

0150-11512-0000

TRANSMITTAL

TO
The Council

DATE
04/27/20

COUNCIL FILE NO.
15-1347

FROM
The Mayor

COUNCIL DISTRICT
—

**Third Amendment to Contract No. C-126915 with Spay Neuter Project of Los Angeles, to
provide mobile vaccinations and microchip services**

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


MAYOR

(Ana Guerrero for)

RHL:SRB-04200054

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: 02-28-20	C.D. No. --	CAO File No.: 0150-11512-0000
Contracting Department/Bureau: Animal Services		Contact: Catherine Chico, (213) 978-7625	
Reference: Transmittal from the Board of Animal Commissioners dated September 25, 2019; supplemental information received on January 16, 2020 and February 26, 2020			
Purpose of Contract: To provide accessible mobile vaccinations and microchip services to City of Los Angeles residents.			
Type of Contract: () New contract (x) Amendment, Contract No. C-126915		Contract Term Dates: One-year extension from 01/01/2020 through 12/31/2020	
Contract/Amendment Amount: \$0			
Proposed amount \$ 0 + Prior award(s) \$ 0 = Total \$ 0			
Source of funds: N/A			
Name of Contractor: Spay Neuter Project of Los Angeles, Inc. (SNP LA)			
Address: 957 North Gaffey Street, San Pedro, CA 90731			
	Yes	No	N/A
1. Council has approved the purpose	x		
2. Appropriated funds are available			x
3. Charter Section 1022 findings completed	x		
4. Proposals have been requested	x		
5. Risk Management review completed	x		
6. Standard Provisions for City Contracts included	x		
7. Workforce that resides in the City: 0 %			
Contractor has complied with:			
8. Business Inclusion Program			
9. Equal Benefits & First Source Hiring Ordinances			
10. Contractor Responsibility Ordinance			
11. Disclosure Ordinances			
12. Prohibited Contributors (Bidders) CEC Form 55			
13. CA Iran Contracting Act of 2010			

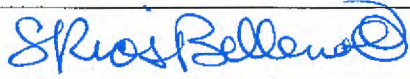
RECOMMENDATION

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-126915 between the Animal Services Department and Spay Neuter Project of Los Angeles to provide accessible mobile vaccinations and microchip services 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 Third Amendment to Contract No. C-126915 between the ASD and Spay Neuter Project of Los Angeles (SNP LA) to provide mobile vaccinations and microchip services. The Third Amendment will extend the term of the Agreement from January 1, 2020 through December 31, 2020. This will be the third extension of the contract, which was established as a two-year agreement with the option to extend for three additional years in one-year increments.

The Department released a Request for Proposals on September 26, 2013, to provide vaccinations and microchip services at all six City shelters. On December 8, 2015, the City Council approved the

 SRB Analyst 04200054	 Assistant City Administrative Officer
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initial contract with SNP LA for the period of December 23, 2015, through December 31, 2017, with the option to extend for three additional years in one-year increments. The First and Second Amendments to the agreement were executed for the periods of January 1, 2018 through December 31, 2018, and January 1, 2019 through December 31, 2019, respectively. The proposed Third Amendment will extend the agreement from January 1, 2020 through December 31, 2020. This amendment represents the final option to extend this contract.

The Department reports the following data relative to services performed by SNP LA during calendar year 2019:

Metric	Number
Animals Serviced	5,737
Vaccines Administered	9,602
Microchips Implanted	626
Clinics Held	162

The proposed Third Amendment makes no change to the scope of services provided by SNP LA. SNP LA will continue to cover the cost of all services provided through fees charged to the public and SNP LA's own funds.

FISCAL IMPACT STATEMENT

Approval of the recommendation in this report will have no impact on the General Fund. The Contractor provides low-cost and no-cost vaccinations and related services that are paid for by the fees charged the public and the Contractor's own funds.

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:04200054

Attachment

**BOARD OF
ANIMAL SERVICES
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MAYOR

**DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
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BRENDA F. BARNETTE
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TAMMY WATSON
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-126915 – AMENDMENT NO. 3 – BETWEEN THE CITY
OF LOS ANGELES AND SPAY NEUTER PROJECT OF LOS ANGELES, INC. FOR PET
VACCINATIONS AND MICROCHIP CLINICS**

Dear Mayor Garcetti:

In accordance with Executive Directive 3, attached herewith is a copy of a proposed Amendment No. 3 to Contract C-126915 with Spay Neuter Project of Los Angeles, Inc. for pet vaccinations and microchip clinics at no cost to the City.

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\SPAY AND NEUTER CLINICS\MOBILE\SNP LA, INC\Amendment 3\Contract No. C-126915 SNP LA, Inc - Amendment No. 3 - ED3 Transmittal - 2019-09-25.docx

Attachment: September 24, 2019 Board Report – Spay and Neuter Project of Los Angeles, Inc.

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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ERIC GARCETTI
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-126915 – AMENDMENT NO. 3 – BETWEEN THE CITY OF LOS ANGELES AND SPAY NEUTER PROJECT OF LOS ANGELES, INC. (SNP LA, INC.) TO PROVIDE PET VACCINATIONS AND MICROCHIP CLINICS

BOARD ACTION RECOMMENDED

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

SUMMARY

The services provided by the Spay Neuter Project of Los Angeles, Inc. (SNP LA, Inc.) have proven to be a necessary option to low-income City of Los Angeles residents. Authorization of this contract will allow for the continuation of vaccination and microchip services to low-income areas of the City of Los Angeles, where the number of animals requiring this service tend to be higher and where there tend to be fewer vaccination clinics.

The services are provided free of charge to the Department of Animal Services (Department) in exchange for location space to park mobile clinics. The sole monetary compensation provided by the Department is a \$2 reimbursement for every license sold by the Contractor.

Changes to the contract include:

- Contract extension to December 31, 2020

BACKGROUND

The Department released a Request for Proposals ("RFP") on September 26, 2013, to provide vaccinations and microchip services at all six City shelters. SNP LA, Inc.'s proposal met the requirements, and was awarded the agreement for a term of two years with three one-year renewal options for a total period of up to five years, and began operations in December 23, 2015. Upon contract expiration, it was extended through December 31, 2017 via the contract's first Amendment. The contract was extended to December 31, 2018 via the contract's second Amendment. The current request to extend represents the final option to extend the contract.

FISCAL IMPACT

There is no fiscal impact to the General Fund because all vaccination and microchip costs will be provided at the expense of the contractor and the amount it charges the public.

Approved:

Brenda F. Barnette

Brenda F. Barnette, General Manager

Attachment: Contract Amendment No. 3 – C-126915

BOARD ACTION:

✓

Passed

Disapproved

Passed with noted modifications

Continued

Tabled

New Date

**AMENDMENT NO. 3 TO
CONTRACT NUMBER C-126915
BETWEEN THE CITY OF LOS ANGELES
AND
SPAY NEUTER PROJECT OF LOS ANGELES, INC. (SNP LA, INC.)
TO PROVIDE PET VACCINATIONS AND MICROCHIP CLINICS**

THIS THIRD AMENDMENT to Agreement Number C-126915 (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 SNP LA, INC ("Contractor") to approve a one (1) year extension to the Agreement. This is the third (3rd) of three (3) available renewals.

WHEREAS, the Department desires a Contractor to ensure vaccinations and microchips are provided at the lowest possible price; and

WHEREAS, Contractor will provide the Department with a yearly calendar to serve all six City shelters, and help with the sale of dog licenses or puppy certificates for dogs brought in and owned by City residents whose dogs are not licensed; and

WHEREAS, the Contractor was selected pursuant to a Request for Proposals ("RFP") issued by the Department on September 26, 2013 to solicit such services, and Contractor submitted a proposal in response to the RFP, met the requirements, and was awarded this Agreement by the Animal Services Board of Commissioners ("Board") on February 11, 2014, and approved by the City Council on December 16, 2015, for a two-year contract, renewable at the City's sole discretion for up to three additional years, for a period of up to five years (C.F. 15-1347); and

WHEREAS, the 1st Amendment was entered into as of January 1, 2018, extending the Agreement for one year from December 31, 2017 to December 31, 2018; and

WHEREAS, the 2nd Amendment was entered into as of January 1, 2019, extending the Agreement for one year from December 31, 2018 to December 31, 2019; and

WHEREAS, providing vaccinations and microchips augment the Department's ability to provide these services to animal owners and benefit the public;

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

AMENDMENT

The following section in Contract **C-126915** will be replaced as follows:

1. Section II. Term

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. This is the third and final of three renewable options available for this agreement.

2. Section V. Standard Provisions for City Contracts

Definition for "Standard Terms and Conditions" and **Attachment B** shall be amended to reference the current Standard City Terms and Conditions (Rev. 10/17) [v.3].

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

DRAFT

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 _____
Dov S. Lesel, Assistant City Attorney

Date: _____

**ATTEST:
HOLLY WOLCOTT, City Clerk**

By _____
Deputy City Clerk

Date: _____

CONTRACTOR – SNP LA, INC.

By _____
Zoey Knittel, Executive Director

Date: _____

**(second signature required of
corporations)**

By _____

Date: _____

Los Angeles City Business Tax License Number: **0002336507-004-4**

Taxpayer Identification Number: **20-8542566**

City Agreement Number: **C-126915**