



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 12/14/2021

ALL

Item Creation Date: 11/4/2021

H31118 - Spay and Neutering Services - MOTION (Houston PetSet)

Agenda Item#: 14.

Background:

Professional Services for H31118 – Approve spending authority in the total amount of \$300,000.00 for spay and neutering services for City residents from Houston PetSet for the Administration and Regulatory Affairs Department.

Specific Explanation:

The Director of the Administration and Regulatory Affairs Department and the Chief Procurement Officer recommend that the City Council approve spending authority in an amount of \$300,000.00 for spay and neutering services for an estimated period of six (6) months for qualifying City residents for the Administration and Regulatory Affairs Department and that authorization be given to issue a purchase order to **Houston PetSet**.

The scope of work requires the contractor to furnish all labor, materials, equipment, tools, supervision, and transportation/mobile unit necessary for licensed veterinarian personnel to perform spay and neutering operations, vaccinations, and microchipping on feline and canine at no cost to qualifying Houston residents. To qualify, residents must provide proof of residency with the corporate limit of the City of Houston. Qualifying City residents may deliver dogs and cats to the contractor’s mobile unit for no-cost spay and neutering services. The contractor shall perform a minimum of 200 spay/neuter surgeries per month for an estimated period of six (6) months. The contractor shall submit monthly invoices and supporting documentation for reimbursement for eligible animals spayed/ neutered during the previous month.

Services will be provided in the City’s five council districts that are the most in need of free spay/neuter services for residents’ pets: Council Districts I, B, D, H, and J.

This recommendation is made pursuant to subsection 252.022(a)(4) of the Texas Local Government Code, which provides that "a procurement for personal, professional, or planning services" is exempt from competitive bidding.

MWBE Participation:

Zero-percentage goal document approved by the Office of Business Opportunity.

Hire Houston First:

This proposed contract requires compliance with the City’s Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing a professional service contractor for this purchase.

Fiscal Note:

Funding for this item is include in the FY2022 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

DocuSigned by:
Jerry Adams
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**Jerry Adams, Chief Procurement Officer
Finance/Strategic Procurement Division**

12/4/2021

Department Approval Authority

DS
JTM

Estimated Spending Authority

Department	FY2022	Out Years	Total
Administration and Regulatory Affairs Department	\$300,000.00	\$0.00	\$300,000.00

Amount and Source of Funding:

\$300,000.00

BARC Special Revenue Fund

Fund No.: 2427

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE NO
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Greg Damianoff, Assistant Director	ARA/BARC	(832) 395-9021

ATTACHMENTS:**Description**

OBO Waiver
Professional Services Justification
Affidavit Ownership Form
PETSET Quote
Tax Report
Budget Form A
Conflict of Interest

Type

Backup Material
Backup Material
Backup Material
Backup Material
Backup Material
Backup Material
Backup Material