

0150-10230-0002

TRANSMITTAL

TO The Council	DATE 12/20/19	COUNCIL FILE NO. 14-1459
FROM The Mayor	COUNCIL DISTRICT --	

Sixth Amendment to Contract No. C-125233 with SPAY4LA, Inc., for the operation of a mobile spay and neuter clinic for the Department of Animal Services.

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



(Ana Guerrero for)

MAYOR

RHL:BYO:04200050

Report From
OFFICE OF THE CITY ADMINISTRATIVE OFFICER
Analysis of Proposed Contract
(\$25,000 or Greater and Longer than Three Months)

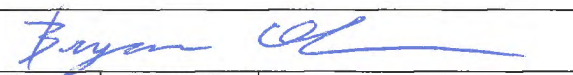

To: The Mayor	Date: 12-05-19	C.D. No. --	CAO File No.: 0150-10230-0002				
Contracting Department/Bureau: Animal Services		Contact: Catherine Chico (213) 482-9554					
Reference: Transmittal from the Board of Animal Commissioners dated September 25, 2019; supplemental information received on December 3, 2019							
Purpose of Contract: To provide free and low-cost spay and neuter services to pets for City of Los Angeles residents.							
Type of Contract: () New contract (X) Amendment, Contract No. C-125233		Contract Term Dates: One-year term from January 1, 2020 through December 31, 2020					
Contract/Amendment Amount: \$500,000							
Proposed amount \$ 500,000 + Prior award(s) \$ 1,106,945 = Total \$ 1,606,945							
Source of funds: Animal Sterilization Trust Fund							
Name of Contractor: SPAY4LA, Inc.							
Address: 4079 Redwood Avenue, Suite B, Los Angeles, California 90066							
	Yes	No	N/A	Contractor has complied with:	Yes	No	N/A
1. Council has approved the purpose	X			8. Business Inclusion Program		X	
2. Appropriated funds are available	X			9. Equal Benefits & First Source Hiring Ordinances	X		
3. Charter Section 1022 findings completed	X			10. Contractor Responsibility Ordinance	X		
4. Proposals have been requested	X			11. Slavery & Border Wall Disclosure Ordinances	X		
5. Risk Management review completed	X			12. Bidder Certification CEC Form 50	X		
6. Standard Provisions for City Contracts included	X			13. Prohibited Contributors (Bidders) CEC Form 55	X		
7. Workforce that resides in the City: 0%				14. California Iran Contracting Act of 2010	X		

RECOMMENDATION

That the Council, subject to the approval of the Mayor, authorize the General Manager of the Department of Animal Services, or designee, to execute the Sixth Amendment to Contract No. C-125233 between the Animal Services Department and SPAY4LA, Inc., for the operation of a mobile spay and neuter clinic from January 1, 2020 through December 31, 2020 for an amount not to exceed \$500,000, subject to the review and approval by the City Attorney as to form.

SUMMARY

The Department of Animal Services (ASD) requests authority to execute the Sixth Amendment to Contract No. C-125233 between the ASD and SPAY4LA, Inc. (SPAY4LA), for the operation of a mobile spay and neuter clinic. The Sixth Amendment will extend the term of the Agreement from January 1, 2020 through December 31, 2020 for an amount not to exceed \$500,000. This will be the sixth and final extension of the contract, which was established as a one-year agreement with the option to extend the contract five additional years in one-year increments. SPAY4LA has performed a total of 12,417 surgeries (6,780 dogs and 5,637 cats), as of June 2019.

					
BYO	Analyst	04200050			City Administrative Officer

The Department issued a Request for Proposals (RFP) on November 1, 2013 to procure the services of a contractor to operate a mobile spay and neuter clinic. The Department determined that SPAY4LA submitted the only responsive and qualified proposal and recommended the Board of Animal Services Commissioners approve the execution of a contract with SPAY4LA. The Board of Animal Services Commissioners authorized the ASD to enter into an agreement with SPAY4LA on June 10, 2014. Subsequently, Council approved ASD's contract with SPAY4LA on November 12, 2014 (C.F. 14-1459), authorizing the ASD to enter into an one-year agreement, with five one-year renewal options.

The First Amendment extended the term of the contract one additional year from January 1, 2016 through December 31, 2016, revised the scope of services to require SPAY4LA's compliance with audits, and updated fees for spay/neuter surgeries. The Second Amendment expanded SPAY4LA's service area from four low-income Zip Codes (90003; 90011; 90018; and, 90037) to include the following ten additional Zip Codes: 90001; 90002; 90007; 90047; 90058; 90059; 90061; 90062; and, 90089. The Third Amendment extended the term of the contract one additional year from January 1, 2017 through December 31, 2017. The Fourth Amendment extended the term of the contract one additional year from January 1, 2018 through December 31, 2018. The Fifth Amendment extended the term of the contract one additional year from January 1, 2019 through December 31, 2019 and also expanded SPAY4LA's service area Citywide. The Fifth Amendment also made additional changes to the scope of services as follows: added the care of rabbits into the scope of services; included language pertaining to a court ordered injunction, preventing services to "unowned or community" cats; updated the operating hours and requirements at service locations; permitted the utilization of the ASD's Self-Verification of Income and Residency program in accordance with the United States Department of Housing and Urban Development (HUD) income limits through a Department-approved affidavit; allowed participation in the ASD's Pre-Release and Voucher program; updated fees for spay/neuter surgeries; included additional requirements related to the verification and proof of client's residency; and, provided a protocol to report animal deaths. The proposed Sixth Amendment would extend the term of the contract one additional year from January 1, 2020 through December 31, 2020 and the scope of services will remain unchanged.

Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund), which is funded by a \$400,000 appropriation in the 2019-20 Adopted Budget, and an additional \$500,000 allocation in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Eligible expenditures from the Fund include providing pet sterilization services to residents of the City of Los Angeles who meet applicable program eligibility requirements.

Prior to the execution of the initial agreement, a Charter Section 1022 Determination was completed by the Personnel Department and found that the City employees do not have the expertise to perform the requested work. In accordance with the Los Angeles Administrative Code Section 10.5(b)2, Council approval of the proposed agreement is required because the term of the agreement exceeds three years and it is anticipated that the annual expenditures will exceed \$159,978.

FISCAL IMPACT STATEMENT

Approval of the recommendation in this report will have no impact on the General Fund. Funding for this contract is provided off-budget through the Animal Sterilization Trust Fund (Fund), which includes a \$400,000 appropriation in the 2019-20 Adopted Budget and an additional \$500,000 allocation in the Unappropriated Balance. The Fund is administered by the General Manager of the Department of Animal Services in accordance with Los Angeles Administrative Code Section 5.199. Execution of the proposed agreement complies with the City's Financial Policies in that budgeted funds are used for intended purposes.

RHL:BYO:04200050

Attachment

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**

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PRESIDENT

OLIVIA E. GARCIA
VICE PRESIDENT

COMMISSIONERS

ALISA FINSTEN

JOSE SANDOVAL

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City of Los Angeles
CALIFORNIA



ERIC GARCETTI
MAYOR

Attachment

DEPARTMENT OF
ANIMAL SERVICES
221 N. Figueroa Street
8TH Floor, Suite #800
Los Angeles, CA 90012

(888) 452-7381
FAX (213) 482-9511

BRENDA F. BARNETTE
GENERAL MANAGER

TAMMY WATSON
ASSISTANT GENERAL MANAGER
Administration

MELISSA WEBBER
ASSISTANT GENERAL MANAGER
Lifesaving

DR. JEREMY PRUPAS
CHIEF VETERINARIAN

September 25, 2019

The Honorable Eric Garcetti
Mayor, City of Los Angeles
200 N. Spring Street, Room 303
Los Angeles, CA 90012

Attention: Ms. Heleen Ramirez, Office of the Mayor

RE: AUTHORIZE CONTRACT NO. C-125233 – AMENDMENT NO. 6 – BETWEEN THE CITY OF LOS ANGELES AND SPAY4LA, INC. FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC

Dear Mayor Garcetti:

In accordance with Executive Directive 3, attached herewith is a copy of a proposed Amendment No. 6 to Contract C-125233 with SPAY4LA, Inc. for the operation of a mobile spay and neuter clinic.

Also attached for the assistance of your Office in reviewing this proposed agreement is a report adopted by the Board of Animal Services Commissioners at its meeting of September 24, 2019.

If you have any questions with regards to the proposed agreement, please contact Catherine Chico, Senior Management Analyst II at (213) 482-9554 or via e-mail at catherine.chico@lacity.org.

Respectfully submitted,

Brenda F. Barnette, General Manager
Department of Animal Services

BFB/TW/CC - X:\Budgets\Contracts\SPAY AND NEUTER CLINICS\MOBILE\SPAY4LA, INC\Amendment No 6\Contract No. C-125233 SPAY4LA - Amendment No. 6 - ED3 Transmittal - 2019-09-25.docx

Attachment: September 24, 2019 Board Report -- SPAY4LA, Inc.

cc: Bryan Oh, City Administrative Officer

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Visit our website at www.LAAnimalServices.com

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Report to the Board of Animal Services Commissioners

MEETING DATE: September 24, 2019

PREPARED BY: Catherine Chico

REPORT DATE: September 12, 2019

TITLE: Sr. Management Analyst II

SUBJECT: AUTHORIZE CONTRACT NO. C-125233 – AMENDMENT NO. 6 – BETWEEN THE CITY OF LOS ANGELES AND SPAY4LA FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC

BOARD ACTION RECOMMENDED

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

SUMMARY

The services provided by SPAY4LA have proven to be a necessary option to low-income City of Los Angeles residents. Authorization of this contract will allow for the continuation of accessible spay/neuter services to low-income areas, where the number of intact animals tend to be higher and where there tend to be fewer stationary spay/neuter clinics.

SPAY4LA has performed a total of 12,417 surgeries (6,780 dogs, and 5,637 cats) from its inception in February 2015 through June 2019.

Changes to the contract include:

- * Contract extension to December 31, 2020

Report to the Board of Animal Services Commissioners
SUBJECT: Authorize Contract No. C-125233 – Amendment No. 6

BACKGROUND

The Department released a Request for Proposals ("RFP") in 2014 for operating a mobile spay/neuter program based on zip codes. SPAY4LA's proposal met the requirements, and SPAY4LA was awarded the agreement for one year with five one-year renewal options for a total period of up to six years.

A portion of dog licensing fees is transferred to The Animal Sterilization Fund (ASF) to support targeted low-income spay/neuter surgeries.

FISCAL IMPACT

There is no fiscal impact to the General Fund because all spay neuter costs are paid through the Animal Sterilization Fund.

Approved:

Brenda F. Barnette
Brenda F. Barnette, General Manager

Attachment: Contract Amendment No. 6 – C-125233

BOARD ACTION:

<u>✓</u>	Passed	Disapproved	
_____	Passed with noted modifications	Continued	_____
_____	Tabled	New Date	_____

**AMENDMENT NO. 6 TO
CONTRACT NUMBER C-125233
BETWEEN THE CITY OF LOS ANGELES
AND
SPAY4LA, INC
FOR THE OPERATION OF A MOBILE SPAY AND NEUTER CLINIC**

THIS SIXTH AMENDMENT to Agreement Number C-125233 is made and entered into by and between the City of Los Angeles ("City"), a municipal corporation, acting through the Department of Animal Services ("Department"); and SPAY4LA, INC. ("Contractor"), and authorized to do business in the State of California with regard to the following:

WHEREAS, Contractor was selected pursuant to a Request for Proposals ("RFP") and awarded this Agreement by the Animal Services Board of Commissioners ("Board") on June 10, 2014, and approved by the City Council on November 12, 2014, for a one-year contract renewable at the City's sole discretion for up to five additional years, for a period of up to six years (C.F. 14-1459);

WHEREAS, pursuant to Contract Number C-125233, Contractor provides free spay/neuter surgeries at its mobile veterinary clinic facilities to sterilize dogs and cats owned by low-income residents in specific Los Angeles Zip Codes; and

WHEREAS, the 1st Amendment (Supplement No. 1) was entered into as of January 1, 2016, extending the Agreement for one year from December 31, 2015 to the new date of December 31, 2016 and making certain other modifications to Section V, Scope of Services; and

WHEREAS, the 2nd Amendment was entered into as of July 1, 2016 to add ten Zip codes to the four Zip codes already designated to the eligible area covered by this Agreement and clarified both days and hours of operations and verification of Clients' Residency; and

WHEREAS, the 3rd Amendment was entered into as of January 1, 2017, extending the Agreement one year from December 31, 2016 to December 31, 2017, ratified the Contractor's performance with the terms and conditions of this Agreement and added a new revised rate schedule; and

WHEREAS, the 4th Amendment extended the Contract one year from December 31, 2017 to December 31, 2018; and

WHEREAS, on April 20, 2016, the Los Angeles City Council approved a change in the low-income verification procedures (CF 16-0114-S1), and effective January 1, 2018, the Department began accepting Low-Income Affidavits in-lieu of proof of income; and

WHEREAS, the Contractor requests authority to provide its mobile spay/neuter services in other areas of the City outside these established zip codes; and,

WHEREAS, the Contractor has demonstrated the effective use of targeted mobile spay/neuter services and the Department seeks to extend and expand mobile spay/neuter services to limit shelter intake and provide humane animal care; and

WHEREAS, the 5th Amendment, extending the term of the Agreement to December 31, 2019, expanding the services provided Citywide from the existing zip codes, amended the Department's notification information, amended scope of services, added a new revised rate schedule, included

rabbits in the scope of services, clarified program is for City of Los Angeles residents, clarified compliance with injunction requirement, amended scheduling of service locations and days of operation, updated billing address, provided owners the ability to submit an affidavit in lieu of other proof of low income status, updated billing address, and amended language regarding the reporting of animal deaths.

WHEREAS, the Contractor's participation in the City's Pre-Release Voucher Program herein, was approved by the Animal Services Board of Commissioners ("Board") on October 23, 2018, and approved by the City Council on December 12, 2018; and

WHEREAS, the self-certification program and affidavit were approved by City Council on April 20, 2016 (CF #16-0114 S-1) and the revised rate schedule was previously approved by City Council on November 9, 2016 (CF 16-0114), and the contract extension was approved by the Board of Animal Services Commissioners on December 11, 2018;

WHEREAS, the Sixth Amendment extends the Agreement one year, to December 31, 2020.

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

AMENDMENTS

- 1 Section II. Term shall be amended to extend the term of the Agreement to December 31, 2020.

The City exercises its option of renewing the agreement for one additional year. The Term of the Contract shall be extended from its present expiration date of December 31, 2019 to a new expiration date of December 31, 2020. This is the sixth and final of five renewable options available for this agreement.

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

IN WITNESS THEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized representatives.

**The City of Los Angeles,
Department of Animal Services**

By _____
Brenda F. Barnette, General Manager

Date: _____

**APPROVED AS TO FORM:
MICHAEL N. FEUER, City Attorney**

By _____
Dov S. Lesel, Assistant City Attorney

Date: _____

**ATTEST:
HOLLY WOLCOTT, City Clerk**

By _____
Deputy City Clerk

Date: _____

CONTRACTOR - SPAY4LA, INC

By _____
Aimee Giibreath, Treasurer

Date: _____

(second signature required of corporations)

By _____
Jonathan Chavez, Secretary

Date: _____

Los Angeles City Business Tax License Number: **002722603-000-1-6**

Taxpayer Identification Number: **45-2996980**

City Agreement Number: **C-125233-5**

Council File Number: **14-1459**