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EDWARD A. BOKS
General Manager

Report to the Board of Animal Services Commissioners

Edward A. Boks, General Manager

COMMISSION MEETING DATE: October 9, 2007

PREPARED BY: Anthony Sanchez

REPORT DATE: October 9, 2007

TITLE: Management Analyst II

SUBJECT: Request for Proposals for the Operation of the Department's Spay/ Neuter Clinics

BOARD ACTION RECOMMENDED:

That the Board direct Staff to release a Request for Proposals (RFP), substantially in the form as on file, for the operation of the Spay/Neuter Clinics at the West Valley, Northeast Valley, East Valley, North Central, West Los Angeles, and Harbor Animal Care Centers, subject to approval of the City Attorney as to form.

SUMMARY:

The Department requires that dogs and cats adopted from the Department's Animal Care Centers be spayed or neutered, with certain specific exceptions for animals who are medically unfit, underage, or otherwise not qualified for surgical treatment. To accomplish this, the Department has for years engaged services of a number of Los Angeles area veterinarians to spay or neuter adopted animals, transported in our Department vehicles. These veterinarians are paid from the Department's animal health Trust Funds; the City also subsidizes free and low-cost spay/neuter programs for low-income, senior citizens, and permanently disabled Los Angeles residents. However, sending adopted animals to independent veterinarians strains the City's resources by using staff time and vehicles to transport animals, every day, often in heavy traffic; and by using staff time to process payments for many veterinarians. Additionally, members of the public adopting animals from Care Centers are required to pick up their animals from these veterinarians, requiring adopters to drive several miles away from Care Centers to pick up their new companions, or to drive to distant veterinarians after receiving spay/neuter coupons.

To streamline the spaying and neutering of adopted animals, each of our newly constructed Animal Care Centers, built as part of the City's Fire and Animal Facilities Bond (Proposition F), now include a spay/ neuter clinic within the facility, each designed with animal preparation

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rooms, surgery rooms, recovery rooms, reception and office areas. Bond funding will also provide fixtures such as surgery tables, cages, and other affixed equipment. Free-standing equipment and tools will be purchased by the veterinarians operating the clinics, and once such equipment is obtained, the clinics will be ready to occupy and run as self-contained veterinary medical facilities within our Care Centers. Having a fully-functioning spay/ neuter clinic at each Care Center will reduce the City's transportation and staffing costs, reduce administrative costs of processing payments, will allow adopters to pick up their pets from the same Care Centers from which the animals are adopted, and will help promote responsible pet ownership by making it easier to spay and neuter animals.

While the Department employs several veterinarians and veterinary technicians, this medical staff treats and cares for animals under the control of the Department; current workloads preclude City staff from performing spay/ neuter surgeries and other medical procedures on adopted animals on a regular basis. Future staffing is hoped to allow City staff to provide these services; however, the Department currently has many of these positions (both veterinarians and veterinary technicians) vacant. As the Department fills these vacancies and retains veterinary staff over time, moderately-short term three-year contracts with private veterinarians to occupy our Clinics will ensure that Los Angeles residents are provided with the necessary veterinary services for their companion animals. In accordance with the City Charter, staff have worked with the City's Personnel Department and the Office of the City Administrative Officer to determine whether it is more feasible to enter into contracts to operate these clinics, and have indeed determined that, at this time, it is more feasible.

As the Board recalls, a Request for Proposals (RFP) was released in October 2006 for the operation of the Spay/ Neuter clinics at the Department's South Los Angeles and North Central clinics; one proposal was received for the operation of the South Los Angeles location, and as a result, the Department has successfully entered into an agreement with a private veterinarian to operate that clinic and provide much-needed services to that community. No proposals were received for the North Central location, and so a temporary Right of Entry was issued to a non-profit organization to occupy that location to provide spay/neutering to North Central cats and cats brought in by the public; that temporary agreement would be replaced by a three-year contract.

For all locations (except South Los Angeles), the Department will seek three-year contracts with private veterinarians, subject to the terms and conditions described below and delineated in the RFP.

SIGNIFICANT TERMS AND CONDITIONS:

Term

The term of the Agreement shall be for three (3) years, with a renewal option of up to three (3) additional years, exercisable at the City's sole discretion.

Standard Terms and Conditions

The Contractor will be required to comply with all provisions of the Department's Standard Terms and Conditions for Agreements to Perform Services at Department of Animal Services Care Center Property.

Permits and Licenses

The Contractor will be required to obtain, at its sole expense, all necessary insurance, permits, and licenses to operate the clinic(s).

Days and Hours of Operation

The Contractor shall provide spay and neuter services, at minimum, five days per week, preferably seven days per week.

Prices of Services

Charges for spay/ neuter services may not exceed fees approved by the Board of Animal Services Commissioners. Prices to be charged the Department reflect Board-approved pricing less a discount, which is to be proposed as a percentage of Board-approved fees. The percentage discount and the services provided for the health and welfare of the City's companion animals shall be considered adequate compensation to the City for the use of the facility.

Equipment

The Department will not provide any equipment to the Contractor; the Contractor will be required to purchase and maintain all equipment and medical supplies necessary to provide services.

Cost of Operations

The cost of staffing, maintaining, and performing related services under the Agreement shall be the sole responsibility of the Contractor. No charges shall be paid by the Department beyond those stated in the Agreement for spay/neuter surgeries.

Quality Assurance

The Department will evaluate the Contractor's performance utilizing such procedures as may be necessary to ascertain compliance with the Agreement including, but not limited to, onsite inspections and written reports. The Contractor shall be required to immediately correct all deficiencies found by the Department.

Utilities

The City shall provide electricity, water, heating and air conditioning, and maintain the delivery systems thereof. The Contractor will be responsible for all additional utilities, including telephone service and data.

Improvements

No improvements to the premises shall be made without prior written approval of the Department.

FISCAL IMPACT:

There is no impact to the General Fund. Funds will be used from Fund 543, Spay and Neuter Trust Fund; Fund 842, Animal Sterilization Trust Fund; and Fund 841, Veterinary Medical Trust Fund, in accordance with trust fund limitations and as they would be paid to an outside veterinarian providing sterilization on adopted animals or animals qualifying for coupons. The amount of the discount off Board-approved fees, a proposal item in this RFP, will provide funding to accomplish more surgeries.

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General Manager

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Approved:

Edward A. Boks, General Manager

BOARD ACTION:

_____ Passed

Disapproved _____

_____ Passed with noted modifications

Continued _____

_____ Tabled

New Date _____