

TRANSMITTAL

To:

THE COUNCIL

Date: 05/26/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor

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ERIC GARCETTI
MAYOR

DEPARTMENT OF
ANIMAL SERVICES
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BRENDA F. BARNETTE
GENERAL MANAGER

DANA H. BROWN
ASSISTANT GENERAL MANAGER

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

April 13, 2016

Honorable Eric Garcetti
Mayor, City of Los Angeles
Room 303, City Hall
Los Angeles, CA 90012

Attention: Mandy Morales, Legislative Coordinator

Subject: **REQUEST FOR AMENDMENT EXTENDING THE TERM OF PERSONAL SERVICES CONTRACT C-117333 FOR 90 DAYS TO OPERATE A SPAY AND NEUTER CLINIC AT THE EAST VALLEY ANIMAL SHELTER**

Dear Mayor Garcetti:

At its April 12, 2016 meeting, the City's Board of Animal Services Commissioners approved a recommendation to extend an agreement with Spay Neuter Project of Los Angeles (SNPLA), formerly Clinico, for 90 days to provide veterinary services relating to the spay and neuter clinic located inside the City of Los Angeles' East Valley Animal Shelter. By a vote of 4-0, the Board approved a motion to:

1. APPROVE the draft three-month extension, approved as to form and legality by the City Attorney as attached, with Spay Neuter Project of Los Angeles (SNP LA) to continue contractual terms for operation of the spay/neuter clinic at the East Valley animal shelter through August 31, 2016;
2. DIRECT staff to transmit the proposed extension Agreement to the Office of the Mayor and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject extension Agreement upon receipt of necessary approvals.

In accordance with Executive Directive No. 3, attached for your review and approval is a draft contract amendment to extend a personal services agreement (City Contract No. C-117333) between the City of Los Angeles and SNPLA.

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AN EQUAL OPPORTUNITY EMPLOYER

Visit our website at www.LAAnimalServices.com

Background

On June 1, 2010, The Department of Animal Services (DAS) entered into City Contract No. C-117333 (Agreement) for a period of three years with an option for three additional one-year extensions at the discretion of the City. The DAS exercised all three extension options, and the Agreement will expire on May 31, 2016.

The DAS released a Request for Proposals on March 30, 2016 to search for a new contractor to provide veterinary services at the East Valley Spay Neuter Clinic. Proposals are due April 27, 2016, but completing the City's bidder selection and contract execution process is expected to take an additional three to four months and could create a gap where spay and neuter services are not available. Extending the current agreement for 90 days to August 31, 2016 will cover any period needed to complete the selection/contract process and ensure that spay and neuter clinic services continue without any lapse at the East Valley shelter.

City Ordinance 179615 (LAMC Section 53.15.2) requires the sterilization of unaltered animals adopted from City shelters. The spay and neuter clinic operated at the East Valley animal shelter is a vital component to meeting animal sterilization demand for adoptions at this location in response to legislative requirements.


At its meeting of April 12, 2016, the Board of Animal Services Commissioners approved the recommendation to extend the Agreement with SNPLA for 90 days. This contract amendment, which is attached and approved by the City Attorney as to form and legality, will not exceed \$125,000 and will end on August 31, 2016. The original Agreement contains a maximum payment limit of \$500,000 per year. The entire Agreement term as amended, from June 1, 2010 to August 31, 2016, would not exceed \$3,125,000. SNP LA would be required to stay compliant with all City contracting provision requirements and maintain all necessary permits, including a veterinary premise license, insurance, and a required security deposit.

Fiscal Impact

There is no impact on the General Fund. Funding for this contract is provided through the Animal Sterilization Trust Fund which, pursuant to Los Angeles City Administrative Code Division 5, Chapter 12, is to be funded by fees collected from Department services and donations.

Please contact Paul Makowski (paul.makowski@lacity.org) at 213-482-9574 or John Forland (john.forland@lacity.org) at 213-482-9554 with any additional questions.

Respectfully submitted,



Brenda F. Barnette
General Manager

Attachments

**BOARD OF
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BRENDA F. BARNETTE
General Manager

DANA H. BROWN
Assistant General Manager

DR. JEREMY PRUPAS
Chief Veterinarian

Report to the Board of Animal Services Commissioners

MEETING DATE: April 12, 2016

PREPARED BY: Paul Makowski

REPORT DATE: April 6, 2016

TITLE: Management Analyst II

**SUBJECT: REQUEST APPROVAL FOR A THREE-MONTH CONTRACT EXTENSION
FOR OPERATION OF THE EAST VALLEY SPAY/NEUTER CLINIC**

BOARD ACTION RECOMMENDED:

1. APPROVE the draft three-month extension, approved as to form and legality by the City Attorney as attached, with Spay Neuter Project of Los Angeles (SNP LA) to continue contractual terms for operation of the spay/neuter clinic at the East Valley animal shelter through August 31, 2016;
2. DIRECT staff to transmit the proposed extension Agreement to the Office of the Mayor and subsequently to the City Council, and authorize the General Manager of the Department of Animal Services to execute the subject extension Agreement upon receipt of necessary approvals.

SUMMARY

The current agreement to operate the East Valley shelter spay/neuter clinic (C-117333) is with Spay Neuter Project of Los Angeles or SNP LA (formerly Clinico) and expires on May 31, 2016. Completing the current RFP process to select a new contractor and execute a new agreement is not anticipated to be completed by May 31, 2016. Continued operation of a spay/neuter clinic at the East Valley animal shelter is strongly desired. Therefore, to ensure that spay/neuter services continue at the East Valley shelter with no lapse, the current agreement will be extended to cover the period that the City and the selected bidder will need to complete the City contracting process.

At its March 21, 2016 meeting, the Board approved a Request for Proposal (RFP) for operation of the East Valley Spay/Neuter Clinic. The RFP was released on March 30, 2016 and proposals are due at 4:00pm on April 27, 2016. The Department anticipates presenting a recommendation to the Board in May 2016.

FISCAL IMPACT:

There is no impact to the General Fund. The Animal Sterilization Fund will be used to reimburse the contractor based on rates established by the Animal Services Commission.

Approved:

Brenda F. Barnette

Brenda F. Barnette, General Manager

Attachments

BOARD ACTION:

_____	Passed	Disapproved	_____
_____	Passed with noted modifications	Continued	_____
_____	Tabled	New Date	_____

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

**AMENDMENT NO.4
BETWEEN THE CITY OF LOS ANGELES
AND
SNP LA (SPAY NEUTER PROJECT OF LOS ANGELES)
FOR THE OPERATION OF THE SPAY AND NEUTER CLINIC
AT THE EAST VALLEY ANIMAL CARE CENTER**

CITY CONTRACT NUMBER C-117333

THIS AGREEMENT 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 Department of General Services ("GSD"); and SNP LA (Spay Neuter Project of Los Angeles) ("Contractor"), with regard to the following:

WHEREAS, Section 53.11(j) of the Los Angeles Municipal Code requires the Department to spay or neuter each dog adopted from a City animal shelter before a license for the animal can be valid, and Section 53.15 requires every owner of a dog to hold a valid license for their animal; and

WHEREAS, the Departments' current staffing levels cannot meet the current demand for spay and neuter surgeries for animals adopted from the East Valley Animal Shelter; and

WHEREAS, the Department entered into Agreement Number C-117333 with SNP LA on June 1, 2010 with the option to renew the contract for an additional three years; and

WHEREAS, the Agreement expires on May 31, 2016 and the Department desires to renew the Agreement for an additional three (3) month term to have sufficient time to prepare and issue a Request for Proposals and not curtail the services during this period; and

WHEREAS, under Agreement Number C-117333, SNP LA provides spay/neuter surgeries and related services at the East Valley Animal Care Center Spay/Neuter Clinic to sterilize dogs, cats, and rabbits (as needed) that are adopted from the Care Center as well as to pets owned by qualifying residents near or in the Los Angeles area.

NOW THEREFORE, THE PARTIES INTEND THAT THE Agreement shall be amended as follows:

AMENDMENT

1. Section II. Term, shall be amended to extend the term of the contract for three (3) months to August 31, 2016.

The City exercises its option of renewing the agreement for three (3) months. The term of the contract shall be extended three (3) months, from its present expiration date of May 31, 2016 to a new expiration date of August 31, 2016.

2. Section III. Maximum Payment, shall be amended for the Contract Extension period.

Payment to Contractor by the City shall not exceed \$125,000 for the three (3) month extension period (defined as June 1, 2016 to August 31, 2016). This provision does not mean that the City is required to reach or approach this amount.

3. Section VIII. Scope of Services, section **A. Surgical Sterilizations, Paragraph 1** shall be amended to adjust the number of surgical sterilizations performed by Contractor. As Amended, section **A. Surgical Sterilizations, Paragraph 1** shall read in its entirety as follows:

A. Surgical Sterilizations

The Contractor will perform:

1. Spay and neuter surgeries on qualified animals adopted from the Care Center (including dogs and cats eight weeks of age or older, and rabbits). On each day of operation, Contractor shall commit to perform surgeries as follows:

A minimum of five dogs adopted from the Care Center,
A minimum of ten female cats adopted from the Care Center,
Unlimited male cats.

Contractor shall coordinate with Care Center staff in the event that the Care Center's volume of surgeries exceeds these numbers during special adoption events or other events, and the Contractor shall make a reasonable effort to accommodate additional spay/neuter surgeries from the Care Center. The Department reserves the right to send animals to off-site veterinarians in the event that SNP LA, Inc. is unable to accommodate all of the Care Center's spay/neuter needs.

Contractor shall be expected to perform approximately 40 spay/neuter surgeries at the Clinic each day of operation, including animals adopted from the Care Center, as well as dogs and cats brought in by members of the public, and accept all Department discount coupons and free certificates or vouchers for the service.

4. 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 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. Lesel, Assistant City Attorney

Date: _____

**ATTEST:
HOLLY WOLCOTT, City Clerk**

By _____
Deputy City Clerk

Date: _____

CONTRACTOR - SNP LA, Inc.

By _____
Noel Jackson, Director of Operations

Date: _____

(second signature required of corporations)

By _____
Print Name:

Date: _____

Los Angeles City Business Tax License Number: 0002336507-0004-4

Taxpayer Identification Number: 20-8542566

City Agreement Number: C-117333