



AGENDA MEMORANDUM

Future Item for the City Council Meeting of January 8, 2019
Action Item for the City Council Meeting of January 15, 2019

DATE: January 8, 2018

TO: Keith Selman, Interim City Manager

FROM: Mike Markle, Interim Assistant City Manager
MikeMa@cctexas.com
(361) 826-2601

Kim Baker, Assistant Director of Financial Services-Purchasing Division
KimB2@cctexas.com
(361) 826-3169

Pet Microchips for Animal Care Services
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CAPTION:

Resolution authorizing a one-year supply agreement for PetLink Slim polymer microchips for Animal Care Services with Datamars, Inc., of Woburn, Massachusetts, for an amount not to exceed \$31,250, with four additional one-year renewal options for a potential total amount not to exceed \$156,250.

PURPOSE:

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

BACKGROUND AND FINDINGS:

The PetLink Slim polymer microchips are implanted in animals released from Animal Care Services and are used to locate the owners of lost and found animals so they may be returned. The manufacturer has a publicly accessible website which makes locating owners very expeditious. This brand is preferred by the City Veterinarian over any other existing manufacturer brand. The City currently uses these microchips and website, and Animal Care Services is seeking a long-term supply agreement for continued use with existing product.

This is a sole source purchase. Datamars, Inc. is the only company that manufactures and supplies the PetLink Slim polymer microchips.

ALTERNATIVES:

Not applicable

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Police Department

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2018-2019	Current Year	Future Years	TOTALS
Line Item Budget	\$88,580.31	\$132,812.50	\$221,392.81
Encumbered / Expended Amount	\$3,006.17	\$0.00	\$3,006.17
This item	\$23,437.50	\$132,812.50	\$156,250.00
BALANCE	\$62,136.64	\$0.00	\$62,136.64

Fund(s): General Fund

Comments: The initial contract is for an amount not to exceed \$31,250.00 for one year, with an estimated expenditure of \$23,437.50 to be funded in FY2018-2019.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Supply Agreement
Price Sheet