CONSENT CALENDAR
September 13, 2018

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Erin Steffen, Assistant to the City Manager

Subject: Contract: Jennifer Kwan, DVM, to Provide Veterinary Services

RECOMMENDATION
Adopt a Resolution authorizing the City Manager to establish a three-year contract with Jennifer Kwan, Doctor of Veterinary Medicine (DVM) for on-site veterinary services with Berkeley Animal Care Services (BACS).

FISCAL IMPACTS OF RECOMMENDATION
The duration of the contract is September 14, 2018 to September 13, 2021. The total contract cost of $180,000 will be drawn from the Animal Shelter Medical Funds Account:

Animal Shelter Medical Funds Account   010-0704-410-3037   $180,000

In the FY 2019 Adopted Budget, $57,320 was budgeted to provide on-site veterinary services at BACS. The remaining funds needed for FY 2019, $2,680, will be carried over from savings in the division’s FY 2018 budget. This appropriation will be included in the First Amendment to the FY 2019 Annual Appropriations Ordinance. In FY 2020 and FY 2021, the contract will be subject to the City’s annual appropriation process. This contract has been entered into the City’s contract management system and assigned CMS No. SWKN1.

CURRENT SITUATION AND ITS EFFECTS
BACS is a full-service municipal animal care and control agency, enforcing local and state laws throughout the City of Berkeley (COB) and the City of Albany. BACS is also contracted to shelter animals at the City of Berkeley animal shelter, named the Dona Spring Animal Shelter, for the cities of Emeryville and Piedmont. BACS is an open-door facility accepting approximately 2,000 stray and homeless animals annually.

In FY 2016 - FY 2018, BACS contracted with a local veterinarian to provide 14 hours per week, of onsite veterinary service at the Dona Spring Animal Shelter. In February 2018, the contracted veterinarian terminated the contract. Since that time, BACS has been utilizing community veterinary clinics to provide off-site services, as well as working with a local veterinarian to provide limited on-site services. However, the City wishes to return to the more cost-effective and service-efficient practice of onsite veterinary service.
BACS has a constant influx of animals that need to receive affordable veterinary care, treatment and spay/neuter services. The BACS shelter, open to the public daily, receives stray, surrendered and confiscated animals. Additionally, daily field services, conducted by Animal Control Officers, include the impoundment of stray, surrendered and confiscated animals. Many animals arrive at the shelter sick or injured and in need of immediate veterinary care. On-site veterinary services include, but are not limited to: examining and diagnosing shelter animals, treating sick or injured animals, performing spay/neuter surgeries, performing other routine surgeries.

As stipulated in the City’s Euthanasia Policy, it is the intent of the Berkeley Animal Shelter “not to euthanize any adoptable or treatable animals.” In order to adhere to the BACS Euthanasia Policy and to maintain the current high live release rate of 90%, sick or injured animals must obtain timely, necessary treatment, such as that provided by onsite veterinary service, so that they have a much better chance of recovery and subsequent rescue or adoption.

Upon review of the workload expected in the contract, including surgeries, exams, procedures, medical documentation and other vet services, it was determined that the contracted number of hours per week would increase from 14 to 16. The proposed contract includes this workload increase in its total cost, as well as a minor increase in the hourly rate for the contractor.

BACKGROUND
The FY 2019 Veterinary Services contract, Specification No 18-11204, was released for bids in April of 2018. There were no respondents. In July of 2018, BACS re-released the request for bids and received two proposals. Jennifer Kwan, Doctor of Veterinary Medicine, was selected from among the respondents.

ENVIRONMENTAL SUSTAINABILITY
There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION
Jennifer Kwan is a local veterinarian who has provided veterinary services in animal shelters since 2013. Dr. Kwan can be consistently available to the animal shelter and is able to provide a wide range of general and specialized services at an hourly rate consistent with the local market.

ALTERNATIVE ACTIONS CONSIDERED
No alternative action was deemed feasible at this time.

CONTACT PERSON
Amelia Funghi, Manager, Animal Services, (510) 981 6603

Attachments:
1: Resolution
RESOLUTION NO. ##.###-N.S.

CONTRACT: DR. JENNIFER KWAN FOR VETERINARY SERVICES

WHEREAS, Berkeley Animal Care Services has a constant influx of animals that need to receive immediate and affordable veterinary care and treatment; and

WHEREAS, sick or injured animals that obtain necessary procedures and/or treatment/s have a much better chance of rescue or adoption; and

WHEREAS, it is necessary to provide veterinary care and oversight on the premises of the Dona Spring Animal Shelter for 16 hours per week; and

WHEREAS, in July 2018, the City of Berkeley disseminated a Request for Proposal, soliciting qualified contractors to provide said veterinary care; and

WHEREAS, Dr. Jennifer Kwan submitted a highly qualified bid to provide on-site veterinary services; and

WHEREAS, the contract will be funded by Animal Shelter Medical Funds (010-0704-410-3037), CMS No. SWKN1.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to establish a three-year contract not to exceed $180,000, and any amendments with Dr. Jennifer Kwan, Doctor of Veterinary Medicine, for on-site veterinary services for Berkeley Animal Care Services (BACS). The contract will allocate $60,000 per year for FY 2019, FY 2020 and FY 2021, not to exceed $180,000 in total, subject to the City’s annual appropriation process.