

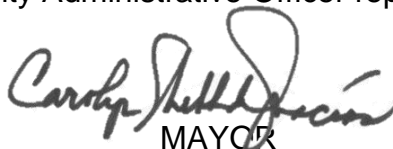
0150-10971-0009

T R A N S M I T T A L

| | | |
|------------------------|------------------|-----------------------------|
| TO The City Council | DATE 5/6/2024 | COUNCIL FILE NO. 17-0659 |
| FROM The Mayor | | COUNCIL DISTRICT 6 |

**Proposed Supplemental Agreement to Contract No. C-129781 with
Western University of Health Sciences College of Veterinary Medicine to provide
spay/neuter and related veterinary services at the East Valley Animal Services Center**

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



MAYOR

(Carolyn Webb de Macias for)

MWS:JNR:04240097

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: 04-19-24 | C.D. No. 6 | CAO File No.: 0150-10971-0009 | | | | |
| Contracting Department/Bureau: Animal Services | | Contact: Christina Gomez, (213) 978-7625 | | | | | |
| Reference: Transmittal from the Board of Animal Services Commissioners dated November 21, 2023. | | | | | | | |
| Purpose of Contract: To provide spay/neuter and related veterinary services at the East Valley Animal Services Center | | | | | | | |
| Type of Contract: () New contract (x) Amendment, Contract No. C-129781 | | Contract Term Dates: Two-year extension from July 1, 2022 through June 30, 2024 | | | | | |
| Contract/Amendment Amount: up to \$350,000 per year | | | | | | | |
| Proposed amount \$ 700,000 + Prior award(s) \$ 2,350,000 = Total up to \$ 3,050,000 | | | | | | | |
| Source of funds: Animal Sterilization Trust Fund | | | | | | | |
| Name of Contractor: Western University of Health Sciences College of Veterinary Medicine Address: 309 East 2 nd St., Pomona, CA 91766-1854 | | | | | | | |
| | 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. 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, retroactively authorize the General Manager of the Department of Animal Services, or designee, to execute a Supplemental Agreement to Contract No. C-129781 between the Animal Services Department and Western University of Health Sciences College of Veterinary Medicine, to provide spay/neuter and related veterinary services at the East Valley Animal Services Center, located at 14409 Vanowen Street, Van Nuys, in Council District 6, from July 1, 2022 through June 30, 2024, for an amount not to exceed \$350,000 per year, for a total of \$3,050,000.

SUMMARY

The Department of Animal Services (Department) requests authority to execute a Supplemental Agreement to Contract No. C-129781 between the City of Los Angeles (City) and Western University of Health Sciences College of Veterinary Medicine (Contractor), to provide spay/neuter and related veterinary services at the East Valley Animal Services Center. The Supplemental Agreement will extend the term of the Agreement from July 1, 2022 through June 30, 2024. This will be the final extension of the contract, which was established as a three-year agreement with the option to extend for two additional years in one-year increments.

The Department released a Request for Proposals on November 4, 2016, to provide spay/neuter and related veterinary services at the East Valley Animal Services Center. On June 30, 2017, the City

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|-----|---------|----------|---|
| JNR | Analyst | 04240097 |  City Administrative Officer |
|-----|---------|----------|---|

Council approved the initial contract with Western University for the period of July 1, 2017 through June 30, 2020, for an amount not to exceed \$500,000 annually, with the option to extend for two additional years in one-year increments. On April 7, 2020, the City Council approved the First Amendment, extending the term of the Agreement from July 1, 2020 through June 30, 2021, for an amount not to exceed \$500,000 annually. The Second Amendment was approved on February 2, 2022, and extended the term of the Agreement from July 1, 2021 through June 30, 2022, for an amount not to exceed \$350,000 annually. Subsequent to the Department's transmittal to the Mayor's Office dated May 5, 2021, additional negotiations between the City Administrative Officer, the City Attorney, the Department, and the Contractor reduced the annual extension amount from \$500,000 to \$350,000 to better correspond with anticipated expenditures and with similar, recent on-site spay/neuter contracts at the Department's other Animal Services Centers. The Supplemental Agreement will extend the current contract an additional two years, from July 1, 2022 through June 30, 2024, for an amount not to exceed \$350,000 annually.

Under the Agreement, the Contractor is to care for animals in accordance with all Federal, State, and local humane laws and statues and is required to obtain all permits, licenses, and registrations required to operate the spay and neuter clinic. The Contractor's primary function is to perform spay and neuter surgeries on all shelter animals provided by the Department. The Contractor is to provide services within the five agreed upon categories: affordable spay and neuter; low cost veterinary wellness; low cost vaccine clinics; community outreach and advocacy; and assistance in processing dog licenses to City residents.

Funding for this contract is provided through the Animal Sterilization Trust Fund, which is funded through the City budget process and receives a percentage of revenues from adoption fees, licensing, and donations. 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 animal 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 there are City employees that do have the expertise to perform this work; however, since the work assignment exceeds staffing availability, it is more practicable to provide these services through a contract service provider.

In accordance with the Los Angeles Administrative Code Section 10.5(a), Council approval of the Agreement is required as the initial and supplemental agreements under contract No. C-129781 exceed three years. To the best of our knowledge, the Contractor has complied with all standard provisions for City contracts. The Agreement has been reviewed and approved by the City Attorney as to form.

FISCAL IMPACT STATEMENT

Approval of the recommendation in this report will have no additional impact on the General Fund. All spay and neuter service costs are funded through the Animal Sterilization Trust Fund and sufficient funding for this purpose is available therein.

FINANCIAL POLICIES STATEMENT

The recommendation stated in this report complies with the City's Financial Policies in that budgeted funds are used for the intended purposes and ongoing revenues are used for ongoing expenditures.

MWS:JNR:04240097

Attachment

**BOARD OF
ANIMAL SERVICES
COMMISSIONERS**LARRY GROSS
PRESIDENTALISON McBETH-FEATHERSTONE
VICE PRESIDENT

COMMISSIONERS

OLIVIA E. GARCIA

JAMES JENSVOLD

JAMES JOHNSON

City of Los Angeles

CALIFORNIA

**KAREN BASS
MAYOR****DEPARTMENT OF
ANIMAL SERVICES**
221 N. Figueroa Street
6TH Floor, Suite #600
Los Angeles, CA 90012(888) 452-7381
FAX (213) 482-9511STAYCEE DAINS
GENERAL MANAGERCURTIS R. WATTS
ASSISTANT GENERAL MANAGER
AdministrationANNETTE G. RAMIREZ
ASSISTANT GENERAL MANAGER
LifesavingDR. JEREMY PRUPAS
CHIEF VETERINARIAN

November 21, 2023

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

Ms. Heleen Ramirez, Office of the Mayor

**RE: EXECUTIVE DIRECTIVE NO. 3 REVIEW FOR A TWO-YEAR EXTENSION OF
AGREEMENT C-129781 WITH WESTERN UNIVERSITY OF HEALTH SCIENCES
COLLEGE OF VETERINARY MEDICINE FOR THE OPERATION OF THE EAST
VALLEY ANIMAL SERVICES CENTER SPAY AND NEUTER CLINIC**

In accordance with the Mayor's Executive Directive No. 3, attached for your review is a two-year extension to contract C-129781 with Western University of Health Sciences College of Veterinary Medicine for the operation of the East Valley Animal Services Center Spay and Neuter Clinic.


The extension has been reviewed by the City Attorney as to form.

The following information is provided to assist with your review of the proposed contract. Should you have questions or need additional information regarding this request, please contact Sharon Lee, Senior Management Analyst II, at (213) 482-9554.

| General Information | | |
|---------------------|-----------------------|--|
| Item | Information Requested | Information Provided |
| 1 | Title | Third Amended and Restated Agreement Between The City of Los Angeles and Western University of Health Sciences College of Veterinary Medicine to Operate the Los Angeles East Valley Animal Services Center Spay and Neuter Clinic |
| 2 | Customer | City of Los Angeles, Department of Animal Services |
| 3 | Customer Address | East Valley Animal Services Center |

| | | |
|--|---|--|
| | | 14409 Vanowen Street Van Nuys, CA 91405 |
| 4 | Purpose | To Operate the Los Angeles East Valley Animal Services Center Spay and Neuter Clinic |
| 5 | Term | Three-year + Four, One-Year Options to Extend |
| 6 | Amount of Compensation | Not to exceed \$350,000 (annually) |
| 7 | New Contract or Amendment? | Amendment |
| 8 | Source of Funds | Animal Sterilization Fund |
| 9 | Council Approval | Yes |
| 10 | Appropriated Funds Available? | Yes |
| 11 | Names of Proposers and scores | Sole Proposer |
| 12 | RFP Advertisement Date | November 4, 2016 |
| 13 | Funding compliance with City Financial Policies? | N/A |
| 14 | Additional information showing necessity to contract with contractor. | N/A |
| 15 | Approved by Board of Commissioners | November 14, 2023 |
| Compliance with City Contracting Requirements | | |
| 1 | Charter Section 1022 | Yes |
| 2 | Risk Management Insurance Requirements | In Progress |
| 3 | Standard Provisions | Yes |
| 4 | Business Inclusion Program | Waived |
| 5 | EBO/FSHO Compliance | In Progress |
| 6 | DO Compliance | Yes |
| 7 | CRO Compliance | Yes |
| 8 | City Attorney Review | Approved by Steve Houchin |
| 9 | Percent of Workforce Residing in the City | N/A |
| 10 | MLO Bidder's Certification Form | Yes |

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'SD', followed by a long horizontal line extending to the right.

Staycee Dains
General Manager

c: Jacqueline Reyes, Office of the City Administrative Officer

Attachment: Draft Third Amended and Restated Agreement with Western University of Health Sciences College of Veterinary Medicine to Operate the Los Angeles East Valley Animal Services Center Spay and Neuter Clinic

AGR:SCL:CG