



AGENDA MEMORANDUM

Action Item for the City Council Meeting of February 11, 2020

DATE: February 11, 2020
TO: Peter Zanoni, City Manager
FROM: Mike Markle, Chief of Police
mikema@cctexas.com
886-2603

Kim Baker, Director of Contracts and Procurement
KimB2@cctexas.com
(361) 826-3169

Supply Agreement for Pet Microchips and Scanners for Animal Care Services

CAPTION:

Motion authorizing a five-year supply agreement with American Kennel Club Companion Animal Recovery Corporation from Raleigh, North Carolina, in an amount not to exceed \$194,500.00 for pet microchips and scanners for Animal Care Services, with funding in the amount of \$22,691.67 available in the FY 2020 Animal Control General Fund.

SUMMARY:

This item is to authorize a supply agreement for pet microchips and scanners to be used by Animal Care Services.

BACKGROUND AND FINDINGS:

Animal Care Services is seeking to secure a long-term supply agreement for pet microchips and scanners to continue use of the existing products. The pet microchips are implanted in pets and the scanners are used to assist in the reunification of lost pets and their owners. The microchips are used for pets that are captured by Animal Care Services and ready for adoption. Additionally, the microchips are used during City wide events that are held by Animal Care Services for the community and their pets. The manufacturer has a publicly accessible website which makes locating owners very expeditious.

The Contracts and Procurement Department conducted a competitive Request for Bid process and received two bids. Staff is recommending award to American Kennel Club Companion Animal Recovery Corporation, as the lowest responsive, responsible bidder. Animal Care Services will purchase 10,000 microchips annually at \$38,900.00 and will

receive 17 scanners annually free of charge, for a total of 50,000 microchips for the five-year supply agreement, not to exceed \$194,500.00.

ALTERNATIVES:

An alternative to accepting the lowest, responsive bid would be to reject all bids and not secure a long-term supply agreement. This process may cause Animal Care Services to be without microchips and scanners for the animals and pets may not be returned to their owners.

FISCAL IMPACT:

The fiscal impact for Animal Care Services in FY 2020 is \$22,691.67 from the Animal Control Fund for the first-year funding of the five-year supply agreement for the purchase of microchips and scanners, with the remaining cost funded in future years through the annual budget process.

FUNDING DETAIL:

Fund:	1020 General Fund
Organization/Activity:	2680 Animal Control
Mission Element:	083
Project # (CIP Only):	N/A
Account:	520090 Minor Tools and Equipment

RECOMMENDATION:

Staff recommends approval of this motion authorizing a supply agreement with American Kennel Club Companion Animal Recovery Corporation as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation
Supply Agreement