



BOARD OF ANIMAL SERVICES COMMISSIONERS  
CITY OF LOS ANGELES  
Tuesday, October 22, 2013  
10:00 A.M.

**Los Angeles City Hall  
200 North Spring Street  
Room 1060  
Los Angeles, California 90012**

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LISA McCURDY  
President

JIM JENSVOLD  
Vice-President

DAVID ZAFT  
MAGGIE NEILSON  
ALANA YAÑEZ

Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting you wish to attend. For information please call (213) 482-9501.

Si requiere servicios de traduccion, favor de notificar la oficina con 24 horas por anticipado.

### **COMMISSION MEETING**

**1. PUBLIC COMMENT PERIOD** - (Comments from the public on items of public interest within the Board's subject matter jurisdiction and on items not on the Agenda.)

**Public Comments: The Brown Act prohibits the Board and staff from responding to the speakers' comments. Some of the matters raised in public comment may appear on a future agenda.**

### **2. COMMISSION BUSINESS**

**A.** Approval of the Minutes for the Meetings of October 8, 2013.

### **3. DISCUSSION ITEMS**

- A.** Discussion of Mayor Garcetti Letter Relative to 1136 Ardmore Avenue, Los Angeles, CA 90029.
- B.** Animal Welfare Trust Fund and Animal Spay and Neuter Trust Fund Balances
- C.** Submission of Circus-related Documents: 2008 Board Report Related to Permit Application, 2008 Board Report with Revised Requirements for Application and Permit, and March 2013 Letter to Feld Entertainment.
- D.** Discussion for the Recognition of Department Staff

### **4. BOARD REPORTS**

- A.** Request to Release Wild and Exotic Animal Veterinarian RFQ
- B.** Request To Accept ASPCA Donation For New Hope Adoptions
- C.** Request To Accept Best Friends Donation For New Hope Adoptions

### **5. ORAL REPORT OF THE GENERAL MANAGER**

### **6. BOARD AVAILABILITY FOR THE MEETING OF NOVEMBER 12, 2013**

### **7. ADJOURNMENT**

Next Commission Meeting is scheduled for 10:00 A.M. October 22, 2013, Los Angeles City Hall, Room 1060, 200 North Spring Street, Los Angeles, CA 90012.

**AGENDAS** - The Board of Animal Services Commissioners (Board) meets regularly every second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday of each month at 10:00 A.M. Regular Meetings are held at City Hall, 200 North Spring Street, Room 1060, in Los Angeles, CA 90012. The agendas for Board meetings contain a brief general description of those items to be considered at the meetings. Board Agendas are available at the Department of Animal Services (Department), Administrative Division, 221 North Figueroa Street, 5<sup>th</sup> Floor, Los Angeles, CA 90012. Board Agendas may also be viewed on the 2<sup>nd</sup> floor Public Bulletin Board in City Hall East, 200 North Main Street, Los Angeles, CA 90012. Internet users may also access copies of present and prior agenda items, copies of the Board Calendar, MP-3 audio files of meetings as well as electronic copies of approved minutes on the Department's World Wide Web Home Page site at <http://www.laanimalservices.com/CommissionAgendas.htm>

Three (3) members of the Board constitute a quorum for the transaction of business. Some items on the Agenda may be approved without any discussion.

The Board Secretary will announce the items to be considered by the Board. The

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Board will hear the presentation on the topic and gather additional information from Department Staff. Once presentations have finished, the Board President will ask if any Board Member or member of the public wishes to speak on one or more of these items. Each speaker called before the Commission will have one (1) minute to express their comments and concerns on matters placed on the agenda.

**PUBLIC INPUT AT BOARD MEETINGS – Public Participation on Agenda Items.**

Members of the public will have an opportunity to address the Board on agenda items after the item is called and before the Board takes action on the item, unless the opportunity for public participation on the item was previously provided to all interested members of the public at a public meeting of a Committee of the Board and the item has not substantially changed since the Committee heard the item. When speaking to an agenda item other than during Public Comment (see Public Comment below), the speaker shall limit his or her comments to the specific item under consideration (California Government Code, Section 54954.3).

**Public Comment.** The Board will provide an opportunity for public comment at every regular meeting of the Board. Members of the public may address the Board on any items within the subject matter jurisdiction of the Board as part of Public Comment.

**Speaker Cards.** Members of the public wishing to speak are to fill out one speaker card for each agenda item on which they wish to speak and present it to the Board secretary before the item is called.

**Time Limit for Speakers.** Speakers addressing the Board will be limited to one (1) minute of speaking time for each agenda item except in public comment which is limited to three (3) minutes. The Chairperson, with the approval of a majority of the Board, may for good cause extend any speaker's time by increments of up to one (1) minute. Total speaker time on any agenda item will be limited to ten (10) minutes per item and fifteen (15) minutes for Public Comment, unless extended as above.

**Brown Act.** These rules shall be interpreted in a manner that is consistent with the Ralph M. Brown Act, California Government Code Section § 54950 et seq.

**STANDARDS OF CONDUCT.** Speakers are expected to behave in an orderly manner and to refrain from personal attacks or use of profanity or language that may incite violence.

All persons present at Board meetings are expected to behave in an orderly manner and to refrain from disrupting the meeting, interfering with the rights of others to address the Board and/or interfering with the conduct of business by the Board.

In the event that any speaker does not comply with the foregoing requirements, or if a speaker does not address the specific item under consideration, the speaker may be ruled out of order, their speaking time forfeited and the Chairperson may call upon the next speaker.

The Board, by majority vote, may order the removal from the meeting of any speaker or audience member continuing to behave in a disruptive manner after being warned by the Chairperson regarding their behavior. Section 403 of the California Penal Code states as follows: "Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor".

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**VOTING AND DISPOSITION OF ITEMS** – Most items require a majority vote of the entire membership of the Board (3 members). When debate on an item is completed, the Board President will instruct the Secretary to "call the roll". Every member present must vote for or against each item; abstentions are not permitted unless there is a Conflict of Interest for which the Board member is obliged to abstain from voting. The Secretary will announce the votes on each item. Any member of the Board may move to "reconsider" any vote on any item on the agenda, except to adjourn, suspend the Rules, or where an intervening event has deprived the Board of jurisdiction, providing that said member originally voted on the prevailing side of the item. The motion to "reconsider" shall only be in order once during the meeting, and once during the next regular meeting. The member requesting reconsideration shall identify for all members present the Agenda number and subject matter previously voted upon. A motion to reconsider is not debatable and shall require an affirmative vote of three members of the Board.

When the Board has failed by sufficient votes to approve or reject an item, and has not lost jurisdiction over the matter, or has not caused it to be continued beyond the next regular meeting, the issue is again placed on the next agenda for the following meeting for the purpose of allowing the Board to again vote on the matter.



# Application and Permit Requirements for Circuses, Animal Acts and Exhibitions

The Board of Animal Services Commissioners on May 27, 2008, approved the following requirements that apply to circuses, exhibitions, acts, displays, or any other lawful exhibits involving animals, including but not limited to animals requiring restricted species permits pursuant to California Code of Regulations, Title 14, Section 671.

The required actions and document submittals described **below must be satisfied by Applicant(s) two weeks prior to issuance of a permit** under Los Angeles Municipal Code section 53.50(c). In the event a permit is issued, failure to maintain these requirements during the permitted activity will be cause for revocation of the permit.

Applicants must meet the following conditions:

1. Produce or make available for inspection a liability insurance policy as follows.
  - a. If the circus, exhibition, act, or display is on or involves City-owned property or is sponsored by the City in whole or in part, the Risk Manager of the City will review the proposed activity and at his sole discretion set requirements. At minimum, the applicant must agree to indemnify and defend the City of Los Angeles, and to provide liability insurance with an insurer authorized or approved to write such insurance in California, that covers claims for injury or damage to persons or property in an amount of not less than one million dollars per occurrence, and which names the City of Los Angeles as an additional insured. A copy of the insurance rider must be provided.
  - b. If the circus, exhibition, act, or display is not on and does not involve City-owned property or sponsorship, the policy must be with an insurer authorized or approved to write such insurance in California in the amount of two million dollars that covers claims for injury or damage to persons or property in an amount of not less than one million dollars per occurrence.
2. Produce or make available for inspection medical records and health certificates for all animals, including documented proof that within the past twelve months a trunk wash culture was performed on each elephant on display and the elephant tested free of Tuberculosis. Multiple Antigen Print Immunoassay test results are also acceptable.
3. Provide a detailed description of the proposed activities or exhibitions and demonstrate that no aspect of the activities or exhibitions harm the animal(s) or put the animal(s) in harm's way. Provide follow-up information as may be requested by the Department.

4. Provide a written plan which addresses the public's safety when in proximity to the animal(s) and addresses the quick and safe recapture or destruction of an animal in the event an animal escapes. The plan must include but not be limited to:
  - a. A description of barriers, security, signage, staffing, fencing, protocols and all other measures taken for the public's safety.
  - b. Applicant's written protocols for training their staff on methods of safe recapture of escaped animals.
  - c. A detailed description of containment methods for the animal(s) during exhibition and in the event of escape and recapture.
  - d. Access to appropriate firearms and chemical immobilization drugs and equipment.
  - e. Identification of staff member(s) (and as appropriate, veterinarians) who possess firearm and chemical immobilization proficiency to recapture an escaped animal.
5. Utilize appropriate transport vehicles and transfer cages to contain animals when moving them to the permitted location, except for animals participating in a Department approved animal walk.
6. Disclose previous incidents of specific dangerous, unpredictable, or aggressive behavior by any of the animals, that put any people or other animals at risk, including the animal handler(s).
7. Disclose all current and the most recent names of all animals.
8. Applicant, applicant's principles, officers, and directors have no felony convictions and must disclose the names of any employees with any animal related convictions.
9. Meet the following conditions relative to the United States Department of Agriculture (USDA) and Federal law:
  - a. Not been cited for any **Repeat Direct Non-Compliant Item** within the past 3 years by the USDA under the Animal Welfare Act Regulations.
  - b. Has corrected any **Direct Non-Compliant Item** issued by the USDA under the Animal Welfare Act Regulations within the timeframe designated by the USDA inspector within the past 3 years.
  - c. Compliance with all applicable Federal law.

*(Direct Non-Compliant Item refers to any USDA notice that directly affects the health and well-being of an animal.)*
10. Disclose any official notices of alleged violations, any administrative proceedings, denials of USDA permits or any stipulations, consent decrees, or settlements entered into with the USDA within the last five years.

11. Provide written information explaining that one or more animals will be or are present to:
  - a. The property owner or person responsible for the property where the animal(s) will be displayed;
  - b. The owners or persons responsible for any contiguous neighboring property;
  - c. Any individuals entering the site of the permitted animal display.Written information may be a handout or flyer handed to persons listed above, or a poster located in and around and at all entrances to the performance area where one or more animal(s) are, or will be, located.
12. Produce or make available for inspection a plan or procedure for providing emergency veterinary care in a timely fashion, including names and contact information of available on-call veterinarians, if none are present on-site.
13. Provide and maintain a valid resident or non-resident permit, as applicable, with the California Fish and Game Commission, for the duration of the permitted activity.
14. Have no convictions for violations of California state law including but not limited to Penal Code §596.5, Health & Safety Code 25989.1, and California Code of Regulations, Title 14 Section 671 or any laws or regulations involving permitted animals in the last three years, and be in compliance with applicable California law and Los Angeles City ordinances in handling elephants or other animal(s) for the duration of the permitted activity.
15. Applicant and its sub-contractors, subordinate handlers, California Fish and Game permit holders, or others engaged by Applicant to provide and handle animals covered under this schedule of requirements for the permitted activity, must provide or maintain all required documentation and comply with all conditions of the permit..
16. These permit requirements do not apply when filming in the City pursuant to a permit issued by the official Los Angeles City film permitting agency. Zoos which are accredited by the American Zoological Association are exempt pursuant to California Food and Agricultural Code Section 2150.

Los Angeles Animal Services may deny a permit application or revoke a previously issued permit for a specific circus or circus act, exhibition, animal act, or display of one or more animals. Such permit denial or revocation may or may not affect other animals that may be included in the same permit application, depending on whether or not those other animals are included in the permit denial or revocation. Applicant must conform to the requirements of the permit for animals that are not affected by the permit denial or revocation.

Los Angeles Animal Services will base its decision on whether to issue a permit based on all information in the application and related documentation, provided that Applicant meets all the requirements for the permit.

## Relevant Municipal Code Sections

### **SEC. 22.02. POWER TO REVOKE AND SUSPEND PERMITS OR CERTIFICATES – PROCEDURE.**

Any permit or certificate granted pursuant to the provisions of this Code to any person to conduct, carry on or engage in any business, profession, trade or occupation by any Board, Commission or other person having authority to do so, unless provision is otherwise specifically made, shall not be revoked or suspended except as provided in this section.

No such permit or certificate shall be revoked or suspended until a hearing upon written notice to the permittee or certificate holder shall have been had by the Board, Commission or other person having authority to do so. Written notice of such hearing shall be served upon the permittee or certificate holder in the manner provided for the giving of notice in Section [11.00](#) of this Code.

Such notice shall state:

- (a) The grounds for complaint or reasons for the revocation or suspension in clear and concise language.
- (b) The time when and the place where such hearing is to be held.

If a verified complaint is required to be filed with the Board, Commission or other person having authority to revoke or suspend such permit or certificate, or if any Board or Commission shall have power to initiate its own complaint, then a true and correct copy of such complaint shall be served on the permittee or certificate holder in lieu of stating the grounds of complaint. However, notice of the time when and the place where such hearing is to be held shall be served with such complaint.

Such notice or copy of complaint shall be served or given to the permittee or certificate holder at least five (5) and not more than ten (10) days prior to the date set for said hearing.

At any such hearing the permittee or certificate holder shall be given an opportunity to be heard and defend himself, and he may call witnesses in his behalf.

The Board, Commission or other person conducting such hearings may continue such hearings from time to time upon good cause being shown therefor.

After conducting such hearing the Board, Commission or other person having authority may suspend or revoke any such permit or certificate upon such terms and conditions as, in the exercise of a reasonable and sound discretion, it shall determine.

Revocation of permit granted by it by a municipal board is a proper exercise of police power.

*Vaughn v. Board of Police Commissioners*, 59 Cal. App. 2d 771, 775.



### **SEC. 53.03. INSPECTIONS.**

**(Amended by Ord. No. 136,242, Eff. 4/19/68.)**

(a) Whenever it is necessary to make an inspection to enforce any of the provisions of or perform any duty imposed by this Code or other applicable law, or whenever the General Manager or his authorized representative has reasonable cause to believe that there exists in any building or upon any premises any violation of the provisions of this article or other applicable law, the General Manager or his authorized representative is hereby authorized to enter such property at any reasonable time and to inspect the same and perform any duty imposed upon the General Manager by this Code or other applicable law; provided that:

(1) If such property be occupied, he shall first present proper credentials to the occupant and request entry explaining his reason therefor; and

(2) If such property be unoccupied, he shall first make a reasonable effort to locate the owner or other persons having charge or control of the property and request entry, explaining his reasons therefor. If such entry is refused or cannot be obtained because the owner or other person having charge or control of the property cannot be found after due diligence, the General Manager or his authorized representative shall have recourse to every remedy provided by law to secure lawful entry and inspect the property.

(b) Notwithstanding the foregoing, if the General Manager or his authorized representative has reasonable cause to believe that the keeping or the maintaining of any animal is so hazardous, unsafe or dangerous as to require immediate inspection to safeguard the animal or the public health or safety, he shall have the right immediately to enter and inspect such property, and may use any reasonable means required to effect such entry and make such inspection, whether such property be occupied or unoccupied and whether or not permission to inspect has been obtained. If the property be occupied, he shall first present proper credentials to the occupant and demand entry, explaining his reasons therefor and purpose of his inspection.

(c) No person shall fail or refuse, after proper demand has been made upon him as provided in Subsection (b), of this section to permit the General Manager or his authorized representative to make any inspection provided for by subsection (b) of this section. Any person violating this subsection shall be guilty of a misdemeanor.

(d) The permittee of any permit issued pursuant to this article, by accepting such permit, does thereby consent and agree to the entry upon the premises described in the permit by the General Manager or his authorized representative for the purpose of conducting such inspections as are required by this article or other applicable law.

### **SEC. 53.10. PERMITTING ANIMALS TO GO WITHOUT CARE – DUTY TO ENTER AND REMOVE SAME.**

(b) Every person maintaining a commercial building, structure or premises, where animals are kept for commercial purposes, shall cause a notice, framed and enclosed

under glass, containing the names, addresses and telephone numbers of persons to be notified during any hour of the day or night who will proceed immediately to the location so as to permit entry to the premises by representatives of the Department, to be posted on the premises near the entrance, said notice to be in such a position as to be legible from the sidewalk or ground level adjacent to the building. **(Amended by Ord. No. 150,337, Eff. 1/1/78.)**

#### **SEC. 53.38. WILD ANIMALS – KEEPING – PERMIT.**

**(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

No person shall have, keep or maintain any wild, exotic, dangerous or non-domestic animal or reptile without first applying to and receiving from the Department a permit so to do.

Provided, however, that the keeping or maintenance of such animals shall conform to the zoning regulations set forth in [Article 2, Chapter I](#) of this Code.

#### **SEC. 53.39. WILD ANIMALS – POWER OF DEPARTMENT OVER.**

**(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

The Department is hereby invested with the authority to issue permits to any person for the keeping or maintaining of any wild, exotic, dangerous or non-domestic animal or reptile when, in the opinion of the General Manager, any such animal or reptile may be kept or maintained without menacing the safety of any person or property; provided, however, that the Department may require any such animal or reptile to be properly caged or secured or may make additional rules or regulations regulating the keeping or maintaining of any such animal or reptile, and may revoke any such permit for any violation of any of the provisions of this article or of any of the rules and regulations of the Department, or when, in the opinion of the General Manager, the safety of any person or property is menaced by the keeping of any such animal or reptile.

Provided further, that the Department shall also have authority to issue permits for the keeping or maintaining, on a temporary basis, of all types of wild animals or reptiles in connection with a circus, amusement enterprise or animal exhibition when located in a zone wherein such uses are permitted pursuant to [Article 2, Chapter I](#) of this Code.

Revocation of permits shall follow the procedure outlined in Sec. [22.02](#) of this Code.

**SEC. 53.50. DOG KENNELS, ETC.**

(a) **Permit Required. (Amended by Ord. No. 170,171, Eff. 1/20/95.)** No person, without first obtaining a permit therefor in writing from the Department, shall keep, conduct or operate within the City of Los Angeles any dog kennel, cat kennel, pet shop, zoo, animal rental establishment, animal grooming parlor, riding academy, livery stable, boarding stable, pony ring or pony ride, horse market, mule market, circus, rodeo, pet show, cat show, animal acts or exhibitions, alligator farm, ostrich farm, wild animals, miscellaneous animal or reptile establishment, or carrier and homing pigeons which are to be liberated for exercise or racing.

(b) **Application – Contents of.** Each application for permit hereunder shall be in writing upon a form to be furnished by the Department, and shall contain such information as the General Manager, by rule or regulation shall require. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

All permits issued by the Department as required by this article shall expire one year from the date of issuance, unless sooner revoked or suspended, or unless the holder of such permit changes the location of his place of business, or sells, assigns, transfers or otherwise disposes of such business or his interest therein for a period of 30 days. **(Amended by Ord. No. 150,576, Eff. 3/26/78, Oper. 7/1/78.)**

Upon the expiration of any permit and within thirty days thereafter, the permittee shall apply for and secure a renewal of the permit in the manner provided for in this article upon paying the proper fees. Upon failure to make application for renewal of such permit within the time herein provided, the applicant shall pay, in addition to the regular permit fee, a penalty of 15% of any such renewal fee. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

All permits issued hereunder shall be kept posted in a conspicuous place. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

(c) **Investigation.** Upon the filing of each application hereunder, either for an original permit or a renewal thereof, the Department shall make such investigation as it deems proper. It shall then issue a permit to the applicant if it finds that: **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

1. The keeping of animals, or the conduct or operation of the business for which the permit is requested, and at the place set forth in the application, will not violate any law or ordinance of this City, or any law of the State of California; and

2. The keeping of animals, or the conduct or operation of the business for which the permit is requested will not constitute a menace to the health, peace or safety of the community; and

3. The premises and establishment where animals are to be kept is maintained in a clean and sanitary condition, and that animals will not be subject to needless suffering, unnecessary cruelty or abuse; and

4. The applicant has not had a permit revoked within one year prior to the application.

(d) **Revocation or Suspension – Grounds – Procedure.** Any permit issued hereunder may be revoked or suspended under the procedure outlined in [Sec. 22.02](#) of this Code, if, after due investigation, the Department finds: **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

1. That the permittee, his agent, or employee, has been convicted of any offense involving the violation of Section 597 of the Penal Code of the State of California, or any provision of this article; or

2. That the permittee, his agent, or employee, has, at the place for which the permit was issued, failed to provide any animal, fowl or reptile in his possession, care or control, with proper and sufficient food, drink, shelter, or protection, or subjected any such animal, fowl or reptile to needless suffering, unnecessary cruelty, or abuse; or

3. That the permittee, his agent, or employee, has failed to maintain the premises in a clean and sanitary condition; or

4. That the permittee, his agent, or employee, has violated any rule or regulation of the Department. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

(e) **Rules and Regulations.** The General Manager is hereby authorized and empowered to adopt such rules and regulations as he deems reasonably necessary to carry out the purpose of this article, and to insure the maintenance of approved and humane conditions at any place for which a permit is granted hereunder. A copy of such rules and regulations shall be furnished to each applicant for a permit upon the filing of his application. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

(f) **Permit Fees. (Amended by Ord. No. 181,341, Eff. 11/14/10.)** The Department, before receiving any application for granting of any permit required by this Section, shall require the payment of an annual permit fee of the type and in the amount set forth in this Section as follows, or as revised in the manner set forth in Subsection (a) of Section [53.12](#):

1. Dog Kennel     \$305.00
2. Cat Kennel     \$290.00
3. Pet Shop     \$290.00
4. Zoo     \$185.00
5. Animal Rental Establishment     \$265.00
6. Pet Show, Dog Show, Animal Acts or Exhibitions     \$425.00

7. Alligator Farms, Ostrich Farms and Wild Animals     \$290.00
8. Miscellaneous Animals or Reptile Establishment     \$205.00
9. Circus     \$4,000.00
10. Rodeo     \$1,660.00
11. Homing Pigeons     \$290.00
12. Riding Academy, Livery Stable, Board Stable, Pony Ride, Horse Market or Mule Market     \$325.00
13. Animal Grooming Parlor     \$160.00
14. Filming with Animals     \$300.00

The fees imposed herein for a pet show or a dog show shall be waived in the event that such show is held in a public park.

#### **SEC. 53.58. RULES AND REGULATIONS.**

The General Manager may adopt and enforce reasonable rules and regulations to carry out the purposes of this article. The General Manager may amend such rules and regulations from time to time. Such rules and regulations and amendments thereto shall take effect upon publication in a newspaper of general circulation in this City. Violation of such rules and regulations shall be a misdemeanor. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

#### **SEC. 53.59. ANIMALS – DISTANCES – SEPARATION FROM DWELLING.**

The Department shall, by its rules, establish the minimum distance from dwellings, churches, schools, office buildings, business establishments and other occupancies, within which animals, and the cages, coops, or other enclosures required for their keeping may be maintained. **(Amended by Ord. No. 133,983, Eff. 4/10/67.)**

Notwithstanding the above, the minimum distance between dwellings and structures and enclosures for the housing of equines, or equine uses of land shall be governed by [Chapter I, Article 2](#) of the Los Angeles Municipal Code. **(Para. added by Ord. No. 170,321, Eff. 3/5/95.)**

## **SEC. 53.65. MAIMING, INJURING OR KILLING ANIMALS DURING PERFORMANCE.**

**(Added by Ord. No. 157,669, Eff. 6/11/83.)**

(a) No person shall knowingly maim, injure or kill any animal that is used in any theatrical, motion picture, television or other performance or production. Nor shall any person use or cause, permit or allow the use of any device machine or contrivance to maim injure or kill any animal in such a performance or production

(b) No person shall use or work any animal in any theatrical, motion picture, television or other performance or production without first obtaining a permit from the Department under the procedures contained in Section [53.50](#) of this article. However, any person in possession of a permit for Animal Acts or Exhibitions, Circus or Rodeo under this article shall not be required to obtain a permit under this section for the same activities. The Department before investigating any applications for a permit under this section shall require the payment of a fee in the amount of \$160.00. **(Amended by Ord. No. 168,590, Eff. 3/21/93.)**

## **RULES AND REGULATIONS**

### **General Rules**

10.01-Applicant, when applying for permit, shall furnish the Department with a list of the types of animals to be kept or used for any purpose, with the estimated maximum number.

10.02-Applicant shall furnish the Department with the name(s), and telephone number(s) of a responsible person(s) who has access to the animals and who can be reached during an emergency.

10.03-Permittee shall notify the Department when animals are kept or maintained for which an additional permit is required.

10.04- The Department may establish the maximum number of animals to be kept or maintained on the premises.

10.05-Permittee shall report in writing any changes in address, ownership or management to the Department at least fifteen (15) days prior to such change.

10.06-Permittee shall maintain a register of the names and addresses of persons from whom animals are received and to whom animals are sold, traded, or given. This shall be available to the Departmental representative upon demand.

10.07-Permittee shall supply animals with sufficient, good and wholesome food and water as often as the feeding habits of such animals require.

10.08-Permittee shall keep animals and animal quarters in a clean and sanitary

condition.

10.09-Permittee shall provide proper shelter and protection from the weather at all times. Animals must not be over-crowded nor exposed to temperatures detrimental to their welfare.

10.10-Permittee shall not allow any animal to be without care or control in excess of 24 consecutive hours.

10.11-Permittee shall take every reasonable precaution to insure that animals are not teased, abused, mistreated, annoyed, tormented or in any manner made to suffer by any person or by any means.

10.12-Permittee shall not maintain nor allow any animals to exist in any manner that is, or could be, injurious to it.

10.13-Permittee shall not give an animal any alcoholic beverage, unless prescribed by a veterinarian.

10.14-Animals which are natural enemies, temperamentally unsuited, or otherwise incompatible, shall not be quartered together or so near each other as to cause injury, fear or torment.

10.15-Any tack equipment, device, substance or material that is, or could be, injurious or cause unnecessary cruelty to any animal is prohibited.

10.16-Permittee shall keep or maintain animal(s) confined at all times on the premises for which the permit has been issued, unless special permission to remove the animal(s) has been obtained from the Department. Permittee has full responsibility for recapturing any animal that escapes.

10.17-Permittee shall give working animals proper rest periods. Confined or restrained animals shall be given exercise proper for the individual animal under the particular conditions.

10.18-Permittee shall not work, use, or rent any animal which is overheated, weakened, exhausted, sick, injured, diseased, lame, or otherwise unfit.

10.19-No animal which the Department has suspended from use shall be worked or used until released by the Department.

10.20-Permittee shall display no animal bearing evidence of malnutrition, ill health, unhealed injury, or having been kept in an unsanitary condition.

10.21-Permittee shall keep or maintain all animals in such manner as may be prescribed to protect the public from the animals and the animals from the public.

10.22- The Department may order any animal to be taken to a veterinarian for examination or treatment.

10.23-Permittee shall display no animal whose appearance is or may be offensive or contrary to public decency.

10.24-Permittee shall allow no animal to constitute or cause a hazard or be a menace to the health, peace or safety of the community.

10.25-Permittee shall isolate sick or diseased animals from healthy animals at all times, and so segregate them that the illness or disease will not be transmitted to another animal. In the case of pet shops, no sick, diseased or injured animals may be maintained on the premises for any purpose. Sick or injured animals shall be isolated and given proper medical treatment.

10.26-Permittee shall immediately notify the owner of any animal held on consignment or boarded if the animal refuses to eat or drink beyond a reasonable period, is injured, becomes sick or dies. In case of death, permittee shall retain body for 12 hours after notification has been sent to owner.

#### ADDITIONAL PERMIT REQUIREMENTS RULES AND REGULATIONS OF SPECIFIC APPLICATION FOR WILD ANIMALS, INCLUDING REPTILES

20.05-Wild Animals Including Reptiles: Wild Animal and reptile owners, when notified by the department of the need for a Wild Animal/Reptile permit, will have thirty (30) days after the date of notification, to submit a completed application form and permit fee.

Reptiles that would require a Wild Animal/Reptile permit:

##### SNAKES

Boa Constrictors (Boa Constrictor)  
Dumerils Boa (Acrantophias dumerli)  
Madagascan Ground Boa (madagascarensis)  
Anaconda (Eunectes)  
Black Headed Pythons (Aspidites melenocephalus)  
Womas (Aspidities ramsai)  
Boelens, Olive and Papuan Pythons (Liasis)  
Burmese, Indian and Ceylonese Pythons (Python molurus).  
Amethystine and Scrub Pythons (Morelia amethystina)  
Reticulate (Python reticulatus)

##### LIZARDS

All Monitor Lizards (Varanus)  
Green Iguanas (Iguana)  
Rock Iguanas (Cyclura)  
Tegus (Tupinambis)

All species and Sub-species of the named Genus shall be included.



## RODEOS

30.00- The following rules and regulations pertain to Rodeos and are in addition to the General Rules and Regulations contained under Section 10.00.

30.01- The applicant. when applying for permit, shall furnish the Department with a detailed diagram of the arena, showing location of chutes, catch chutes and pens, and a list of all proposed events and acts and a copy of the rules and regulations which will govern the conduct of the contestants and events.

30.02-A veterinarian must be in attendance at all shows.

30.03-A conveyance must be available for the immediate removal of injured animals from the arena.

30.04-No animal which is unfit to perform the work intended may be used.

30.05- The Department representative on duty at the show must be furnished an up to-the-moment list of names and numbers of all contestants and the number of each animal drawn by each contestant.

30.06-Chutes must be so constructed as to prevent injury to stock. The arena must be free of rocks, holes and all obstacles.

30.07-All flank straps and equipment must be removed from stock in catch chutes as soon as possible. Any injured animal is to be kept in catch chute until examined and released by the Department representatives.

30.08-Generally, no more than one bull will be allowed in the arena at a time.

30.09- The rowels on spurs of all contestants must be short, dull and free to revolve.

30.10-The use of wire or shot-loaded quirts is prohibited.

30.11-Calves for roping must weigh not less than 250 pounds and be strong and healthy.

30.12-Contestants in calf roping events must have a neck strap on horses used in this event. Training of calf roping horses during the show is prohibited.

30.13-Willful or intentional "busting" of calves is prohibited.



City of Los Angeles  
DEPARTMENT OF ANIMAL SERVICES

PERMIT N° 13081

DATE GRANTED

DATE EXPIRES

7/16/2013

This permit is granted in accordance with provisions of the L.A.M.C. Sec. 53.50 and the Rules and regulations of the Department of Animal Services, and it is not in lieu of any other permits or licenses required by the City, or any other governmental agency.

The party designated below is hereby permitted to keep/conduct a/an

CIRCUS

in the City of Los Angeles at the address specified.

POST IN A CONSPICUOUS PLACE

Name  
or  
Firm  
Mailing  
Address  
City/  
Zip

FELD Entertainment dba Ringling Bros. Circus  
8607 Westwood Center Drive  
Vienna, VA 22182

FEE  
\$4000.00

RECEIPT #  
R13-063901

06-72A (2/03)



*Bruce F. Barnett*  
A1069

General Manager, Animal Services

**BOARD OF  
ANIMAL SERVICES  
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**City of Los Angeles**  
CALIFORNIA



**ANTONIO R. VILLARAIGOSA**  
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**DEPARTMENT OF  
ANIMAL SERVICES**  
221 North Figueroa Street  
5<sup>th</sup> Floor  
Los Angeles, CA 90012  
(888) 452-7381  
FAX (213) 482-9511

BRENDA F. BARNETTE  
GENERAL MANAGER

JOHN D. CHAVEZ  
ASSISTANT GENERAL MANAGER

DR. JEREMY PRUPAS  
CHIEF VETERINARIAN

Tom Albert  
VP Government Relations  
Feld Entertainment dba Ringling Bros. Circus  
8607 Westwood Center Dr.  
Vienna VA. 22182

March 29, 2013

Re: Animal Acts & Exhibitions, Circuses, Zoos

Effective March 1, 2013 the City of Los Angeles Department of Animal Services requires a 30 day advance notice for permit applications. Additional, there are specific requirements and disclosures that all Animal Acts & Exhibitions, Circuses, and Zoos must meet prior to permit approval. Please note, this includes health records which may require additional time for you to receive and submit on time.

This new enforcement procedure is a result of additional requirements by the Animal Services Board of Commissioners in 2008. A checklist and disclosure sheet has been enclosed to use in providing all required information and documentation to the City of Los Angeles Department of Animal Services.

Sincerely,

Armando Navarrete  
Los Angeles Animal Services  
Special Operations Acting Lieutenant  
213-305-4095

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DAVID ZAFT

# City of Los Angeles

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

DEPARTMENT OF  
**ANIMAL SERVICES**  
221 North Figueroa Street  
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Los Angeles, CA 90012  
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FAX (213) 482-9511

**BRENDA F. BARNETTE**  
General Manager

**JOHN CHAVEZ**  
Assistant General Manager

## **Report to the Board of Animal Services Commissioners Brenda Barnette, General Manager**

---

**COMMISSION MEETING DATE:** October 22, 2013 **PREPARED BY:** John Chavez

**REPORT DATE:** October 18, 2013

**TITLE:** Asst. General Manager

**SUBJECT: APPROVAL TO RELEASE WILD AND EXOTIC ANIMAL  
VETERINARIAN REQUEST FOR QUALIFICATIONS (RFQ)**

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### **BOARD ACTIONS RECOMMENDED:**

1. APPROVE the release of a Request For Qualifications (RFQ), subject to City Attorney approval as to form and legality, to solicit firms or individuals to inspect circus elephants, tigers, and other wild and exotic animals performing in the City.
2. REPORT BACK with the list of qualified service providers.

### **SUMMARY**

On February 12, 2013, the Commission approved the release of an RFQ to establish a list of qualified veterinarians to assist the Department in the inspection of circus animals. As a result of this RFQ, the Department established a list of several veterinarians who were qualified to perform this task. One of these (Dr. Rhonda Aliah) was selected to inspect the Ringling Bros.' circus elephants in July 2013.

At its October 8, 2013 meeting, the Commission recommended that additional qualified veterinarians could be added by advertising the RFQ in the Association of Zoos & Aquariums, in addition to the California Veterinary Medical Association and the American Veterinary Medical Association.

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## **USE OF WILD AND EXOTIC ANIMAL VETERINARIANS**

Veterinarians with experience with wild and exotic animals are needed to inspect travel containers, animals' temporary quarters, and circus conditions for elephants, tigers and other wild and exotic animals performing in the City. Establishing a list of qualified veterinarians will facilitate the accomplishment of those tasks.

These inspections include checking the travel compartments to make sure that they meet standards for approved accommodations (space, cleanliness, etc.), reviewing medical records on each animal, accompanying the elephants as they walk to their temporary shelter, and conducting spot inspections of elephants and other animals before, during and after their performances. The veterinarian is also required to provide the Department with a comprehensive report of his/her findings.

The RFQ (attached) requires proposers to submit a Statement Of Qualification to provide veterinary services on a pre-qualified, on-call basis. It is anticipated that a list of several veterinarians will be established. The Department is hoping that the proposed cost will be below \$5000 and is requesting proposers to use that as their target.

RFQs will be evaluated and scored. Applicants receiving a score of 75% or more will be considered qualified. The Department will report back on the list of qualified applicants. Service providers will be contracted on an as-needed basis.

Cost, best value and/or availability will be considered in the choice of service providers for each assignment. Contracts will be subject to City Attorney review and approval as to form and legality. The Department will seek Board approval to negotiate and execute a contract if the amount exceeds \$5,000. The Department will report back to the Board with the results of this RFQ.

## **FISCAL IMPACT**

There is no impact on the General Fund. The veterinarian will be paid using Animal Welfare Trust Funds. The Department expects that this will amount to between \$5,000-10,000 per year.

## **APPROVED**

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**BRENDA BARNETTE, General Manager**

Attachment:

Draft RFQ For Pre-Qualified On-Call Wild and Exotic Animal Veterinarians

**Report to the Board of Animal Services Commissioners**  
**Subject: Approval to Release Wild/Exotic Animal Vet RFQ**

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

LISA McCURDY  
PRESIDENT

JIM JENSVOLD  
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MAGGIE NEILSON

ALANA YANEZ

DAVID ZAFT

# City of Los Angeles

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**BRENDA F. BARNETTE**  
General Manager

**JOHN CHAVEZ**  
Assistant General Manager

---

## Report to the Board of Animal Services Commissioners

**Brenda Barnette, General Manager**

---

**COMMISSION MEETING DATE:** October 22, 2013      **PREPARED BY:** John Chavez

**REPORT DATE:** October 18, 2013      **TITLE:** Asst. General Manager

**SUBJECT: REQUEST TO ACCEPT ASPCA DONATION FOR NEW HOPE  
ADOPTIONS**

---

### BOARD ACTIONS RECOMMENDED:

That the Board, subject to the approval of the Mayor and Council:

Authorize the General Manager of the Animal Services Department, or her designee, to:

1. Accept the American Society for the Prevention of Cruelty to Animals (ASPCA) grant funds in the amount of \$50,000 to pay for New Hope adoption fees. The grant period is through January 1, 2014;
2. Execute the Grant Memorandum of Understanding (MOU) with the ASPCA on behalf of the City and submit all necessary documents relative to the grant award, subject to the approval of the City Attorney as to form and legality;
3. Authorize the Department of Animal Services to:
  - a. Deposit grant receipts in the Animal Welfare Trust Fund (Fund 859);
  - b. Spend up to the grant amount in accordance with the MOU;
4. Authorize the Controller to establish a grant receivable in Fund 859 and establish an appropriation account titled ASPCA New Hope Adoptions, account number to be determined, within Fund 859 for the receipt and disbursement of the ASPCA grant award; and
5. Authorize the Department of Animal Services to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize and instruct the Controller to implement the instructions.

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## **SUMMARY**

The Department of Animal Services seeks approval to execute a Memorandum of Understanding (MOU) with and accept a \$50,000 grant award from the American Society for the Prevention of Cruelty to Animals (ASPCA). These funds would be used to offset the cost of the \$40 spay/neuter deposit required of New Hope partners.

Best Friends Animal Society will complement this New Hope adoption effort by providing \$50,000. In total, these efforts will raise \$120,000. (A \$20,000 check was already received from ASPCA, \$50,000 from ASPCA is addressed in this report, and a \$50,000 donation from Best Friends. The latter donation will be addressed in a separate report.)

## **BACKGROUND**

There are 226 “New Hope” partners working with the Department of Animal Services. These 501(c)(3) nonprofit organizations serve as rescue groups who adopt shelter animals and put them into homes. In 2012-13, New Hope partners adopted 6,662 animals.

New Hope partners are required to pay a \$40 spay/neuter deposit. (Los Angeles-based New Hope organizations are required to pay a \$5.50 tax, in addition to the deposit.) This deposit is used to sterilize an animal -- as required by state law -- before an animal is released from the shelter.<sup>1</sup>

To spur adoptions from New Hope partners, the ASPCA and Best Friends Animal Society are willing to pay for the \$40 adoption costs. This initiative would begin in October and end in January 2014.

## **INITIATIVES TO INCREASE SHELTER ADOPTIONS**

At the October 8, 2013 Board of Animal Services Commission meeting, the General Manager was pleased to announce that the ASPCA recently donated \$20,000 to the Department to pay for adoption fees for New Hope rescues. Because the amount was under \$25,000, the General Manager was able to accept the check without Board/City Council approval. However, at this same meeting, she indicated that ASPCA may provide additional funding. Since that Board meeting, this promise of additional funding has turned out to be the case. Due to the amount, \$50,000, Board and City Council approval is needed.

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<sup>1</sup> At press time, the City Council is scheduled to vote on Wednesday, October 23, 2013 on a change to the \$40 spay/neuter deposit arrangement. Animal Services is proposing to increase this to a \$50 flat-fee that can be used for sterilization, microchips, and/or vaccinations. If approved, there would no longer be a deposit dedicated solely to spay/neuter surgery (C.F. 13-1190).



**Report to the Board of Animal Services Commissioners**  
**ASPCA DONATION TO PAY FOR NEW HOPE ADOPTIONS**  
October 22, 2013

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To add to this good fortune, Best Friends Animal Society, which currently operates an adoption/spay-and-neuter clinic at the City's Northeast Valley shelter, will complement the ASPCA's grant by paying for New Hope adoptions as well.

Best Friends is pledging \$50,000 to increase New Hope-related adoptions. *Because this amount is over \$25,000, the Department will request authority to accept this in a separate report.*

To maximize the use of these donations, these adoptions subsidies will be structured in the following manner:

1. Best Friends will pay the New Hope adoption fees for those rescue groups who are part of the "No-Kill LA" coalition. (There are 34 New Hope partners who are members of this coalition.)
2. The ASPCA will pay the New Hope fees associated with all other rescue groups.

In 2012, Best Friends kicked-off the "No-Kill LA" (NKLA) initiative. This coalition of animal welfare organizations, city shelters and individuals is dedicated to ending the killing of healthy and treatable pets in Los Angeles shelters. The goal of NKLA is for 2017 to be the year when 90% of dogs and cats entering shelter leave alive.

The plan is to provide spay/neuter services where they are needed most and increase adoptions through the combined efforts of the NKLA coalition. Best Friends provides grants to coalition partners for every pet they adopt to a new home over the number they adopted last year, as well as funding spay/neuter projects for pet owners who can't afford to have their pets fixed. (For more information, see Council Files 13-0600-S2 and 13-0600-S3.)

Based on prior year New Hope adoption figures, the cost to pay for Best Friends' NKLA "coalition" adoptions from October 2013 through January 2014 is expected to be \$22,000. ASPCA is estimated to pay \$57,000 during this same period.

## **FISCAL IMPACT**

Approval of the recommendations in this report will provide \$50,000 in funding to the Animal Welfare Trust Fund. Acceptance of the grant will have no additional impact on the General Fund and is in compliance with the City's Financial Policies in that grant funds and currently budgeted funds will cover the cost of the program.

**Approved:**

**Report to the Board of Animal Services Commissioners**  
**ASPCA DONATION TO PAY FOR NEW HOPE ADOPTIONS**  
October 22, 2013

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**Brenda Barnette, General Manager**

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**BOARD ACTION:**

\_\_\_\_\_ Passed

Disapproved \_\_\_\_\_

\_\_\_\_\_ Passed with noted modifications

Continued \_\_\_\_\_

\_\_\_\_\_ Tabled

New Date \_\_\_\_\_

**BOARD OF  
ANIMAL SERVICES  
COMMISSIONERS**

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JIM JENSVOLD  
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DAVID ZAFT

# City of Los Angeles

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

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**ANIMAL SERVICES**  
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Los Angeles, CA 90012  
(888) 452-7381  
FAX (213) 482-9511

BRENDA F. BARNETTE  
General Manager

JOHN CHAVEZ  
Assistant General Manager

---

## Report to the Board of Animal Services Commissioners

**Brenda Barnette, General Manager**

---

**COMMISSION MEETING DATE:** October 22, 2013      **PREPARED BY:** John Chavez

**REPORT DATE:** October 18, 2013      **TITLE:** Asst. General Manager

**SUBJECT: REQUEST TO ACCEPT BEST FRIENDS ANIMAL SOCIETY DONATION  
FOR NEW HOPE ADOPTIONS**

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### BOARD ACTIONS RECOMMENDED:

That the Board, subject to the approval of the Mayor and Council:

Authorize the General Manager of the Animal Services Department, or her designee, to:

1. Accept the Best Friends Animal Society funds in the amount of \$50,000 to pay for New Hope adoption fees. The grant period is through January 1, 2014;
2. Execute a Memorandum of Understanding (MOU) with Best Friends Animal Society on behalf of the City and submit all necessary documents relative to the grant award, subject to the approval of the City Attorney as to form and legality;
3. Authorize the Department of Animal Services to:
  - a. Deposit grant receipts in the Animal Welfare Trust Fund (Fund 859);
  - b. Spend up to the grant amount in accordance with the MOU;
4. Authorize the Controller to establish a grant receivable in Fund 859 and establish an appropriation account titled Best Friends New Hope Adoptions, account number to be determined, within Fund 859 for the receipt and disbursement of the ASPCA grant award; and:
5. Authorize the Department of Animal Services to prepare Controller's instructions for any technical adjustments, subject to the approval of the City Administrative Officer, and authorize and instruct the Controller to implement the instructions.

### SUMMARY

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The Department of Animal Services seeks approval to execute a Memorandum of Understanding (MOU) with and accept a \$50,000 grant from Best Friends Animal Society. These funds would be used to offset the cost of the \$40 spay/neuter deposit of New Hope partners who are part of the “No-Kill LA” coalition (discussed below).

The Association for the Prevention of Cruelty to Animals (ASPCA) will join Best Friends in this effort to increase New Hope adoptions effort by providing \$70,000. (The ASPCA’s donation is discussed in a separate report.)

## **BACKGROUND**

There are 226 “New Hope” partners working with the Department of Animal Services. These 501(c)(3) nonprofit organizations serve as rescue groups who adopt shelter animals and put them into homes. In 2012-13, New Hope partners adopted 6,662 animals.

These partners are required to pay a \$40 spay/neuter deposit. (Los Angeles-based New Hope organizations are required to pay a \$5.50 tax, in addition to the deposit.) This deposit is used to sterilize an animal -- as required by state law -- before an animal is released from the shelter.<sup>1</sup>

To spur adoptions from New Hope partners, Best Friends and the ASPCA are teaming together to pay for the \$40 adoption costs. This initiative would begin in October and end in January 2014.

## **INITIATIVES TO INCREASE SHELTER ADOPTIONS**

Best Friends Animal Society, which currently operates an adoption/spay-and-neuter clinic at the City’s Northeast Valley shelter, is pledging \$50,000 to increase New Hope-related adoptions. Because this amount is over \$25,000, both Board and City Council authority is required to accept the donation.

When combined with the ASPCA’s donation (\$70,000), there is \$120,000 dedicated to increase shelter adoptions via New Hope partners. To leverage this six-figure total, these subsidies will be structured in the following manner:

1. Best Friends will pay the New Hope adoption fees for those rescue groups who are part of the “No-Kill LA” coalition. (There are 34 New Hope partners who are members of this coalition.)
2. The ASPCA will pay the fees associated with all other New Hope rescue groups.

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<sup>1</sup> At press time, the City Council is scheduled to vote on Wednesday, October 23, 2013 on a change to the \$40 spay/neuter deposit arrangement. Animal Services is proposing to increase this to a \$50 flat-fee that can be used for sterilization, microchips, and/or vaccinations. If approved, there would no longer be a deposit dedicated solely to spay/neuter surgery (C.F. 13-1190).

**Report to the Board of Animal Services Commissioners**  
**BEST FRIENDS DONATION TO PAY FOR NEW HOPE ADOPTIONS**  
October 22, 2013

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In 2012, Best Friends kicked-off the “No-Kill LA” (NKLA) initiative. This coalition of animal welfare organizations, city shelters and individuals is dedicated to ending the killing of healthy and treatable pets in Los Angeles shelters. The goal of NKLA is for 2017 to be the year when 90% of dogs and cats entering shelter leave alive.

The plan is to provide spay/neuter services where they are needed most and increase adoptions through the combined efforts of the NKLA coalition. Best Friends provides grants to coalition partners for every pet they adopt to a new home over the number they adopted last year, as well as funding spay/neuter projects for pet owners who can't afford to have their pets fixed. (For more information, see Council Files 13-0600-S2 and 13-0600-S3.)

Based on prior year New Hope adoption figures, the cost to pay for Best Friends' NKLA “coalition” adoptions from October 2013 through January 2014 is expected to be \$22,000. ASPCA is estimated to pay \$57,000 during this same period.

**FISCAL IMPACT**

Approval of the recommendations in this report will provide \$50,000 in funding to the Animal Welfare Trust Fund. Acceptance of the grant will have no additional impact on the General Fund and is in compliance with the City's Financial Policies in that grant funds and currently budgeted funds will cover the cost of the program.

**Approved:**

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**Brenda Barnette, General Manager**

---

**BOARD ACTION:**

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

**To all Potential Respondents:**

**CITY OF LOS ANGELES  
DEPARTMENT OF ANIMAL SERVICES**

**REQUEST FOR QUALIFICATIONS (RFQ)  
PRE-QUALIFIED ON-CALL WILD AND EXOTIC ANIMAL VETERINARY  
CONSULTANTS LIST**

Statements of Qualifications (SOQs) are requested from experienced veterinarians/veterinary consultants to provide wild and exotic animal (with a primary focus on elephants) veterinary services in conjunction with animal performance permit-related inspections on a pre-qualified on-call basis. SOQs must be submitted in accordance with the requirements set forth in this document.

Only written responses will be considered. Any materials submitted will become part of the response, and may be incorporated into any subsequent contract(s) between the City and the selected consultant. An original and four copies (total of five sets) and one PDF copy on compact disc of the Cover Letter and the SOQ, plus an original and one copy (total of two sets), separately bound and clearly labeled, of the other materials listed in Section 8 must be received by 2:00 p.m. on [\[TBD\]](#) addressed to:

Attention: TBD  
Department of Animal Services  
**221 North Figueroa Street, Fifth Floor**  
Los Angeles, California 90012

If you have technical questions, please submit them to Mr. X with a copy to TBD, via fax at (213) XXX-XXX, by mail, or via email: [first.last@lacity.org](mailto:first.last@lacity.org). The questions, along with the answers, will be posted on the web site at [\[TBD\]](#). Any questions regarding mandated City policies and programs should be addressed to the City agency responsible for administering them, as stated in the corresponding attachment.

**CITY OF LOS ANGELES  
DEPARTMENT OF ANIMAL SERVICES**

**REQUEST FOR QUALIFICATIONS (RFQ)  
PRE-QUALIFIED ON-CALL WILD AND EXOTIC ANIMAL VETERINARIAN LIST**

**1. INTRODUCTION**

The Department of Animal Services is requesting submittal of SOQs from veterinarians/veterinary consultants to provide performing animal permit-related inspection services on a pre-qualified on-call basis. It is anticipated that a list of several veterinarians/veterinary consultants will be established.

The issuing date for the RFQ is [\[TBD\]](#). The closing date for this RFQ is 4:00 p.m. on [\[TBD\]](#). Responses may be submitted at any time prior to the due date.

A panel from the Department of Animal Services and outside experts will evaluate the written responses to this RFQ to establish a list of pre-qualified on-call wild and exotic animal veterinarians/veterinary consultants.

**2. COST OF CONSULTING CONTRACTS**

It is anticipated that the services required under this contract will be under \$5000 per engagement; however, the Department may consider services over that amount.

**3. FINANCIAL RESPONSIBILITY**

The City shall not be responsible in any manner for the costs associated with the submission of your SOQ. The SOQ, including all drawings, plans, brochures, photographs and other materials submitted shall become the property of the City upon receipt by the City. The City shall have the right to copy, reproduce, publicize or dispose of each SOQ in any way the City elects.

**4. RIGHTS OF NEGOTIATION, REVISION, WITHDRAWAL, AND REJECTION**

The City will negotiate a contract with firm(s) selected for the Pre-Qualified On-Call List. The City reserves the right to revise the RFQ, withdraw the RFQ, reject any response for non-compliance with the RFQ provisions, or not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the City. If the RFQ is revised, written revisions to the RFQ will be made available to all potential respondents who received the RFQ.

## **5. ACCEPTANCE OF TERMS AND CONDITIONS**

Submission of a SOQ shall constitute acknowledgement of acceptance of all terms and conditions hereinafter set forth in this RFQ unless otherwise expressly stated herein. All SOQs must be submitted in writing and must include all required documents including forms, appendices, and other specifications.

## **6. SCOPE OF WORK**

The proposed scope of work required for pre-qualified on-call wild and exotic animal veterinary consulting services will include, but not be limited to the following:

- A veterinarian is required to be on-call to inspect the travel containers for circus elephants, tigers and other wild and exotic animals performing in the City.
- These inspections include checking the travel compartments to make sure that they meet USDA standards for approved accommodations (space, cleanliness, etc.), reviewing medical records on each animal, accompanying and observing the animals as they walk to their temporary shelters, and conducting spot inspections of elephants and other animals before, during and after performances. These inspections may occur before dawn and late into the evening.
- The veterinarian must have extensive knowledge of elephants, tigers and other wild and exotic animals, their behaviors, and their health and welfare.
- The veterinarian must be able to determine whether the animals are healthy enough to perform without risk of injury.
- The veterinarian must disclose if there is any potential conflict-of-interest in performing this work or if the veterinarian is party to any elephant-, circus- or City-related litigation.
- The veterinarian shall provide the Department of Animal Services with a complete report detailing his/her findings.
- It is likely that this services will be used only once a year, during the summer, and for a maximum one-week period, though other occasions may be contemplated depending upon need and circumstances.



## **7. ASSIGNMENT OF WORK**

The assignment of work under this contract will be done by calling veterinarians on the list and determining who is available. If there is only one veterinarian available, the Department will contract with that veterinarian.

If more than one veterinarian is available to provide the services, the Department will request a proposal from those available. Assignments will be awarded to the pre-qualified on-call list proposer whose proposal represents the best overall value to the City.

Once an agreement is reached, the City will issue a Notice to Proceed. No work is authorized until the City issues the Notice to Proceed to the selected veterinary consultant. No guarantee of work is given or implied to any of the consultants on the list. A consultant may reject any offer of work; however, three such rejections during the term of the contract, including failures to respond to solicitations may be cause for removal from the list.

## **8. CHECKLIST OF SOQ REQUIREMENTS**

Respondents shall submit an original and four copies (total of five sets) and one PDF copy on compact disc of their Cover Letter and SOQ. An original and one copy (total of two sets) of all other required documents, bound separately and clearly labeled, are to be submitted at the same time as the SOQ submittal.

### **Cover Letter**

Include the name and address of the firm; the firm's BTRC number (Refer to **Attachment X**); the names, titles and telephone numbers of the person(s) who will be authorized to represent the respondent.

### **SOQ**

A proposer must provide a statement assuring the Department that it has experience as a wild and exotic animal veterinarian that qualifies him/her to inspect circus elephants, tigers and other wild and exotic animals. The SOQ shall include a proposer's demonstrated skills, knowledge and abilities relative to elephants, tigers and other wild and exotic animals used in performances; their behaviors, and their health and welfare. The proposer must describe their experience determining whether these circus animals are healthy and can perform without risk of injury.

The proposer's SOQ must disclose if there is any conflict-of-interest in performing this work or if anyone in the organization is party to any elephant-, circus- or City-related litigation.

The SOQ must include a statement that it is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not herein named, and that the respondent has not directly or indirectly induced or solicited any other respondent to put in a sham SOQ, or any other person, firm or corporation to refrain from responding, and that the respondent has not in any manner sought by collusion to secure for itself an advantage over any other respondent. If selected, the consultant is prepared to provide all of the services described in the Scope of Work for each project for which a proposal is submitted.

**The Statement must also include a list of previous clients for past work of a similar nature, or with wild and exotic animals. Provide the names of the clients, the clients' contact persons and their telephone numbers, and a description of the circumstances and the work performed. The City reserves the right to contact the clients listed at any time.**

Key personnel must provide academic credentials, professional and/or requisite licensing, and/or certification documents as are required to perform the duties as detailed in the Scope of Work section.

### CHECKLIST

√	DOCUMENT	DESCRIPTION
<input type="checkbox"/>	<b>Cover Letter</b>	Include the name and address of the firm; the firm's BTRC number (Refer to <b>Attachment X</b> ); the names, titles and telephone numbers of the person(s) who will be authorized to represent the respondent; and the name of the project coordinator for the duration of the contract.
<input type="checkbox"/>	<b>SOQ</b>	See Checklist of SOQ Requirements
<input type="checkbox"/>	<b>Equal Benefits Ordinance (See Attachment X)</b>	<b>Equal Benefits Ordinance Compliance Affidavit uploaded to BAVN</b>
<input type="checkbox"/>	<b>Child Support Obligations (See Attachment X)</b>	Certificate of Compliance to Child Support
<input type="checkbox"/>	<b>Americans with Disabilities Act (See Attachment X)</b>	Certificate of Compliance to ADA
<input type="checkbox"/>	<b>Slavery Disclosure Ordinance (See Attachment X)</b>	Slavery Disclosure Ordinance Affidavit uploaded to BAVN
<input type="checkbox"/>	<b>Los Angeles Residence Information Form (See Attachment X)</b>	Percentage of Workforce residing in the City of Los Angeles
<input type="checkbox"/>	<b>Bidder Certification CEC Form 50 and Bidder Contributions CEC Form 55 (See Attachment X)</b>	Compliance with Disclosure Requirements and Prohibitions Established in the Los Angeles Municipal Lobbying Ordinance and Limitations on Campaign Contributions
<input type="checkbox"/>	<b>Policy Compliance Certification Checklist</b>	Checklist must be completed, signed, and submitted with the Cover Letter and SOQ

## **9. CONSULTANT SELECTION PROCEDURE**

SOQs will be reviewed by a panel from the Department of Animal Services. The following criteria will be used in evaluating the respondent's SOQ to determine which respondents are deemed most qualified for the successful performance of wild and exotic animal veterinarian services. Respondents submitting SOQs may be called for an oral interview to further assess their qualifications. If the consultant has complied with other City requirements, the consultant will be placed on the pre-qualified on-call list. For specific work requests, proposals will be solicited from the consultants on the list pursuant to the terms of Section 7.

Consultants will not be allowed to make any changes to their SOQs between the time of submittal and the time a decision is made by the City on which firms are "short-listed" for interviews. If a consultant has been short-listed, the consultant may revise its SOQ ONLY if the City is notified in writing. The notification must be received by the City at least 10 days prior to the interviews. The notification must clearly state the reasons for and the specifics of the changes.

### **Selection/Evaluation Criteria**

- **Technical Qualifications and Past Experience: 40%**

This includes the individuals' background, experience, and familiarity with the inspection of performing/zoo elephants, tigers and other wild and exotic animals; and the qualifications of personnel.

- **Record of Past Performance: 30%**

This includes quality of work, completion of work on time and within budget, and the response of references.

- **Cost/Value to the City: 30%**

This includes proposed fees, if these fees are within budget (target: below \$5,000), and if these fees are appropriate and reasonable.

## **12. CITY CONTRACTUAL REQUIREMENTS**

The City of Los Angeles has certain policies and requirements that may affect the contracts awarded from this RFQ. Refer to **Attachment X** for a sample of the City of Los Angeles' Personal Services Contract. Therefore, all prospective consulting firms are advised of the following:

- **Contractor Responsibility Ordinance (CRO)**

The contract will only be awarded to a responsive, responsible consultant. All businesses or individuals seeking to contract with the City of Los Angeles are required to demonstrate that they possess the quality, fitness, and capacity to perform the work set forth in the contract under the terms of the criteria listed in the Los Angeles

“Contractor Responsibility Ordinance” (Article 14, Chapter 1, Section 10 of the Los Angeles Administrative Code). Respondents are required to complete all sections of the “Responsibility Questionnaire.” Submit the Questionnaire with the SOQ. Failure to return the completed document may result in the respondent being deemed non-responsive. When the contract is awarded, the consultant and its subconsultants will be required to sign a “Pledge of Compliance with the Contractor Responsibility Ordinance”. Submitting firms with questions on the Contractor Responsibility Ordinance should contact the Bureau of Contract Administration, Special Research & Investigation Section at (213) 847-2445. **(Attachment X)**

- **Business Tax Registration Certificate (BTRC)**

The City of Los Angeles requires that all firms doing business within the City of Los Angeles pay City business taxes. Each firm or individual paying the business tax receives a BTRC number.

The respondents must represent that they have, or will obtain upon award, a Business Tax Registration Certificate (BTRC) required per the Los Angeles City’s Business Tax Ordinance (Article 1, Chapter 2, Section 21.00 and following, of the Los Angeles Municipal Code). The consultant shall maintain, or obtain as necessary, all such certificates required of it under said Ordinance and shall not allow any such certificate to be revoked or suspended. To find out more about the BTRC, please refer to **Attachment X**, or contact the Office of Finance, Tax and Permit Division, Main Office, (213) 473-5901.

- **Nondiscrimination, Equal Employment Practices and Affirmative Action Program**

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2, Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Section 10.8.3, Equal Employment Practices Provisions. All Proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Certification (two (2) pages) available on the City of Los Angeles’ Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) at the time it registers on BAVN but no later than the time when an individual SOQ is submitted. However, Proposers with Certifications previously uploaded to BAVN and verified by the Office of Contract Compliance (OCC) do not need to re-submit.

- **Insurance Requirements**

The selected consultants will be required to obtain insurance coverage in the following types and amounts as specified by the City Administrative Officer's Risk Manager and the Board of Public Works prior to award of a task order under this contract:

- |   |                             |
|---|-----------------------------|
| •General Liability  | \$ 1 Million per occurrence |
| •Professional Liability                                   | \$ 1 Million per occurrence |
| •Workers' Compensation/<br>Employer's Liability Insurance | \$ 1 Million per occurrence |

Insurance requirements, including actual levels of insurance coverage for each required type of insurance may be adjusted. At the time an assignment is given, and prior to the commencement of work, proof of insurance must be submitted to the Department for approval by the City Administrative Officer's Risk Manager.

Documents in **Attachment X** are included for the potential respondent's information. No insurance documents need to be submitted with the SOQ.

- **Equal Benefits Ordinance**

Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract, the value of which exceeds \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Proposers do not need to submit supporting documentation with their bids or SOQs. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>.

- **Child Support Obligations Ordinance**

On February 13, 1991, the Child Support Obligations Ordinance became effective. The ordinance requires all current and future consultants and subconsultants performing work for the City to comply with all State and Federal reporting requirements relative to legally mandated child support obligations. All future contracts will contain language obligating the consultant and any subconsultants to fulfill those requirements. In

addition, the consultant must complete the Certification of Compliance with Child Support Obligations form (**Attachment X**) and submit it with the SOQ.

- **Americans with Disabilities Act**

Consultants performing work for the City are required to be in compliance with the Americans with Disabilities Act (42 U.S.C. Section 12101 et seq.), and must submit a Certification Regarding Compliance with the Americans with Disabilities Act with their SOQ. (**Attachment X**)

- **Service Contractor Worker Retention Ordinance & Living Wage Ordinance**

Unless approved for an exemption, consultants under contracts primarily for the furnishing of services to or for the City and that involve an expenditure in excess of \$25,000 and a contract term of at least three (3) months, lessees and licensees of City property, and certain recipients of City financial assistance, shall comply with the provisions of Los Angeles Administrative Code Sections 10.37 et seq., Living Wage Ordinance (LWO) and 10.36 et seq., Service Contractor Worker Retention Ordinance (SCWRO). Proposers shall refer to **Attachment X**, "Service Contractor Worker Retention Ordinance and Living Wage Ordinance" for further information regarding the requirements of the Ordinances.

Proposers who believe that they meet the qualifications for one of the exemptions described in the LWO List of Statutory Exemptions shall apply for exemption from the Ordinance by submitting with their SOQ the Application for Non-Coverage or Exemption (Form OCC/LW-10), or the Departmental Exemption Application (Form OCC/LW-13). The List of Statutory Exemptions, the Application and the Certification are included in **Attachment X**.

- **Contractor Evaluation Ordinance**

At the end of the contract, the City will conduct an evaluation of the Consultant's performance. The City may also conduct evaluations of the Consultant's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of the work product or service performed, the timeliness of performance, financial issues, and the expertise of personnel that the Consultant assigns to the contract. A Consultant who receives a "Marginal" or "Unsatisfactory" rating will be provided with a copy of the final City evaluation and allowed 14 calendar days to respond. The City will use the final City evaluation, and any response from the Consultant, to evaluate SOQs and to conduct reference checks when awarding other personal services contracts.

- **Discount Terms**

Consultants and contractors performing work for the City must agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discounts to payments made under this contract which meet the discount terms.

- **Slavery Disclosure Ordinance (SDO)**

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance; any contract awarded pursuant to this RFQ will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Proposers shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at [www.labavn.org](http://www.labavn.org) prior to award of a City contract.

Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's web site at <http://bca.lacity.org>. **(Attachment X)**

- **Los Angeles Residence Information**

The City Council, in consideration of the importance of preserving and enhancing the economic base and well being of the City, encourages businesses to locate or remain within the City of Los Angeles. This is important because of the jobs businesses generate and for the business taxes they remit. The City Council, on January 7, 1992, adopted a motion that requires proposers to state their headquarter address as well as the percentage of their workforce residing in the City of Los Angeles. All potential respondents are required to complete the Los Angeles Residence Information form and submit the form with their SOQ. **(Attachment X)**

- **Non-Collusion**

After the List of Pre-Qualified On-Call Consultants is established, consultants will be asked to submit a proposal on the project. Respondents will be required to complete and return the Non-Collusion Affidavit with their proposal. **Attachment X** is the Non-Collusion Affidavit and is only required to be submitted when responding to a request by Animal Services.

- **Bidder Ethics**

Any bidder for a contract, as those terms are defined under the Contractor Responsibility Program provided for in Los Angeles Administrative Code Section 10.40.1, shall submit with its bid a certification, CEC Form 50, proscribed by the City Ethics Commission, that the bidder acknowledges and agrees to comply with the

disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if the bidder qualifies as a lobbying entity under the Ordinance. The exemptions contained in Los Angeles Administrative Code Section 10.40.4 shall not apply to this subsection. Each City department shall include a copy of the Municipal Lobbying Ordinance in each invitation for bids, request for proposals, request for qualifications or other solicitation related to entering into a contract with the City. **(Attachment X)**

Persons who submit a response to this solicitation are subject to Charter Section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 55 (provided in **Attachment X**) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

- **First Source Hiring Ordinance**

Unless approved for an exemption, consultants under contracts primarily for the furnishing of services to or for the City, the value of which is in excess of \$25,000 and a contract term of at least three (3) months, and certain recipients of City Loans or Grants, shall comply with the provisions of Los Angeles Administrative Code Sections 10.44 et seq., First Source Hiring Ordinance (FSHO). Proposers shall refer to **Attachment X**, "First Source Hiring Ordinance" for further information regarding the requirements of the Ordinance.

The Anticipated Job Opportunities Form (FSHO-1) and Subcontractor Information Form (FSHO-2) contained in **Attachment X** shall only be required of the Proposer that is selected for award of a contract.

- **Local Business Preference Program (LBPP)**

The City is committed to maximizing opportunities for local businesses, as well as encouraging local businesses to locate and operate in Los Angeles County (County). It



is the policy of the City to prevent unemployment, encourage an increase in local jobs, and create high road economic development. Qualifying firms who participate in the LBPP by qualifying as a local business may receive 8% of the total possible evaluation points added to their evaluation score. Qualifying firms who do not qualify as a local business, may qualify for the LBPP by identifying a local subconsultant to perform work under the contract. Up to 5% of the total possible evaluation points may be added to the evaluation score.

Animal Services is entitled to determine at any time before the award of a contract that it is not in the City's best interest to grant a preference to a qualifying local business or subconsultant. Further information regarding the LBPP is provided as **Attachment X**.

## **10. RFQ SCHEDULE**

This schedule indicates estimated dates for the RFQ process. The City reserves the right to adjust this schedule when appropriate.

<b>DATE</b>	<b>EVENT</b>
<i>Date the Board of Animal Services adopts Board Report</i>	Release RFQ to potential respondents
<i>6 weeks after RFQ is released</i>	<b>SOQs due by 4:00 p.m.</b>
	Begin SOQ evaluations
<i>2-3 weeks after SOQ submission</i>	Conduct interviews/oral presentations
<i>6 weeks after SOQ submission</i>	Begin negotiations with selected consultants
<i>8 weeks after SOQ submission</i>	Board of Animal Services approves contracts, if over \$5000
<i>15 weeks after SOQ submission</i>	Department of Animal Services executes contracts

## **11. WHERE TO SUBMIT RESPONSES**

To respond to this RFQ, an original and four copies (total of five sets) and one PDF copy on compact disc of the Cover Letter and the SOQ, plus an original and one copy (total of two sets), separately bound and clearly labeled, of the other materials specified on the Checklist in Section 8, must be received by 4:00 p.m. on **[TBD]**. Faxes will not be accepted. Respondents should send or deliver their submittals to:

Attention: TBD  
 Department of Animal Services  
**221 North Figueroa Street, Fifth Floor**  
 Los Angeles, California 90012

## **12. PROPOSAL PROTEST PROCEDURES**

These procedures provide a method for resolving, prior to award, protests regarding the award of personal service contracts by and through the City's Board of Animal Services

Commissioners. These procedures are for the benefit of the City and are not intended to establish an administrative requirement that must be exhausted by the protesting consultant prior to pursuing any legal remedy that may be available. For this reason, no consultant shall have any right to due process, should the City fail to follow these procedures, for any reason within its discretion. However, failure by a consultant to follow the protest procedures as discussed below will create the presumption that any subsequent legal action in a court of competent jurisdiction is of no merit. These procedures will enable the Department of Animal Services to ascertain all of the facts necessary to make an informed decision regarding the award of the contract.

- a. A protest relative to a particular Request for Proposal/Request for Qualifications (RFP/RFQ) must be submitted in detail and in writing and be postmarked within five calendar days after the receipt of proposal or statement of qualification by the City. The day of the proposal or statement of qualification receipt shall be considered as day one.
- b. All protests must be addressed to:

Attention: TBD  
Department of Animal Services  
**221 North Figueroa Street, Fifth Floor**  
Los Angeles, California 90012

- c. Advance copies of protests will be accepted if sent via fax within the protest period to Mr. X at (213) xxx-xxxx or first.last@lacity.org and provided approval is received prior to sending the fax or email, by calling Mr. X at (213) xxx-xxxx.
- d. The Board of Animal Services Commissioners will only consider protests against any consultant who appears to have a substantial and reasonable prospect of receiving a contract if the protest is sustained.
- e. The Board of Animal Services Commissioners may consider protests from consultants concerning contract compliance matters beyond the protest period. These protests will receive due consideration if the consultant submits the protest in a timely period and such protest affects a consultant who appears to have a substantial and reasonable prospect of being selected if the protest is accepted.
- f. Protests meeting the above criteria will be analyzed and reported upon in a written report to the Board of Animal Services Commissioners. Protesting parties will be notified of the time and date that the written report will be discussed in a public session of the Board of Public Works. Protesting parties will be given the opportunity to present their arguments at the public session.

### **13. LIST OF ATTACHMENTS**

Attachment X: Contractor Responsibility Ordinance Package  
Attachment X: BTRC Notice and Application Form  
Attachment X: Non-Discrimination, Equal Employment, Affirmative Action Package  
Attachment X: Insurance Requirements Package  
Attachment X: Equal Benefits Ordinance Package  
Attachment X: Child Support Information and Certificate of Compliance  
Attachment X: Certification of Compliance with the Americans with Disabilities Act  
Attachment X: Service Contractor Worker Retention Ordinance/Living Wage Ordinance Package  
Attachment X: Sample City of Los Angeles Personal Services Contract  
Attachment X: Slavery Disclosure Ordinance Package  
Attachment X: Los Angeles Residence Information  
Attachment X: Non-Collusion Affidavit  
Attachment X: Bidder Ethics  
Attachment X: First Source Hiring Ordinance Package  
Attachment X: Local Business Preference Program

**The potential respondent should contact the following people for questions regarding this RFQ, required submittals, or the various City policies and procedures that are referenced in the RFQ and Attachments.**

#### **RFQ in General and Technical Questions**

TBD, classification, (213) 482-9501, (213) 482-9511 fax, [first.last@lacity.org](mailto:first.last@lacity.org)

TBD, classification, (213) 482-9558, [john.chavez@lacity.org](mailto:john.chavez@lacity.org)

#### **Policies and Procedures**

Contractor Responsibility Ordinance  
Bureau of Contract Administration  
Special Research & Investigation Section ..... (213) 847-2445

#### **Business Tax**

Office of Finance, Tax and Permit Division..... (213) 473-5901

Child Support Obligations  
Commission on Children, Youth & Families ..... (213) 744-9047

#### **Business Inclusion Program**

Bureau of Contract Administration  
Subcontractor Outreach and Enforcement Section ..... [bca.biphelp@lacity.org](mailto:bca.biphelp@lacity.org)

Equal Benefits Ordinance  
First Source Hiring Ordinance  
Non-Discrimination, Equal Employment and Affirmative Action Statements  
Service Contractor Worker Retention Ordinance and Living Wage Ordinance  
Slavery Disclosure Ordinance  
    Bureau of Contract Administration  
    Equal Employment Opportunities Enforcement Section .... [bca.eeoe@lacity.org](mailto:bca.eeoe@lacity.org)  
  
Bidder Ethics  
    City Ethics Commission..... (213) 978-1960

**RESPONDENT SHALL COMPLETE, SIGN, AND RETURN THIS CHECKLIST WITH  
THE SOQ AND COVER LETTER**

ITEM	CITY OF LOS ANGELES POLICY COMPLIANCE CERTIFICATION	Included	Upload on BAVN
	<b>Attachment X:</b> Non-Discrimination / Equal Employment Practices Provisions and Affirmative Action Plan		
	<b>Attachment X:</b> Equal Benefits Ordinance Compliance Affidavit		
	<b>Attachment X:</b> Certificate of Compliance to Child Support Obligations		
	<b>Attachment X:</b> Certificate of Compliance with Americans with Disabilities Act		
	<b>Attachment X:</b> Schedule A		
	<b>Attachment X:</b> Slavery Disclosure Ordinance Affidavit		
	<b>Attachment X:</b> Los Angeles Residence Information		
	<b>Attachment X:</b> Bidder Certification CEC Form 50 and Bidder Contributions CEC Form 55		

\_\_\_\_\_  
Consultant Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

NOTE: Failure to submit all the information requested may render your submittal non-responsive.