

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: ENVIRONMENTAL SERVICES DEPARTMENT
AGENDA DATE: OCTOBER 8, 2013

CONTACT PERSON/PHONE: ELLEN A. SMYTH, DIRECTOR, ENVIRONMENTAL SERVICES, 621-6719
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED:

SUBJECT:

Environmental Services Department recommends award to solicitation 2013-297 Spay / Neuter Voucher Program to Pets Alive for an estimated \$49,951.60 with (2) two additional one (1) year options to extend.

BACKGROUND / DISCUSSION:

Environmental Services Department has reviewed solicitation 2013-297 and recommends the contract be awarded to Pets Alive as the best value bidder meeting specification for the items awarded.

SELECTION SUMMARY:

Solicitation 2013-297 Spay/Neuter Voucher Program was advertised on 08/20/2013 and 08/27/2013. The solicitation was posted on the City website on 08/20/2013. The email (Purmail) notification was sent out on 08/20/2013. One bid was received, which is a local vendor.

PRIOR COUNCIL ACTION:

A contract was approved by City Council April 26, 2011 with the Department of Public Health Services.

AMOUNT AND SOURCE OF FUNDING:

Annual Amount: \$49,951.60 (1 year) with (2) one year extensions
Department: Environmental Services Department
Account: 522150-3120-334-34050-P3450
Funding Source: Outside Contracts

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: Ellen Smyth

Name

Ellen Smyth
Signature

10/1/13
Date

COUNCIL PROJECT FORM
(REQUIREMENTS OR BEST VALUE BID)

*****POSTING LANGUAGE BELOW*****

Please place the following item on the CONSENT agenda (BEST VALUE PROCUREMENT) for the Council Meeting of October 8, 2013.

The award of Solicitation No. 2013-297 (Spay/Neuter Voucher Program) to Pets Alive-El Paso, Inc. for an initial term estimated award of \$149,854.80.

Department:	Environmental Services
Award to:	Pets Alive-El Paso, Inc. El Paso, TX
Item(s):	All
Initial Term:	1 Year
Option to Extend:	2 Additional 1 Year
Annual Estimated Award:	\$49,951.60
Initial Term Estimated Award:	\$49,951.60
Total Estimated Award:	\$149,854.80 (3 Year)
Account No.:	522150-3120-334-34050-P3450
Funding Source:	Outside Contracts
District(s):	All

This is a Best Value, Service contract.

The Financial Services - Purchasing & Strategic Sourcing Department and Environmental Services recommend award as indicated to Pets Alive-El Paso, Inc., the bidder offering the best value bid.

*****ADDITIONAL INFO BELOW*****

Dedicated to Outstanding Customer Service for a Better Community

SERVICE SOLUTIONS SUCCESS



DATE: OCTOBER 8, 2013

TO: VIRGINIA VENEGAS, PROCUREMENT ANALYST
PURCHASING & STRATEGIC SOURCING DEPARTMENT

FROM: ALLEN A. SMYTH, DIRECTOR, ENVIRONMENTAL SERVICES

SUBJECT: CONTRACT AWARD FOR 2013-297 SPAY/NEUTER VOUCHER PROGRAM

Environmental Services Department recommends award to solicitation 2013-297 Spay / Neuter Voucher Program to Pets Alive for an estimated \$49,951.60 with (2) two additional one (1) year options to extend.

CONTRACTOR: Pets Alive, El Paso, Texas

This bid will allow the City to go into a one year spay/neuter voucher program contract at the Environmental Services.

Mayor
Oscar Leaser

City Council

District 1
Ann Morgan Lilly

District 2
Larry Romero

District 3
Emma Acosta

District 4
Earl L. Robinson

District 5
Dr. Michiel R. Noe

District 6
Eddie Holguin Jr.

District 7
Lily Limon

District 8
Cortney C. Niland

City Manager
Joyce A. Wilson



CITY OF EL PASO
 BID TABULATION FORM



Bid Opening Date: SEPTEMBER 11, 2013

Project Name: SPAY / NEUTER VOUCHER PROGRAM

Solicitation #: 2013-297

Department: ENVIRONMENTAL SERVICES

BID FORM (BASE BID)		PETS ALIVE - EL PASO, INC. EL PASO, TX							
ITEM NO.	CONTRACT YEAR	ANNUAL ESTIMATED NUMBER OF STERILIZATION PROCEDURES* (A)	COST PER STERILIZATION VOUCHER* (B)	ADMINISTRATIVE COST PER STERILIZATION PROCEDURE (C)	ANNUAL PROGRAM COST (A)(B+C) = D	ANNUAL ESTIMATED NUMBER OF STERILIZATION PROCEDURES*	COST PER STERILIZATION VOUCHER*	ADMINISTRATIVE COST PER STERILIZATION PROCEDURE	ANNUAL PROGRAM COST (A)(B+C) = D
1.	YEAR 1	470	\$91.99	\$14.29	\$49,951.60				
2.	OPTION YEAR 2	470	\$91.99	\$14.29	\$49,951.60				
YEAR 1 GRAND TOTAL					\$49,951.60				\$0.00

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee.
 The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY:

Virginia Vargas

DATE:

9/12/13



**CITY OF EL PASO
BID TABULATION FORM**



Bid Opening Date: SEPTEMBER 11, 2013

Solicitation #: 2013-297

Project Name: SPAY / NEUTER VOUCHER PROGRAM

Department: ENVIRONMENTAL SERVICES

	PETS ALIVE - EL PASO, INC. EL PASO, TX	
<p>THE CITY AT ITS SOLE DISCRETION, MAY EXERCISE THE OPTION TO EXTEND THE TERM OF THE AGREEMENT, BY PROVIDING THE CONTRACTOR WRITTEN NOTICE WITHIN THE TIME FRAME NOTED ON THE SELECTED OPTIONS.</p> <p>BIDDER OFFERS THE CITY THE OPTION OF EXTENDING THE TERM OF THE CONTRACT FOR:</p> <p>ONE (1) ADDITIONAL YEAR AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF CONTRACT. <input type="checkbox"/></p> <p>TWO (2) ADDITIONAL YEARS AT THE SAME UNIT PRICE(S), IF THE OPTION IS EXERCISED PRIOR TO THE EXPIRATION OF THE ORIGINAL TERM OF CONTRACT. <input checked="" type="checkbox"/></p> <p>NO OPTION OFFERED. <input type="checkbox"/></p>		
<p>PAYMENT TERMS:</p> <p>BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:</p>	<p>NET - 30 DAYS</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>IF BIDDER DOES NOT SPECIFY AN EARLIER DELIVERY, THE CITY'S REQUIRED DELIVERY SHALL PREVAIL. A DELIVERY DATE LATER THAN THE CITY'S REQUIRED DELIVERY MAY BE CAUSE FOR THE REJECTION OF THE BID.</p>		
<p>BIDS SOLICITED: 1 BIDS RECEIVED: 1 BIDS LOCAL: 1 NO BID: 0</p>		

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: *[Signature]*
DATE: 9/12/13



**CITY OF EL PASO
BID TABULATION FORM**



Bid Opening Date: SEPTEMBER 11, 2013

Project Name: SPAY / NEUTER VOUCHER PROGRAM

Solicitation #: 2013-297

Department: ENVIRONMENTAL SERVICES

BID FORM (BASE BID)		PETS ALIVE - EL PASO, INC. EL PASO, TX							
ITEM NO.	CONTRACT YEAR	ANNUAL ESTIMATED NUMBER OF STERILIZATION PROCEDURES*	COST PER STERILIZATION VOUCHER*	ADMINISTRATIVE COST PER STERILIZATION PROCEDURE	ANNUAL PROGRAM COST (Ax(B+C) = D)	ANNUAL ESTIMATED NUMBER OF STERILIZATION PROCEDURES*	COST PER STERILIZATION VOUCHER*	ADMINISTRATIVE COST PER STERILIZATION PROCEDURE	ANNUAL PROGRAM COST (Ax(B+C) = D)
		(A)	(B)	(C)					
1.	YEAR 1	470	\$91.99	\$14.29	\$49,951.60				
2.	OPTION YEAR 2	470	\$91.99	\$14.29	\$49,951.60				
YEAR 1 GRAND TOTAL				\$49,951.60					\$0.00

NOTE: This is a Best Value Procurement. Price and other factors shall be evaluated to determine an awardee. The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY:

Vijencia Vargas

DATE:

9/12/13



**CITY OF EL PASO
BID TABULATION FORM**



Bid Opening Date: SEPTEMBER 11, 2013

Project Name: SPAY / NEUTER VOUCHER PROGRAM

Solicitation #: 2013-297

Department: ENVIRONMENTAL SERVICES

	PETS ALIVE - EL PASO, INC. EL PASO, TX	
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<p>PAYMENT TERMS:</p> <p>BIDDER AGREES TO ACCEPT PAYMENT BY PROCUREMENT CARD:</p>	<p>NET - 30 DAYS</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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<p>BIDS SOLICITED: 1 BIDS RECEIVED: 1 BIDS LOCAL: 1 NO BID: 0</p>		

NOTE: The information contained in this bid tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED BY: W.D.
DATE: 9/12/13

PETS ALIVE-EL PASO, INC.
ATTN: JANICE NUTT
7500 VISCOUNT, SUITE 108
EL PASO, TX 79925