



## AGENDA MEMORANDUM

Action Item for the City Council Meeting September 12, 2023

**DATE:** September 12, 2023

**TO:** Peter Zanoni, City Manager

**FROM:** Constance Sanchez, Interim Director of Animal Care Services  
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### Kennel Cleaning Services

#### **CAPTION:**

Motion authorizing execution of a six-month service agreement, with one six-month option, with Jennifer Lee Gideon, dba Tortuga Cleaning Company, of Corpus Christi, in an amount not to exceed \$168,000.00 and a potential amount of \$336,000.00 if the option is exercised, for kennel cleaning services for Animal Care Services, with FY 2023 funding of \$28,000.00 from the General Fund.

#### **SUMMARY:**

This motion will authorize a six-month agreement with the option to extend for one six-month period for kennel cleaning services at Animal Care Services. Services will include cleaning kennels daily, removing all items from the kennels (blanket, house, food bowl, water bowl, toys, spraying detergent and disinfectant, covering all areas of the kennels (walls, floor, door, chain link areas), using a hard bristle brush, scrub walls, floors, and doors, rinsing all detergent/disinfectant off the affected areas and use green squeegee to move remaining water towards the drain and removing any debris from the drain trap.

#### **BACKGROUND AND FINDINGS:**

Animal Care Services (ACS) averages housing 145 dogs and 53 cats daily, a total of 198 pets. Currently, ACS has seven (7) Kennel Technicians who care for the animals. They clean, feed, provide enrichment, and monitor the safety of the pets. The industry standard requires a minimum of 13 Kennel Technicians daily per the number of pets ACS averages. Based on the current budgeted full-time Kennel Technician positions at ACS, Animal Care Services is not able to maintain adequate care of the animals in the shelter. Therefore, this kennel cleaning service is needed so that ACS can provide adequate care of the animals at the shelter.

**PROCUREMENT DETAIL:**

Finance and Procurement conducted a competitive Request for Bid process to obtain bids for a six-month service agreement, with one six-month option period. The City received two responsive, responsible bids, and is recommending the award to the lowest responsive, responsible bidder, Jennifer Lee Gideon dba Tortuga Cleaning Company.

**ALTERNATIVES:**

If not approved, other ACS staff would have to continue assisting Kennel Technicians with their primary duties.

**FISCAL IMPACT:**

The FY 2023 fiscal impact is \$28,000 which will be paid from the General Fund. The remaining contract will be paid from the FY 2024 operating budget.

**FUNDING DETAIL:**

Fund:	1020	General Fund
Organization/Activity:	12680	Animal Care
Mission Element:	083	
Project # (CIP Only):		
Account:	530000	Professional Services

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a six-month service agreement, with the option to extend for one six-month period with Jennifer Lee Gideon dba Tortuga Cleaning Company, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Bid Tabulation  
Service Agreement