



BOARD OF SUPERVISORS AGENDA ITEM REPORT CONTRACTS / AWARDS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 10/2/18

* = Mandatory, information must be provided

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

See Purpose.

***Project Title/Description:**

Spay/Neuter Services

***Purpose:**

Amendment of Award: Master Agreements Nos. MA-PO-14-313 (AWASA), MA-PO-14-314 (Spay and Neuter Solutions), and MA-PO-14-315 (The Animal League of Green Valley). This revision increases the shared annual award amount by \$265,000.00 from \$400,000.00 to \$665,000.00 for a cumulative not-to-exceed contract amount of \$2,265,000.00 and increases the Scope of Services to include pets living in foster care but in the legal custody of Pima County. Administering Department: Pima Animal Care Center (PACC)

***Procurement Method:**

Pursuant to Pima County Code 11.12.010 Competitive Sealed Bidding, on March 11, 2014, the Board of Supervisors approved an award of three (3) contracts for an initial term of one (1) year and a shared annual award amount of \$300,000.00 with four (4) one-year renewal options. On September 2, 2014, the Board of Supervisors approved a revision to increase the shared annual award amount by \$100,000.00 to \$400,000.00.

On October 9, 2014, the Procurement Director approved a revision to extend the termination date to 3/11/2016 and to add a partial shared annual award amount of \$365,762.95 for a cumulative not-to-exceed contract amount of \$765,762.95.

On March 18, 2015, the Procurement Director approved a revision to correct the first renewal by adding an additional \$12,417.05 to MA 14-314 and \$21,820.00 to MA 14-315 for the full shared annual award amount of \$400,000.00 and a cumulative not-to-exceed contract amount of \$800,000.00.

On February 26, 2016, the Procurement Director approved a revision to extend the termination date to 3/11/2017 and to add the full shared annual award amount of \$400,000.00 for a cumulative not-to-exceed contract amount of \$1,200,000.00.

On March 12, 2017, the Procurement Director approved a revision to extend the termination date to 3/11/2018 and to add the full shared annual award amount of \$400,000.00 for a cumulative not-to-exceed contract amount of \$1,600,000.00.

On November 29, 2017, the Procurement Director approved a revision to extend the termination date to 3/11/2019 and to add the full shared annual award amount of \$400,000.00 for a cumulative not-to-exceed contract amount of \$2,000,000.00.

This request will cover the cost of 500 spay and neuter surgeries per month for a period of six months, plus additional medical procedures that must be done at the time of sterilization.

PRCUID: 125095 Attachments: Department Memo - Temporary Veterinarian Support, Spreadsheet - Award Allocation and Master Agreements

***Program Goals/Predicted Outcomes:**

Provide low cost spay/neuter surgeries for dogs and cats to reduce the population of unwanted companion animals in Pima County.

***Public Benefit:**

Residents of Pima County will be able to utilize the low cost program for their unaltered pets and foster animals in the legal custody of Pima County will receive spay and neuter services.

***Metrics Available to Measure Performance:**

Monthly statistics and invoicing provided by contracts for number of surgeries performed.

***Retroactive:**

No.

Revised 5/2018

Page 1 of 2

To: CoB - 9.24.18
pgs. - 9 (1)
Addendum

230711161/02/00 11:00 AM

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____

***Funding Source(s) required:**

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-73.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 14-313,314,315

Amendment No.: _____ AMS Version No.: 17,17,14

Effective Date: 10/2/18 New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense or ☐ Revenue ☒ Increase ☐ Decrease Amount This Amendment: \$ \$265,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** Pima Animal Care Center Companion Animal Fund

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards) ☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:**

***Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ _____ % _____

***Match funding from other sources?** ☐ Yes ☐ No If Yes \$ _____ % _____

***Funding Source:** _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Jennifer Moore, Procurement Officer

Division Manager:

Department: Procurement Telephone: 520-724-8164

Department Director Signature/Date: _____

Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

MEMORANDUM

Date: September 18, 2018

To: Chuck H. Huckelberry
County Administrator

From: Kristen Auerbach
Director of Animal Services

KA

Via: Francisco Garcia
Assistant County Administrator

OKM

Re: Temporary Veterinarian Support

In August, two of PACC's four veterinarians submitted their resignations and in September, they made the transition to private practice. This leaves PACC with only two veterinarians (Chief Veterinarian Jennifer Wilcox and newly hired Veterinarian Helena Wayt) fulfilling the same workload previously performed by four. Each month, veterinarians spay or neuter up to 750 pets, perform 200 specialty surgeries, see hundreds of emergency medical cases and provide care to 600 to 900 sheltered pets as well as hundreds of fostered pets. Two veterinarians alone cannot manage the current caseload, even in the short term.

The veterinarian position has historically been a difficult position to fill and we anticipate a minimum of three months before being able to fill the two vacancies. Despite offering a competitive starting salary and advertising widely on national and local websites, PACC has received no applications for the position in the two weeks it has been open and advertised. Based on the national veterinarian shortage and the lack of applicants so far, we may have to wait until the end of the year when vet school new graduates are seeking employment to achieve a successful hiring process.


In the interim, I am requesting an amendment to the scope and amount of the existing contract with the three contracted spay and neuter partners. AWASA is the primary contract provider and that will continue with the expanded scope. AWASA works with vendors who provide spay and neuter services for owned pets. I am requesting to increase the scope of the contracts to include pets living in foster but in the legal custody of Pima County and to increase the amount of the contract by \$265,000. This would cover the cost of 500 spay and neuter surgeries per month for a period of six months, plus an additional \$40,000 for medical procedures that must be done at the time of sterilization (eye enucleation, minor dental procedures, etc.).

PACC currently awards more than \$400,000 annually to three contractors for related spay and neuter services. We propose to use the excess capacity in those contracts for the current proposal. The balance is funded with incurred and anticipated operational savings in the existing budget including the significant vacancy savings associated with the two newly vacant veterinarian positions.

Utilizing off-site veterinarian support for spay and neuter services is critically important to maintaining PACC's excellent care of shelter pets and to continuing to achieve a save rate of pets around 90%. It will allow PACC's two existing vets to strategically focus on emergency care and specialty surgeries, as well as routine care of the general population of PACC pets.

We request your approval to work with the Procurement Director to expand the capacity of the existing contracts to meet this unanticipated need.

C: Jan Leshar, Chief Deputy County Administrator
Mary Jo Furphy, Procurement Director

 Approved / Not Approved

C. Huckelberry 9/20/18
Chuck Huckelberry, County Administrator Date

Master Agreements - Spay and Neuter Services
Award Allocation

Contractor	Master Agreement No.	Annual Award Amount	Current Award Amount	Increase	Cumulative Award Amount
AWASA - Primary	MA-PO-14-313	\$ 260,000.00	\$ 1,300,000.00	\$ 265,000.00	\$ 1,565,000.00
Spay & Neuter Solutions	MA-PO-14-314	\$ 70,000.00	\$ 350,000.00	\$ -	\$ 350,000.00
The Animal League of Green Valley	MA-PO-14-315	\$ 70,000.00	\$ 350,000.00	\$ -	\$ 350,000.00
		\$ 400,000.00	\$ 2,000,000.00		\$ 2,265,000.00
					Total Shared Award



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 14000000000000000313

MA Version: 17

Page: 1 of 2

Description: Spay/Neuter Services

I S S U E R	Pima County Procurement Department	T E R M S	Initiation Date: 10-02-2018
	130 W. Congress St. 3rd Fl		Expiration Date: 03-11-2019
	Tucson AZ 85701		
	Issued By: JENNIFER MOORE		
	Phone: 5207248164		
	Email: jennifer.moore@pima.gov		
			<div>NTE Amount: \$1,565,000.00</div> <div>Used Amount: \$1,163,157.50</div>

V E N D O R	AWASA	Contact: Customer Service
	5425 E Broadway No 227	Phone: 520-319-1169
	Tucson AZ 85711	Email: info@awasa.org
		Terms: 0.00 %
		Days: 30

Shipping Method:

Delivery Type:

FOB:

Modification Reason

This revision increases the annual award amount by \$265,000.00 for a cumulative not-to-exceed contract amount of \$1,565,000.00 and increases the Scope of Services to include pets living in foster care but in the legal custody of Pima County.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 14000000000000000313

MA Version: 17

Page: 2 of 2

Line	Description					
1	Discontinued Line					
	Service Contract Amt (Not-To-Exceed)		Service From	Service To		
	780000.00		2017-03-12	2018-03-11		
2	Spay/Neuter Services (no co-pay)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$70.00			
3	Spay/Neuter Services (with co-pay provision)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$60.00			
4	Discount Line- Admin Fee 2% other					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
5	Feral Cat Neuter					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$35.00			
6	Feral Cat Spay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$55.00			



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

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CONTRACT EXECUTION

Master Agreement No: 1400000000000000314

MA Version: 17

Page: 1 of 2

Description: Spay/Neuter Services

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	130 W. Congress St. 3rd Fl		Expiration Date: 03-11-2019
	Tucson AZ 85701		
	Issued By: JENNIFER MOORE		
	Phone: 5207248164		
	Email: jennifer.moore@pima.gov		
			<div>NTE Amount: \$350,000.00</div> <div>Used Amount: \$305,480.00</div>

V E N D O R	SPAY AND NEUTER SOLUTIONS	Contact: KATIE POWERS
	8105 W.WANDERING SPRING WAY	Phone: 520-579-2691
	TUCSON AZ 85743	Email: HELP@SPAYANDNEUTERSOLUTIONS.ORG
		Terms: 0.00 %
		Days: 30

Shipping Method:

Delivery Type:

FOB:

Modification Reason

This revision increases the Scope of Services to include pets living in foster care but in the legal custody of Pima County.

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Master Agreement No: 14000000000000000314

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Line	Description					
1	Discontinued Line					
	Service Contract Amt (Not-To-Exceed)		Service From	Service To		
	210000.00		2017-03-12	2018-03-11		
2	Spay/Neuter Services (no co-pay)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$70.00			
3	Spay/Neuter Services (with co-pay provision)					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$60.00			
4	Discount Line - Admin Fee 2% Other					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
5	Feral Cat Neuter					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$35.00			
6	Feral Cat Spay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$55.00			



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 14000000000000000315

MA Version: 14

Page: 1 of 2

Description: Spay/Neuter Services

I S S U E R	<p>Pima County Procurement Department 130 W. Congress St. 3rd Fl Tucson AZ 85701</p> <p>Issued By: JENNIFER MOORE Phone: 5207248164 Email: jennifer.moore@pima.gov</p>	T E R M S	<p>Initiation Date: 10-02-2018 Expiration Date: 03-11-2019</p> <table><tr><td>NTE Amount:</td><td>\$350,000.00</td></tr><tr><td>Used Amount:</td><td>\$321,258.00</td></tr></table>	NTE Amount:	\$350,000.00	Used Amount:	\$321,258.00
NTE Amount:	\$350,000.00						
Used Amount:	\$321,258.00						

V E N D O R	<p>The Animal League of Green Valley DBA: TALGV 1600 W. Duval Mine Road Green Valley AZ 85614</p>	<p>Contact: Jean Davis Phone: 520-625-3170 Email: bjeandf@aol.com Terms: 0.00 % Days: 30</p>
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Master Agreement No: 14000000000000000315

MA Version: 14

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	Discount	UOM	Unit Price	Stock Code	VPN	MPN
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4	Discount Line - Admin Fee 2% Other					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			
5	Feral Cat Neuter					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$35.00			
6	Feral Cat Spay					
	Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	EA	\$55.00			