



**CITY OF HOUSTON - CITY COUNCIL**

Meeting Date: 11/8/2023

ALL

Item Creation Date: 10/4/2023

L32727 (1of2) - Spay/Neuter Services for BARC (Spay and Neuter Assistance Program Inc.) - ORDINANCE

Agenda Item#: 21.

**Background:**

Formal bids received May 18, 2023 for P16-L32727 – Approve an ordinance authorizing a contract between the City of Houston and Spay and Neuter Assistance Program Inc. (SNAP) in the maximum contract amount of \$793,258.40 for spay/neuter services for the Administration and Regulatory Affairs Department.

**Specific Explanation:**

The Director of the Administration and Regulatory Affairs Department (ARA) and the Chief Procurement Officer recommend that City Council approve an ordinance authorizing a **three-year contract** between the City of Houston and **Spay and Neuter Assistance Program Inc. (SNAP)** in the maximum contract amount of **\$793,258.40** for spay/neuter services for the BARC division of ARA.

The scope of work requires the contractor to perform spay/neuter operations on dogs and cats and includes all necessary services and supplies. The contractors will provide a complete surgical suite, anesthesia, surgical instruments, sutures, various medications, and other equipment as necessary to complete the surgical operations safely and effectively on dogs and cats. The contractor shall be responsible for providing a sterile environment for performing all surgeries and providing a licensed veterinarian in good standing with the Texas State Board of Veterinary Medical Examiners. Funds from the American Rescue Plan Act (ARPA) will be utilized for the services set forth in these agreements. ARPA is a federal law that was signed into law on March 11, 2021 and was purposed to address the COVID-19 pandemic disaster relief on a national level. The contractors will be required to comply with all laws and regulations associated with these funds.

This invitation to bid (ITB) was advertised in accordance with the requirements of the State of Texas bid laws. Seventy-nine (79) prospective bidders downloaded the solicitation document from the Strategic Procurement Division's (SPD's) e-bidding website, and two (2) bids were received as outlined below. Prior to issuing the solicitation, SPD canvassed the City's registered vendor database, as well as the market, to identify potential bidders who could possibly provide the type of services needed.

<u>Company</u>	<u>Total Amount</u>
1. Spay-Neuter Assistance Program	\$793,258.40
2. Houston PetSet	\$181,300.00 (Partial Bid)

**M/WBE Participation:**

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

**Pay or Play Program:**

The proposed contract requires compliance with the City's "Pay or Play" ordinance regarding health benefits for employees of City contractors. In this case, SNAP will provide health benefits to eligible employees in compliance with the City policy.

**Hire Houston First:**

Hire Houston First does not apply to this expenditure because it involves the use of federal funds and is subject to specific federal government procurement rules.

**Fiscal Note:**

No Fiscal Note is required on grant items.

10/24/2023

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**Jedediah Greenfield, Chief Procurement Officer  
Finance/Strategic Procurement Division**

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**Department Approval Authority**

10/24/2023

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**Estimated Spending Authority**

<u>Department</u>	<u>FY24</u>	<u>Out Years</u>	<u>Total</u>
Administration and Regulatory Affairs	\$355,375.90	\$437,882.50	\$793,258.40

**Amount and Source of Funding:**

**\$793,258.40**

ARPA Recovery Fund  
Fund No. 5309

**Contact Information:**

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Jedediah Greenfield, Chief Procurement Officer	832.393.9126

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
L32727 - Bid Tabulation	Backup Material
L32727 -Certificate of Funds (COF) SNAP	Financial Information
L32727 Form A - SNAP	Financial Information
L32727 - MWBE Goal Waiver	Backup Material
L32727 - POP Forms - SNAP	Backup Material
L32727 - Ownership Form - SNAP	Backup Material
L32727 - Tax Report - SNAP	Backup Material
L32727 - Award Recommendation	Backup Material
L32727 - Authorized Signatory Letter - SNAP	Backup Material
L32727 - Certificate of Interested Parties Form 1295 - SNAP	Backup Material
L32727 - Drugs Forms - SNAP	Backup Material
L32727 COI, Endorsement and AM Best - SNAP	Backup Material