date: _____

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

By _____
Dov S. Lasel, Assistant City Attorney

Date: _____

**ATTEST:
HOLLY WOLCOTT, City Clerk**

By _____
Deputy City Clerk

Date: _____

**CONTRACTOR – Best Friends Animal
Society**

By _____
Julie Castle, Chief Executive Officer

Date: _____

(second signature required of corporations)

By _____

Date: _____

Los Angeles City Business Tax License Number: **0002591559-0001-0**

Taxpayer Identification Number: **23-7147797**

City Agreement Number: **C-128954**