



CITY OF PLANO COUNCIL AGENDA ITEM

CITY SECRETARY'S USE ONLY					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		7/22/2013			
Department:		Animal Services			
Department Head		Brian Collins			
Agenda Coordinator (include phone #): Nancy Corwin X7137					
CAPTION					
Consideration of: Bid No. 2013-235-C for a one (1) year contract with three (3) City-optional renewals for animal licensing services for the Animal Services Department in the estimated annual amount of \$63,900; whether to declare the low bidder, LDM Design and Construction, a non-responsible bidder based on Staff's assessment of the bid parameters, and whether to award the contract to PetData, Inc. as the lowest responsible bidder and authorizing the City Manager to execute all necessary documents.					
FINANCIAL SUMMARY					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	2012-13 thru 2015-16	Prior Year (CIP Only)	Current Year	Future Years	TOTALS
Budget		0	106,145	250,275	356,420
Encumbered/Expended Amount		0	-80,078	0	-80,078
This Item		0	-5,325	-250,275	-255,600
BALANCE		0	20,742	0	20,742
FUND(s): GENERAL FUND					
COMMENTS: This item approves price quotes. Expenditures will be made in the Animal Services Department within the approved budget appropriations for each year of the contract. The estimated amount to be spent in 2012-13 is \$5,325. The estimated future amount is \$250,275, or \$63,900 annually, which will be made within approved budget appropriations.					
STRATEGIC PLAN GOAL: Providing a Pet Registration Program relates to the City's goal of Partnering for Community Benefit.					
SUMMARY OF ITEM					
Animal Services recommends award of the 2013-235-C Animal Services bid to PetData, Inc. for a one (1) year contract with three (3) City-optional renewals, in the estimated annual amount of \$63,900. Staff recommends that Council deem the low bidder, LDM Design and Construction non-responsible based on the bid parameters, and that the contract be awarded to PetData, Inc. as the lowest responsible bidder.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		



**CITY OF PLANO
COUNCIL AGENDA ITEM**

Recomendation Memo, Bid Recap	



City of Plano
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plano.gov

To: Nancy Corwin
Buyer
Purchasing Division

From: Jamey Cantrell
Animal Services Manager

Date: June 26, 2013

Re: Pet Registration Program Contract

Based on the bid evaluation for 2013-235-C – Animal Licensing Service the Department has reviewed the bids and recommends the bid be awarded to PetData, Inc.

LDM Design and Construction was the low bid for this contract but staff recommends Council deem them not a responsible bidder. They have no documented experience providing this service according to their references and their own admissions. They have no website to allow for online registrations. They have no website to allow for City personnel to access registration information online. They have no call center established to provide customer service. There is no work history or other evidence that suggests they are capable of providing these services to the citizens of Plano.

Impact of not awarding this contract will result leave two options:

1. The City can alter the current ordinances to no longer require pets to be registered which will result in a loss of approximately \$135,000 in annual revenue.
2. The City can internalize the process which will require the addition of at least 1.5 FTE to process registrations in-house. Additional labor costs would be a minimum of approximately \$89,000 due to salary and benefits.

The award will result in an annual contract with three City optional one (1) year renewals. The estimated annual expenditure will vary based upon the number of registrations sold each year during the initial and subsequent contract periods but is expected to be approximately \$63,900.

CITY OF PLANO

Bid NO. 2013-235-C
Animal Licensing Service
Bid RECAP

Bid opening Date/Time: June 16, 2013 @ 3:00 PM

Number of Vendors Notified: 771

Vendors Submitting "No Bids": 0

Bids Evaluated Non-Responsive to Specifications: 0

Number of Bids Submitted Responsive to Bid: 2

<u>Vendor</u>	<u>Cost per Animal License Registration</u>
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LDM Design and Construction	\$3.75
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PetData	\$3.90
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Number of Bids Submitted by Responsible Vendors: 1

PetData	\$3.90
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Recommended Vendor:

PetData	\$3.90
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Nancy Corwin

June 16, 2013
