



Committee of the Whole Report **For the Meeting of January 16, 2020**

To: Committee of the Whole **Date:** January 10, 2020
From: Shannon Perkins, Manager Bylaw and Licensing
Subject: Animal Control and Pound Services

RECOMMENDATION

That Council:

1. Approve an on-going increase of \$134,771 to the 2020 Financial Plan for animal control and pound services funded from the new property tax revenue from new development.

EXECUTIVE SUMMARY

In September, staff issued a Request for Proposal (RFP) for animal control and pound services which closed on October 16, 2019. One bid was submitted in the amount of \$654,771, which exceeds the 2020 budget allocation for this service of \$520,000 by \$134,771. In accordance with the City's Purchasing Policy, the competition cannot be awarded as the bid price exceeds the allocated budget.

There are several reasons why the bid exceeded the budget including increased service demands, pound facility fee increases due to increased length of stays, complexity of animal issues, animal behaviouralist fees, as well as an increase in lease rates for the pound facility. Staff have evaluated the proposal and do not recommend conducting another competition as it is unlikely to yield a different result. Past RFP's for this service have yielded only one other submission. Also, to our knowledge, there are no other suitably qualified firms providing this service in the Victoria area which meet the detailed requirements of the City. In the RFP, the City noted that it may give preference to pound facilities located within the City's boundaries or in close proximity. Also, the City stipulated that the pound is to be open for service to the public a minimum of 8 hours per day on all regular business days, including Saturdays.

PURPOSE

The purpose of this report is to seek Council approval to increase the 2020 Financial Plan by \$134,771 funded from new property tax revenue from new development for animal control and pound services.

BACKGROUND

The City has outsourced animal control and pound services for many years, since 2004. The current agreement and the extension to the five-year agreement granted in 2018 expired December 31, 2019.

This is a full spectrum service involving inspection and enforcement of the Animal Responsibility Bylaw, as well as animal related provisions of the Parks and Noise Regulation Bylaws. A key component of the service is the Pound and Adoption Facility to safely contain and adopt out when possible, animals that are abandoned, orphaned, or otherwise impounded and not claimed by the owner. Services also include administration and canvassing of dog licenses, provisions for compensation for veterinary services, patrol and response for 70 hours each week in neighbourhoods and downtown, as well as 35 hours in city parks. The core services have fixed costs and rates for overtime and additional services are incorporated into the contract.

RFP #19-095 – Animal Control and Pound Services was advertised on BC Bid and on the City's web page. Only one firm submitted a proposal response. An evaluation process was completed with a recommendation to award the contract to the single bidder. In accordance with the City's Purchasing Policy, the contract cannot be awarded as the bid submission exceeds budget by \$134,771. The budget allocated for this service is \$520,000 and the submitted bid price is \$654,771. The term of the agreement is for a three-year period commencing upon award, with the possibility of two one-year extensions.

ISSUES & ANALYSIS

The current contract ended on December 31, 2019 and is now on a month to month basis until the new contract is awarded.

Staff have reviewed the change in the current bid proposal against the last awarded proposal from 2013 and identified that the key cost drivers are a result of increased service demands, pound facility increases due to increased length of stays, complexity of animal issues and animal behaviouralist fees which are considered reasonable.

Option 1 – Approve an on-going increase to the 2020 Financial Plan by \$134,771 from the new property tax revenue from new development. (Recommended)

This option would enable the City to continue to provide Animal Control and Pound Services to the citizens of Victoria.

Option 2 – Commence another competition for the Animal Control and Pound Services

This option would involve further process and is anticipated not to be successful or result in a change in outcome.

CONCLUSIONS

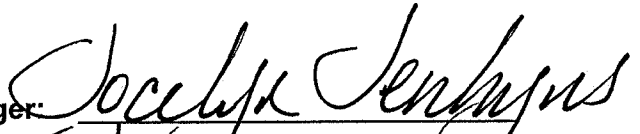
The long-standing use of contracted service for animal and pound services in the City has been a successful undertaking. A thorough review of the Victoria Animal Control Services proposal appear reasonable and staff do not recommend going out for another competition.

Respectfully submitted,



Shannon Perkins
Manager, Bylaw and Licensing Services

Report accepted and recommended by the City Manager:


Date: Jan 13, 2020