



Animal Shelter Advisory Committee 10/17/2019

Notice is hereby given of a regular meeting of the Animal Shelter Advisory Committee of the City of San Angelo to be held on October 17, 2019 at 12:00 PM at the Fire Training Center, 3154 US Highway 67 N., San Angelo, Texas, for the purpose of considering the following agenda items.

1. Call to Order

2. Public Comment

Issues or items that are not on the agenda may be raised by the public at this time. Citizens should speak from the podium, begin by stating their name and limit remarks to less than three minutes. Committee members may request that a discussed item be placed on a future agenda. The Committee takes public comment on all Regular Agenda items during the discussion of those items.

3. Consent Agenda

- a. Consider approving the August 15, 2019 Animal Shelter Advisory Committee regular meeting minutes

4. Regular Agenda

- a. Discussion and possible action related to monthly shelter numbers for August 2019
- b. Discussion and possible action related to monthly shelter numbers for September 2019
- c. Discussion and possible action related to annual shelter numbers for fiscal year 2018-19
- d. Discussion and possible action related to the request for proposal for adoption services
- e. Discussion and possible action related to the euthanasia list scrutiny and sharing policy
- f. Discussion and possible action on positive rabies specimens for 2019.

5. Follow Up and Administrative Issues

- a. Discussion and possible action related to 2020 meeting dates.
- b. Discussion and possible action related to 2019 special workshop meeting.

6. Adjournment

CERTIFICATION

I hereby certify that the above notice of meeting was posted on the bulletin board at the City Hall of the City of San Angelo, Texas, on the 10th day of October 2019, at 3:09 p.m.

Morgan Chegwidden,
Director Neighborhood & Family Services

All agenda items are subject to action. The Animal Shelter Advisory Committee reserves the right to consider business out of posted order.

In compliance with the Americans with Disabilities Act, the City of San Angelo will provide for reasonable accommodations for persons attending board or commission meetings. To better serve you, requests should be received 48 hours prior to the meetings. Please contact the Assistant Director Neighborhood & Family Services at 325-657-4225.



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Consent Item

Caption:

Consider approving the August 15, 2019 Animal Shelter Advisory Committee regular meeting minutes

Summary/History:

Attached are the draft minutes for the committee's consideration.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval.

Attachments:

- | | | |
|----|---------------------|--------------------------|
| 1. | 190815 ASAC Minutes | 190815 ASAC Minutes.docx |
|----|---------------------|--------------------------|

Presentation:

None

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee Minutes August 15, 2019

A regular meeting of the Animal Services Advisory Committee of the City of San Angelo was held on Thursday, August 15, 2019 at 12:00 PM at the Fire Training Center, 3154 US Highway 67 N, San Angelo, Texas, for the purpose of considering the following agenda items.

Committee Attendees: Morgan Chegwidden, Timothy Davenport-Herbst, Carah Dunagan, Ryan Smith, Sandra Villarreal and Jenie Wilson

1. Call to Order

With a quorum of the committee members present, Chairman Ryan Smith called the regular meeting Animal Shelter Advisory Committee to order at 12:02 p.m. on August 15, 2019 in the San Angelo Fire Training Center, 3154 US Highway 67 N, San Angelo, Texas 76905.

2. Public Comment

Mr. Alan Prest made public comment in support of Pets Alive, particularly the impact it will have on community cats. Mr. Prest also stated he was disappointed the meetings are no longer video recorded.

Ms. Morgan Chegwidden announced dog intake is closed while we handle an upper respiratory outbreak complicated by mycoplasma.

Ms. Jenie Wilson stated the Clear the Shelter adoption event is postponed until September 7, 2019 due to the illness at the shelter.

3. Consent Agenda

- a. Consider approving the April 18, 2019 Animal Shelter Advisory Committee regular meeting minutes.

MOTION: Committee member Villarreal moved for approval of the consent agenda, seconded by Committee member Wilson. The motion carried unanimously six (6) ayes to zero (0) nays.

4. Regular Agenda

- a. Consider election of a vice-chairperson to a term ending January 2020.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden.

MOTION: Committee member Dunagan self-nominated, seconded by Committee member Davenport-Herbst. The motion carried unanimously six (6) ayes to zero (0) nays.

- b. Discussion and possible action related to monthly shelter numbers for April 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwidden. No action was taken on this item.

c. Discussion and possible action related to monthly shelter numbers for May 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden. No action was taken on this item.

d. Discussion and possible action related to monthly shelter numbers for June 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden. No action was taken on this item.

e. Discussion and possible action related to monthly shelter numbers for July 2019.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden. No action was taken on this item.

f. Consider adopting managed intake option for stray pets.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden. Public comment was made by Mr. Prest in favor of greater animal control after hours for dogs at large and requested that this policy be optional for citizens.

MOTION: Committee member Dunagan moved for approval, seconded by committee member Davenport-Herbst. The motion carried unanimously six (6) ayes to zero (0) nays.

g. Consider no longer offering euthanasia requests for owned pets.

A presentation was made by Neighborhood & Family Services Assistant Director Morgan Chegwiddden.

MOTION: Committee member Dunagan moved for approval, seconded by committee member Davenport-Herbst. The motion carried unanimously six (6) ayes to zero (0) nays.

5. Follow Up and Administrative Issues

Ms. Morgan Chegwiddden announced microchipping event at Tractor Supply October 4-5, 2019.

Ms. Jenie Wilson clarified the mycoplasma diagnosis and protocol implemented at the shelter.

6. Adjournment

MOTION: Committee member Davenport-Herbst moved for adjournment, seconded by committee member Dunagan. The motion carried unanimously six (6) ayes to zero (0) nays. The meeting was adjourned at 12:57 p.m.



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for August 2019

Summary/History:

320 new animals arrived in the shelter during August. 153 were adopted/transferred, 86 were redeemed by their owner, 115 were euthanized and 409 were left in the shelter at month end.

Our live release rate was 65.84%.

15 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|--|---|
| 1. | 4a 191017 ASAC Monthly Intake - August | 4a 191017 ASAC Monthly Intake - August.pptx |
|----|--|---|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

October 17, 2019



August 2019

- 320 new arrivals
- 153 adopted/rescue transferred
- 86 redeemed by owner
- 115 euthanized (feral, injured, sick, aggressive)
- 15 microchip clinic
- 409 left in shelter
- 65.84% released live



August 2019

- 115 Euthanized
 - 102 cats
 - 7 dogs
 - 6 wildlife



August 2019

- 115 Euthanized
 - 70 Sick/Injured/Failure to thrive
 - 34 Feral (not sick)
 - 3 Aggressive/Bite Quarantine
 - 5 Wildlife
 - 3 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

October 17, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to monthly shelter numbers for September 2019

Summary/History:

446 new animals arrived in the shelter during September. 183 were adopted/transferred, 92 were redeemed by their owner, 105 were euthanized and 431 were left in the shelter at month end.

Our live release rate was 66.91%.

14 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

1. 4b 191017 ASAC Monthly Intake - September 4b 191017 ASAC Monthly Intake - September.pptx

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

October 17, 2019



September 2019

- 446 new arrivals
- 183 adopted/rescue transferred
- 92 redeemed by owner
- 105 euthanized (feral, injured, sick, aggressive)
- 14 microchip clinic
- 431 left in shelter
- 66.91% released live



September 2019

- 105 Euthanized
 - 68 cats
 - 24 dogs
 - 13 other



September 2019

- 105 Euthanized
 - 55 Sick/Injured/Failure to thrive
 - 19 Feral (not sick)
 - 27 Aggressive/Bite Quarantine
 - 4 Wildlife
 - 0 Owner requested
 - 0 Time/Space





Animal Shelter Advisory Committee

October 17, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to annual shelter numbers for fiscal year 2018-19

Summary/History:

4,883 new animals arrived in the shelter during fiscal year 2018-19. 2,143 were adopted/transferred, 826 were redeemed by their owner, 1,717 were euthanized and 431 were left in the shelter at month end.

Our live release rate was 60.77%.

765 citizens used the microchip clinic.

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

- | | | |
|----|-------------------------------------|--|
| 1. | 4c 191017 ASAC Annual Intake - FY19 | 4c 191017 ASAC Annual Intake - FY19.pptx |
|----|-------------------------------------|--|

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Animal Shelter Advisory Committee

October 17, 2019



FY2019

- 4,883 new arrivals
- 2,143 adopted/rescue transferred
- 826 redeemed by owner
- 1,717 euthanized (injured, sick, aggressive)
- 765 microchip clinic
- 431 left in shelter
- 60.77% released live



FY2019

- 1,717 Euthanized
 - 1,259 cats
 - 294 dogs
 - 164 other



FY2019

- 1,717 Euthanized
 - 713 Sick/Injured/Failure to thrive
 - 573 Feral (not sick)
 - 276 Aggressive/Bite Quarantine
 - 120 Wildlife
 - 35 Owner requested
 - 0 Time/Space



FY2019

	APA Best Practices	FY2019
Adoptions	70%	23%
Return to Owner	15%	17%
Death	5%	39%
Transfers	10%	21%





Animal Shelter Advisory Committee

October 17, 2019





Requestor: Morgan Chegwiddden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to the request for proposal for adoption services

Summary/History:

In 2018, the City of San Angelo continued a public-private partnership to share the workload of combating San Angelo's unwanted pet issues. Assigning animal adoptions to an animal welfare organization frees up city staff and tax dollars to address our core function (preventing the spread of disease from animals to humans) and creates efficiencies by capitalizing on the welfare organization's core function (animal adoptions).

The current animal adoption contract with Concho Valley PAWS expires February 28, 2020. Although there are options to renew for subsequent years, we need to open a new request for proposal to allow for a couple of changes in the scope of services.

Attached is the draft request for proposal for your review. Section 2 Scope of Services Requested outlines the level of support we're seeking to include providing adoption services, matching potential animals with customers and coordinating adoption events offsite. The changes include:

- Assigning the spay/neuter and rabies vaccine expense of adopted pets to the selected vendor;
- Allowing the selected vendor to set and collect their own adoption fees; and
- Opening the hours of operation to be set by the selected vendor no longer requiring them to match city shelter hours.

Staff proposes a one year term with the option to extend four additional one year terms if agreeable to both parties.

Staff proposes publishing the request for proposal be published Tuesday December 17, 2019. Submissions would be due on Tuesday January 7, 2020. The subcommittee of Bob Salas, Ryan Smith and myself would then review the submissions. Council may consider approval of the contract at their January 21, 2020 meeting, approximately one month before the current contract expiration.

Financial Impact:

Unknown at this time.

Other Information/Recommendation:

Staff recommends approval of the draft request for proposal.

Attachments:

1. 4d 191017 ASAC Adoption RFP
2. 4d 191017 ASAC Adoption RFP DRAFT

4d 191017 ASAC Adoption RFP.pptx
4d 191017 ASAC Adoption RFP DRAFT.docx

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Nolan Sosa
Theresa James

Created/Initiated
Approved
Final Approval



Animal Shelter Advisory Committee

October 17, 2019



Request for Proposal

- Animal Adoption Services
 - Assigns animal adoptions to a welfare organization frees up city staff
 - City staff addresses core function – preventing the spread of disease from animals to humans
 - Welfare organization addresses core function – matching pets with responsible owners



Request for Proposal

- Animal Adoption Services
 - Current contract with Concho Valley PAWS expires February 28, 2020
 - Change in scope of services requires new contract



Request for Proposal

- Animal Adoption Services
 - Draft proposal includes updated terms to reflect San Angelo Pets Alive! language
 - Scope of service changes include
 - Spay/neuter and rabies vaccine expense paid by vendor
 - Adoption fee collected by vendor
 - Vendor sets their hours of operation



Request for Proposal

- Animal Adoption Services
 - Term proposed at one year
 - Four additional one year terms are proposed if agreeable to both parties



Request for Proposal

- Animal Adoption Services

Proposed timeline

10/17/19	√	ASAC reviews request for proposal
12/17/19		Publish request for proposal
1/7/20		Responses due
1/8/20		Subcommittee reviews responses
1/21/20		Council approval
2/28/20		Current PAWS contract expires





Animal Shelter Advisory Committee

October 17, 2019



City of San Angelo Request for Proposals

Neighborhood and Family Services Department

Animal Adoption Services

RFP No: NFS-01-19



City of San Angelo
72 West College Avenue
San Angelo, Texas 76903

Submittal Deadline

December 17, 2019/2:00 PM, Local Time

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CITY OF SAN ANGELO
PURCHASING DIVISION

74 West College Avenue, San Angelo, Texas 76903
Telephone: (325) 657-4219

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INVITATION

General

The City of San Angelo Neighborhood and Family Services Department seeks responses from qualified 501c3 organizations to contract for professional services for Animal Adoption Services at the Animal Shelter. In order for a proposal to be considered, the persons or organizations responding to this proposal (respondents) must demonstrate the capacity to perform the services described in the request for proposal.

Confidentiality

All submissions shall remain confidential. After award, submissions will be made available for public inspection. The City shall not be responsible for the confidentiality of any trade secrets or other information contained or disclosed in the proposal unless clearly identified as such.

Document Availability

Proposal Documents are available in the Purchasing Division or may be downloaded from the City's website at www.cosatx.us. To locate the documents on the website, go to:

Bid Information > RFP: NFS-01-19/ Animal Adoption Services

Digital Format

If proposal specifications are obtained in digital format in order to prepare a response, the response must be submitted in hard copy according to the instructions contained in this proposal package. If, in its response, respondents make any changes whatsoever to the published proposal specifications, the proposal specification **as published** shall control. Furthermore, if an alteration of any kind to the proposal specification is discovered after the contract is executed and is or is not being performed; the contract is subject to immediate cancellation without recourse.

Insurance and Indemnification Requirements

Insurance and indemnification requirements applicable to this project are detailed within the special insurance rider and/or the draft project agreement included with this solicitation package. Please review the insurance and indemnification requirements with your insurance agent prior to submission.

Interpretations

All questions about the meaning or intent of the contract documents, including specifications shall be submitted to the Purchasing Division via email sapurch@cosatx.us or in writing. Please include the RFP Number and Title in the subject line. Questions received after the deadline established for submitting questions/interpretations will not be answered.

Replies will be issued by addenda and posted on the City's website. Only questions answered by formal written addenda will be binding. Oral interpretations or clarifications will be without legal effect.

Required Response

The City requires a response to any Request for Proposal (RFP) notifications mailed to potential vendors. Should a company choose not to participate, then in order to remain on the City of San Angelo's potential vendors list, a "No Bid Reply" form must be submitted.

Deadline and Delivery Location

Sealed RFP submittals must be received no later than **December 17, 2020, 2:00 PM, Local Time**. The clock located in Purchasing will serve as the official record of time. Proposals received after the bidding deadline, regardless of the mode of delivery, will not be considered.

It is the sole responsibility of the vendor to ensure that the sealed RFP submittal arrives in the Purchasing Office by the specified deadline, regardless of the method chosen by the firm for delivery.

Faxed or electronically submitted proposals will not be accepted.

Copies

Submit: One (1) unbound original (binder clips are acceptable), three (3) bound copies (binders, staples or binder clips are acceptable), and one (1) copy in PDF format on USB Flash Drive of all required RFP forms. **Please clearly indicate which is the original copy.**

Delivery Address

City of San Angelo
Purchasing Division, RFP: NFS-01-19
72 West College Avenue, Suite 310
San Angelo, Texas 76903

Mark Sealed Envelope: "RFP: NFS-01-19/ Animal Adoption Services"

Addenda

Should specifications be revised prior to the deadline for submittals, the City's Purchasing Division will issue addenda addressing the nature of the change and post them on the City's website. Respondents should **acknowledge any addenda and return the form with their proposal package**. Respondent is responsible for checking the City's website to determine if any addenda have been issued prior to submitting a proposal. Failure to consider all addenda will be at the respondent's risk.

Award of Contract

The City reserves the right to accept or reject any or all proposals, and to waive any informalities or irregularities in the RFP process. The City is an equal opportunity employer.

The City will select the most highly qualified respondent(s) of the requested services based on all evaluation factors and then attempt to negotiate a contract.

Acceptance of Proposal Content

Before submitting a proposal, each respondent shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the performance of the contract and to verify any representations made by the City upon which the proposal will rely. If the respondent receives an offer because of its proposal, failure to have made such investigation and examinations will in no way relieve the respondent from its obligation to comply in every detail with all provisions and requirements.

Equal Employment Opportunity

Attention of respondents to the requirement for ensuring that employees and applicants for employment are not discriminated against because of their race, color religion, sex, national origin, age, or disability.

Proposal Term

This proposal will be for three (3) years effective from the award date by the City Council. Two (2) additional one (1) year term extensions will be available subject to agreement by both parties.

The respondent must notify the City ninety (90) days prior to the end of each term as to their intention to terminate the contract. Terms will renew automatically unless ninety (90) days written notice is given for termination.

Points of Contact

Nolan Sosa, Manager
Purchasing Division
City of San Angelo
72 W. College Ave.
San Angelo, Texas 76903
sapurch@cosatx.us
(325) 657-4219

Morgan Chegwiddden, Assistant Director
Neighborhood and Family Services Department
City of San Angelo
3142 US Hwy 67 N
San Angelo, Texas 76905

1. INSTRUCTIONS TO RESPONDENTS

1.1. Corrections, Additions, or Deletions

Corrections, additions, or deletions to any portion of the invitation will be in the form of written addenda.

1.2. Examinations of RFP Documents

Respondents are expected to examine all specifications, drawings, standard provisions, and instructions. Failure to do so will be at the respondent's risk.

1.3. Taxes

All quotations are to be submitted less Federal Excise and State of Texas Sales Taxes. Tax exemption certificates will be provided upon request.

1.4. Authorized Signature

Proposals must show vendor name, address, and be manually signed. The person signing the proposal must have authority to bind their firm in a contract. Any erasures or other changes must be initialed by the person signing the proposal.

1.5. Modification or Withdrawal of Proposals

Proposals **CANNOT** be altered or amended after the closing time. Proposals may be modified or withdrawn prior to the closing hour and date by written notice to the Purchasing Division. A proposal may also be withdrawn in person by a respondent or their authorized agent, provided their identity is made known and they sign a receipt for the proposal. No proposal may be withdrawn after the closing time and date without acceptable reason in writing and with approval of the Purchasing Division.

1.6. Restrictions on Communication

Respondents shall not communicate with: 1) elected City officials and their staff regarding the RFP or from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by respondent. Violation of this provision by respondent and/or its agent may lead to disqualification of respondent's proposal from consideration and from opportunities to bid on future projects.

Exceptions to the Restrictions on Communication with City employees include:

1. Private (non-business) contacts with the City by the respondent's employees acting in their personal capacity;
2. Casual social contacts that do not include mention of the RFP;
3. Respondents may submit written questions concerning this RFP to the email listed below up to a week prior to submission due date. Questions received after the stated deadline will not be answered. Submission of questions to any other party prior to award may result in the disqualification of a respondent from bidding on this project as well as future projects for the City.

It is required that all questions be sent by email to sapurch@cosatx.us. **Please ensure the RFP Number and Title is in the Subject Line.** Questions submitted and the City's responses will be published in the form of addenda to the City's website at <https://www.cosatx.us>. Respondent is responsible for calling the City or reviewing the website to determine if any addenda have been issued prior to their submittal. Only questions answered by formal addenda will be binding;

4. Respondents may provide responses to questions asked of them after responses are received and opened. During interviews, if any, verbal questions and explanations will be permitted. If interviews are conducted, respondents shall not bring lobbyists. All cost associated with interviews will be at the respondents' expense. The City reserves the right to exclude any persons from interviews as it deems in its best interests;
5. Upon completion of the evaluation process, respondents shall receive a notification letter indicating the recommended firm and anticipated City Council agenda date. Respondents desiring a review of the solicitation process may submit a written request no later than five (5) calendar days from the date the letter was sent. The letter will indicate the name and address for submission of requests for review.

City reserves the right to contact any respondent to negotiate if such is deemed desirable by City. Such negotiations initiated by City staff persons shall not be considered a violation by respondent of this section.

1.7. Disqualification

The respondent may be disqualified for any of the following reasons:

- A. The respondent is involved in any litigation against the City of San Angelo;
- B. The respondent is in arrears on any existing contract or has defaulted on a previous contract with the City;
- C. The respondent is debarred, suspended, terminated, or otherwise excluded from or ineligible covered transactions by any federal, state, or local government entity or agency;
- D. The proposal is not received by the proposal submittal deadline; or,
- E. The proposal is not executed by a person authorized to enter into a contract binding on the respondent.

1.8 Reservations

The City expressly reserves the right to accept, reject, or cancel all proposals AND:

- A. Waive any defect, irregularity, or informality in any proposal or bidding procedure;
- B. Extend the proposal closing time and date;
- C. Reissue a bid invitation or RFP;
- D. Procure any item by other means; or,
- E. Increase or decrease the quantity specified, unless the vendor specifies otherwise.

1.9 Acceptance

Acceptance of respondent's qualifications will be in the form of a purchase order and contract. Notice for annual contract agreements will be a notice of award, purchase order, or contract.

2. SCOPE OF SERVICES REQUESTED

Header	Yes	No
Support San Angelo Pets Alive! and become the city's partner in such initiatives		
Adopt the lifesaving vision as set forth in American Pets Alive!		
Manage a population-based foster program		
Administer adoptions utilizing progressive adoption policies		
Coordinate large scale transfer and transport programs		
Host intake diversion counseling appointments for owners seeking to surrender their pets to the shelter		
Support disease prevention protocols with routine medical treatment of animals in residence		
Offer emergency medical treatment for animals in residence		
Support the immediate make ready of adoptable pets by photographing and marketing upon arrival		
Support targeted safety net programs for animals in need		
Offer appropriate capacity for large adult dogs with additional sheltering		
Support rescue transfer efforts from the city's euthanasia list sharing		
Ensure compliance with state statutes governing shelter adoptions		

3. RFP SUBMISSION FORMAT

Qualifications shall be submitted in the following format with each element requested and/or form furnished as specified to facilitate evaluation of the proposals. The detailed requirements in this RFP are mandatory. Respondents may consider combining or separating the items listed below for each auction type, if applicable.

FAILURE TO ADHERE TO THE REQUIRED FORMAT MAY BE CAUSE FOR REJECTION OF PROPOSAL.

To aid in the evaluation, all responses shall follow the same general format. Each section has a maximum page limit:

1. Cover Page

Show the subject, the name of your firm, address, telephone number(s), name of contact person, and date. Clearly indicate "RFP: NFS-01-19 Animal Adoption Services on this page.

2. Table of Contents (1 page)

Include a clear identification of services by section and by page number.

3. Scope (5 pages)

Clearly articulate the scope of the required services to be provided. Ensure the scope of services are consistent with the City's needs defined in Section 2 – "Scope of Services Requested."

4. Staff Qualifications and Organization Experience (5 pages)

Please identify the key personnel that will be working on this project. Make sure to reference proposed staff members as they relate to qualification for specific disciplines/category. This section should include resumes and/or information to expound on the proposed staff experience and qualifications.

5. Quality of Similar Projects (5 pages)

Indicate your capability to meet schedules, deadlines, and minimum requirements prescribed in Section 2 – "Scope of Services Requested." Highlight the quality of each similar project or agreement previously undertaken and your capability to complete a similar project or agreement without major cost escalation or overrun. Provide at least three comprehensive project descriptions and references from organizations for which you have performed similar services.

6. Approach in Providing Services (5 pages)

Based on the general requirements listed in this RFP document, please describe your overall approach and methodology for completing the services as requested.

7. References (3 pages)

Please provide information in this section on references for similar services you have provided for other municipalities or similar institutions. For this section, respondents must use the form titled "List of References" included in "Submission Forms." You may also include additional information to supplement the information included on the reference pages.

8. Statement of Qualifications (5 pages)

Respondents shall submit a narrative discussion of the knowledge, skills, abilities, and other qualities which relate to the desirable qualifications of this solicitation. This section should substantiate the respondent's ability to provide excellent value to the City in conformance with the terms, conditions, and requirements established by this solicitation.

9. Sample Contract Terms (5 pages)

Respondents shall submit copies of standard contract terms along with any and all terms and conditions applicable to the deliverance of goods/services resulting from this solicitation.

10. Additional Service Offerings (5 pages)

Provide any additional information considered essential to this proposal and all other required forms.

11. Required Forms

Complete all required forms specified in Section 6 "Submission Forms." Note that failure/refusal to adhere to the requirements in Section 6 may result in the rejection of your submission as non-conformant.

4. SELECTION PROCESS

A selection committee will evaluate and rank the proposals in relation to the published selection criteria within 60 days after the opening.

The City reserves the right to negotiate and execute the final scope and fee schedule on an “as needed” when called for basis for numerous separate task orders for projects requiring Professional Services. The City also reserves the right to negotiate and execute agreements with multiple qualified vendors as described in the “General” information section of this solicitation document.

The City’s process is as follows:

1. The City will evaluate and rank the proposals in relation to the published selection criteria within sixty (60) days after the opening.
2. The City reserves the right to revise the proposal and then request “Best and Final Offers” from the top candidates following the initial evaluation.
3. The City will then select the proposal that offers the best value based on the published selection criteria and its ranking evaluation.
4. Following the selection process, the contract negotiation process begins and the City will negotiate first with the highest ranked offer. At this stage, the City may discuss modifications to the proposed scope, time and price. Modifications are not required. If modifications are discussed but not mutually agreed upon, a final contract may still be negotiated and mutually agreed upon based on the original response to the RFP. If the two parties are unable to reach a final agreement, the City will notify that respondent in writing that formal negotiations are ended.
5. The City may then negotiate with the next ranked respondent. This process continues in the order of the selection ranking until a final contract is reached or all proposals are rejected.
6. The City reserves the right to reject all proposals and procure goods/services through alternative means.

The proposals will be evaluated based on the criteria and weighting detailed below:

Item	Criteria	Points
1	Completeness and conformity of the reply to the RFP	20
2	Overall approach and methodology to be used to accomplish the RFP requirements	35
3	Staff Qualifications and Organization Experience	35
4	References	10
Total		100

5. NO BID REPLY

For RFP: NFS-01-19 / Animal Adoption Services

If for any reason, you are not submitting a bid/proposal, please check one or more reasons below and return the form to us either by mail or by email to sapurch@cosatx.us in order to remain in our database for these types of products or services.

By providing us this information, we hope to improve future request packages that will elicit your participation.

===== # # # =====

PLEASE PRINT

We wish to: ☐ **Remain On**
☐ **Be Deleted From** the list of vendors for the City of San Angelo.

A. We hereby submit a "No Bid" because:

- ☐ 1. We are not interested in selling through the bid process.
- ☐ 2. We are unable to prepare the bid form in time to meet the due date.
- ☐ 3. We do not wish to bid under the terms and conditions of the Request for Bid/Proposal.
 OBJECTIONS: _____

- ☐ 4. We do not feel we can be competitive.
- ☐ 5. We cannot submit a bid because of the marketing or franchising policies of the manufacturing company.
- ☐ 6. We do not wish to sell to the City of San Angelo. OBJECTIONS: _____

- ☐ 7. We do not sell the items or provide the services requested.
- ☐ 8. Other: _____

Firm _____

Signed _____

Date _____

Thank you for your assistance!

6. SUBMISSION FORMS

Copies

Submit: One (1) unbound original (binder clips are acceptable), three (3) bound copies (binders, staples or binder clips are acceptable), and one (1) copy in PDF format on USB Flash Drive of all required RFP forms. Failure to submit required forms may result in the rejection of your submission. **Please clearly indicate the original as such.**

Please submit all forms in the following order:

- ☐ Response to RFP: NFS-01-19 Animal Adoption Services
- ☐ Contact Information Form (**IRS Form W-9**)
- ☐ Addenda Acknowledgment Form
- ☐ Disclosure of Certain Relationships Form
- ☐ Debarment and Suspension Certification
- ☐ Local Preference Consideration Application & Economic Impact Details
- ☐ Vendor Compliance with Reciprocity on Non-Resident Vendors
- ☐ List of References (Copied from Response to RFP: NFS-01-19)
- ☐ Special Insurance Rider
- ☐ Verification Relating to Prohibited Contracts – Israel
- ☐ Sample Contract Documents
- ☐ Survey

*At Council award, one original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm will be required within thirty (30) days following the date of Council action. Failure to submit the Form 1295 within the prescribed time limit may result in loss of contract(s).

In submitting its proposal, respondent certifies that it has not lobbied the City or its officials, managers, employees, consultants, or contractors in such a manner as to influence or to attempt to influence the bidding process. In the event it reasonably appears that the respondent influenced or attempted to influence the bidding process, the City may, in its discretion, reject the proposal.

Submit all forms beyond this point.

Contact Information Form

Vendor Name: _____

**Authorized
Signature:** _____

Print Name: _____

Date: _____

Title: _____

Email: _____

Primary Contact: _____

Title: _____

Email: _____

Telephone: _____

Fax: _____

Mailing Address: _____

City, State, Zip: _____

**Physical
Address:** _____

(Cannot be a PO Box)

City, State, Zip: _____

Attach IRS W-9

Addenda Acknowledgement

Receipt is hereby acknowledged of the following addenda to the Contract documents.

Addendum No. 1 dated _____	Received _____
Addendum No. 2 dated _____	Received _____
Addendum No. 3 dated _____	Received _____

Please Print

 Company Name

 Signature

 Printed Name

 Title

 Address

 City, State Zip Code



Disclosure of Certain Relationships

NOTICE TO VENDORS

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local governmental entity make certain disclosures concerning any affiliation or business relationship that might cause a conflict of interest with the local governmental entity. The provisions of Chapter 176 and the Form CIQ questionnaire that you must complete, if applicable, to comply with this new law, are available and explained in more detail at the Texas Ethics Commission website at https://www.ethics.state.tx.us/filinginfo/conflict_forms.htm.

A current list of City of San Angelo and City of San Angelo Development Corporation officers is available in the office of the City of San Angelo City Clerk, Room 201 of City Hall or on the City's website at <http://cosatx.us>. If you are considering doing business with the City of San Angelo or the City of San Angelo Development Corporation and have an affiliation or business relationship that requires you to submit a completed Form CIQ, it must be filed with the records administrator (City Clerk) of the City of San Angelo not later than the 7th business day after the date you become aware of facts that require the form to be filed. See Section 176.006, Texas Local Government Code. It is a Class C misdemeanor to violate this provision.

By submitting a response to a City of San Angelo or City of San Angelo Development Corporation Request for Bid proposals, Request for Bids, or Request for Qualifications or by conducting business with either of those two entities, you are representing that you are in compliance with the requirements of Chapter 176 of the Texas Local Government Code.

A handwritten signature in blue ink that reads "Nolan A. Sosa".

Nolan A. Sosa
Purchasing Manager

LOCAL GOVERNMENT OFFICERS OF THE CITY OF SAN ANGELO
As defined by Chapter 176 of the Texas Local Government Code
(Revised 06/05/19)

For purposes of completion of the required Conflict of Interest Questionnaire for the City of San Angelo (required by all buyers who submit bids/proposals), Local Government Officers are:

City of San Angelo City Council:

Mayor: Brenda Gunter

Councilmembers:

Tommy Hiebert, SMD 1
Tom Thompson, SMD 2
Harry Thomas, SMD 3 (Mayor Pro Tempore)
Lucy Gonzales, SMD 4
Lane Carter, SMD5
Billie DeWitt, SMD 6

City Manager: Daniel Valenzuela

City of San Angelo – Development Corporation Officers:

Todd R. Kolls, President
Bill Dendle, First Vice President
David Cummings, Second Vice President
Edward Carrasco, Director
Garland Freeze, Director
Max Puello, Director

Executive Director: Guy Andrews



72 West College Avenue, San Angelo, Texas 76903
Tel: (325) 657-4219

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.		OFFICE USE ONLY
1 Name of vendor who has a business relationship with local governmental entity.		Date Received
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed.		
_____ Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☐ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☐ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7		
_____ Signature of vendor doing business with the governmental entity		_____ Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Debarment and Suspension Certification

- (1) The prospective primary vendor certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary vendor is unable to certify to any of the statements in this certification, such prospective primary vendor shall attach an explanation to this bid proposal.

Business Name _____

Date

By: _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS

1. By signing and submitting this proposal, the prospective vendor is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective vendor shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the determination whether to enter into this transaction. However, failure of the prospective vendors to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the City of San Angelo determined to enter into this transaction. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, in addition to other remedies available, the City of San Angelo may terminate this transaction for cause.
4. The prospective vendor shall provide immediate written notice to the City of San Angelo to which this proposal is submitted if at any time the prospective vendor learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "vendor," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549(13 CFR Part 145). You may contact the City of San Angelo for assistance in obtaining a copy of these regulations.
6. The prospective vendor agrees by submitting this proposal that, should the proposed transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the City of San Angelo.
7. The prospective vendor further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment and Suspension" provided by the City of San Angelo, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A vendor in a covered transaction may rely upon a certification of a prospective vendor in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A vendor may decide the method and frequency by which it determines the ineligibility of its principals. Each vendor may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a vendor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a vendor in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the City of San Angelo, the City of San Angelo may terminate this transaction for cause.

Local Preference Consideration

Section 271.9051 of the Texas Local Government Code “CONSIDERATION OF LOCATION OF RESPONDENTS PRINCIPAL PLACE OF BUSINESS”:

In accordance with Section 271.9051 of the Texas Local Government Code, if a local government receives one or more competitive sealed bids from a bidder whose principal place of business is in the municipality and whose bid is within five (5%) percent of the lowest bid price received from a bidder who is not a resident of the municipality, on contracts less than \$500,000 and three percent (3%) on contracts over \$500,000.00 the municipality may enter into a contract with (a) the lowest bidder or (b) the bidder whose principal place of business is in the municipality if the governing body of the local government determines, in writing, that the local bidder offers the local government the best combination of contract price and additional economic development opportunities for the local government created by the contract award, including the employment of residents of the local government and increased tax revenues to the local government.

Local Preference Consideration DOES NOT apply to Construction Projects over \$100,000 or Telecommunication and Information Technology Bids/Purchases.

If you DO NOT have your principal place of business located within the City of San Angelo city limits – stop – do not fill out this form.

This “Application for Local Preference Consideration” does *not* mean that the City of San Angelo is limiting responses to this request for bids/proposals to only those businesses located within the city limits. All bids/proposals are welcome.

Respondents who wish to qualify under the local preferences law must have their principal place of business located within the San Angelo city limits.

If your principal place of business is within the San Angelo city limits and you want to apply for local preference consideration, then you must:

1. Complete the **Local Preference Consideration Application**, and
2. ***Describe in writing and attach supporting documentation***, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.

Local Preference Consideration Application

Business Name: _____

Physical Address: _____

Mailing Address: _____

City, State, Zip Code: _____

Business Type:

- ☐ Corporation – Indicate state of incorporation _____
- ☐ Partnership – Indicate “general” or “limited” _____
- ☐ Sole proprietorship _____

Attachments: *Describe in writing, and attach supporting documentation*, the additional economic development opportunities for the City of San Angelo that will be created if you are awarded this contract. Include the number of City of San Angelo residents that you will employ to complete this contract and the increased tax revenues that will be generated for the City of San Angelo if you are awarded this contract.

CERTIFICATION: I hereby certify under penalty of perjury that the information which I have provided on this form is true and correct, that I am authorized to sign on behalf of the business set out above and if requested by the city will provide, within 10 days of notice, the necessary documents to substantiate the information provided.

(Please print)

Authorized Representative Signature

Printed Name

Title

Date

(Attach description and documentation of economic impact as outlined on previous page.)



Vendor Compliance with Reciprocity on Non-Resident Vendors

Texas Government Code 2252.002 provides that, in order to be awarded a contract as low vendor, a non-resident vendor must bid projects for construction, improvements, supplies or services in Texas at an amount lower than the lowest Texas resident vendor by the same amount that a Texas resident vendor would be required to underbid a non-resident vendor in order to obtain a comparable contract in the state in which the non-resident's principal place of business is located. A non-resident vendor is a contractor whose corporate offices or principal place of business is outside of the state of Texas. This requirement does not apply to a contract involving Federal funds. The appropriate blanks in Section A must be filled out by all out-of-state or non-resident vendors for your submission to meet specifications. The failure of out-of-state or non-resident contractors to do so will automatically disqualify that vendor. **Resident vendors must check the blank in Section B.**

- A. Non-resident Vendors in _____ (give state), our principal place of business, are required to be _____ percent lower than resident vendors by state law. A copy of the statute is attached.

Non-resident Vendors in _____ (give state), our principal place of business, are not required to underbid resident vendors.

- B. Our principal place of business or corporate offices are in the State of Texas: _____. (Mark a "check" in the blank if this applies.)

VENDOR:

(Please print)

Company Name

Signature

Printed Name

Title

Address

City, State Zip Code

List of References

List at least three (3) references of similar scope and size giving organization name, contact information, and term.

Reference One

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Two

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Three

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Four

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Reference Five

Government/Company Name: _____

Location: _____

Contact Person and Title: _____

Telephone Number: _____

Scope of Work: _____

Contract Period: _____

Special Insurance Rider

1. **TYPES AND AMOUNTS OF INSURANCE REQUIRED.** Provider shall obtain and continuously maintain in effect at all times during the term hereof, at Provider's sole expense, insurance coverage as follows with limits not less than those set forth below:

1.1 Commercial General Liability. This policy shall be an occurrence-type policy and shall protect Provider and additional insureds against all claims arising from bodily injury, sickness, disease or death of any person (other than Provider's employees) and damage to property of City or others arising out of the act or omission of Provider or its agents and employees. This policy shall also include protection against claims for the contractual liability assumed by Provider under the paragraph of this Agreement entitled "Indemnification," including completed operations, products liability, contractual coverage, broad form property coverage, explosion, collapse, underground, premises/operations, and independent Vendors (to remain in force for two years after final payment). Coverage limits shall not be less than:

\$2,000,000.00	General Aggregate
\$1,000,000.00	Products – Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$ 100,000.00	Fire Damage (any one fire)

1.2 Business Automobile Liability. This policy shall be written in comprehensive form and shall protect Provider and the additional insureds against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles and shall cover operation on and off the premises of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired. Coverage shall be as follows:

\$ 1,000,000.00	Each Accident Limit
-----------------	---------------------

1.3 Workers' Compensation and Employer's Liability. If Provider hires any employees, Provider shall maintain Workers' Compensation and Employer's Liability insurance, which shall protect Provider against all claims under applicable state workers' compensation laws and employer's liability. The insured shall also be protected against claim for injury, disease or death of employees which for any reason, may not fall within the provisions of a workers' compensation law. Coverage shall not be less than:

Statutory Amount	Workers' Compensation
\$ 500,000.00	Employer's Liability, Each Accident
\$ 500,000.00	Employer's Liability, Disease - Each Employee
\$ 500,000.00	Employer's Liability, Disease - Policy Limit

Vendor agrees to comply with City of San Angelo Special Insurance Rider requirements.

 Date

By: _____
 Name and Title of Authorized Representative

 Signature of Authorized Representative

Verification Relation to Prohibited Contracts – Israel

City of San Angelo, Texas, RFP NFS-01-19

My name is _____, “Declarant”;
(First) (Middle) (Last)

My date of birth is _____; and,

My address is _____, _____, _____
(Street) (City) (State)
_____, and _____
(Zip Code) (Country)

My position with _____, contracting company, is _____.
(contracting company) (office held)

(1) The foregoing named contracting Company does not now and will not during the term of this contract, have contracts with or provide supplies or services to, an entity or company known to have contracts with or to provide supplies or services to a foreign terroristic organization or with an entity or company identified as providing such on a list prepared and maintained by the Texas Comptroller pursuant to Subchapter “F”, Sections 2252.151 et. seq., Chapter 2252 “Contracts with Governmental Entity” of the Texas Government Code; neither is contracting Company identified as an entity providing such supplies or services on said list.

(2) The foregoing named contracting Company does not boycott Israel; and will not boycott Israel during the term of the contract with the City of San Angelo.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of
(County)

_____, 20 _____.
(Month)

Declarant

Sample Contract Agreement(s)

Respondents shall submit copies of standard contract terms along with any and all terms and conditions applicable to the deliverance of goods/services resulting from this solicitation.

☐	I read and can comply with all contract terms. I am not returning the draft contract.
☐	I read the contract terms, revised those I cannot comply with, and included a copy with my submission.

Draft Contract Cover

Contract # _____

RFP No. NFS-01-19 – Animal Adoption Services

In consideration of the mutual covenants and promises herein contained, City of San Angelo and the below named Contractor agree as follows:

CITY OF SAN ANGELO – NEIGHBORHOOD AND FAMILY SERVICES DEPARTMENT

MORGAN CHEGWIDDEN, ASSISTANT DIRECTOR

3142 US HIGHWAY 67 NORTH

San Angelo, Texas, 76905

Telephone: 325-657-4224

EMAIL: MORGAN.CHEGWIDDEN@COSATX.US

CONTRACTOR: _____

(If an entity other than individual, indicate whether Contractor is authorized by or registered as a foreign entity with the Texas Secretary of State to do business in Texas) Yes ☐ / No ☐

Authorizing Officer/Agent: _____

EMAIL: _____

Address: _____

Telephone: _____

General Description of Project & Scope of Work:

Animal adoption services

Effective Date: This contract shall be effective from and after the _____ day of _____, 2019.

Date of City Council Authorization _____, 2019

Contract Time: ☐ Contractor agrees to substantially complete Work within _____ consecutive days after the date Work commences as established by the Notice to Proceed, except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies; or

☒ The term of this contract shall be for a period of (1) One year, commencing on the “Effective Date” and automatically expiring on _____, 2019, subject to extension as may be provided for in the contract documents.

☒ City shall have four (4) options to extend the term hereof for a period of one (1) year each, subject to availability and appropriation of funds. City must notify Provider of its desire to exercise the option to extend the term hereof in writing ninety (90) calendar days prior to the expiration of this Agreement

Davis-Bacon Act or Texas Prevailing Wage Rate, Texas Gov. Code, Chap. 2258:

Davis-Bacon Act required payment of prevailing wages on federally funded or assisted construction projects

☐ **Applies** / ☒ **Does Not Apply** to this contract.

Texas Government Code Chapter 2258 Prevailing Wage Rates

☐ **Applies** / ☒ **Does Not Apply** to this contract.

Contract Price: Notwithstanding anything to the contrary in the contract documents, compensation due and payable by the City under this Contract shall not exceed;

☐ Base Price \$ _____,

☒ Schedule of Rates and Charges (Fee Schedule),

☐ plus Alternate 1 \$ _____,

☐ plus Alternate 2 \$ _____,

☐ plus Alternate 3 \$ _____

for a total sum of _____ AND NO/100 DOLLARS (\$ _____), except upon Change Order authorized under this contract or written amendment executed by the authorized representatives of the parties pursuant to authority of their governing bodies.

Contract Documents Adopted by Reference: The parties to this Contract adopt in their entirety by reference thereto each of the following contract documents indicated by checkmark, as if each document were set forth herein word for word and in its entirety:

☒ RFP No. NFS-01-19

☐ ADDENDUM 1 to bid dated _____, 20____

☐ ADDENDUM 2 to bid dated _____, 20____

☐ ADDENDUM 3 to bid dated _____, 20____

☒ City of San Angelo Standard Performance Contract Terms (effective April 16, 2018)*

☐ City of San Angelo Standard Professional Services Contract Terms (effective April 16, 2018) *

☐ City of San Angelo Special Contract Terms for Non-Professional Services Contracts (effective April 16, 2018)*

☐ City of San Angelo Owner's General Construction Conditions (effective April 16, 2018)*

☐ Plans: _____
(Include engineering entity, date, part/phase and other identifying information)

☐ Technical Specifications _____
(Include source, date, part/phase and other identifying information)

☒ Contractor's Response to RFP No. NFS-01-19

☒ Other: **Additional Document(s) Provided in Response to RFP: NFS-01-19 (see "Required Forms")**

* The terms and conditions in these referenced contract documents apply to the Contract to the exclusion of any other terms that the Contractor seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

Acknowledgement of Receipt of Contract Documents:

The foregoing identified Contract Documents excluding Contractor's Response to request for bid or proposal are posted on the City's website at <http://www.cosatx.us/departments-services/purchasing/bid-information>. Hard copies are available to the Contractor upon request addressed to the City of San Angelo, Purchasing Division, 72 W. College, San Angelo, Texas 76903; (325) 657-4219. BY THE EXECUTION HEREOF, CONTRACTOR REPRESENTS THAT CONTRACTOR HAS REVIEWED AND IS FAMILIAR WITH EACH OF THE CONTRACT DOCUMENTS, HAS SECURED HARD COPIES OF THE CONTRACT DOCUMENTS THAT CONTRACTOR DESIRES TO ACQUIRE, AND AGREES THAT IT IS THE INTENTION OF THE PARTIES THAT THE CONTRACT DOCUMENTS BE MADE A PART OF THIS AGREEMENT AS IF EACH WERE SET FORTH, VERBATIM IN THIS AGREEMENT.

The terms, provisions, specifications and conditions of RFP No. NFS-01-19 and any other documents, conditions, specifications, technical data, drawings, requirements and addenda comprising said RFP shall prevail over any conflicting term, provision, specification or condition in Contractor's Response.

Separately Executed Contract Documents: The following contract documents indicated by checkmark below are separately required to be executed by the Contractor as conditions precedent to City's performance obligations under the contract:

☒ Authorized Signature/Contact Information (with W-9)

☒ Addenda Acknowledgement

☐ Bid Security (based on base bid price)

☐ Performance & Payment Bonds (if applicable)

☒ "Conflict of Interest Questionnaire" Chapter 176 of the Texas Local Government Code

☒ Debarment and Suspension Certification

☒ Local Preference Consideration Application & Economic Impact Details

☒ Vendor Compliance with Reciprocity on Non-Resident Vendors

☒ Verification Relating to Prohibited Contracts – Israel

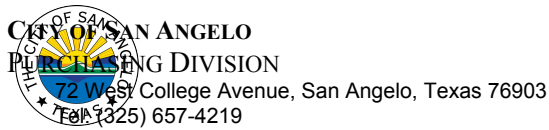
☒ Certificate of Insurance

☒ Special Insurance Rider

☒ Original of the Texas Ethics Commission Interested Parties Disclosure Form 1295 completed online at https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, with original submitted to City of San Angelo Purchasing Division.

Contractor Representations and Warranty: Contractor represents and warrants to City that it has not employed or retained any person or company employed by City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, percentage, brokerage fee, or gift of any kind contingent upon or in connection with the award of this Agreement.

Authority to Execute: Each of the below named persons executing this contract hereby warrant and represent that he or she is properly authorized to execute the contract for purposes of legally binding the party on whose behalf the contract is executed.



IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their respective duly authorized officials the day and year indicated below.

CONTRACTOR:

BY: _____
(Name and office held)

DATE: _____

EMAIL: _____

CITY OF SAN ANGELO:

By: _____
Daniel Valenzuela, City Manager

ATTEST:

Julia Antilley, City Clerk

DATE: _____
(SEAL)

City Official Approvals:

APPROVED AS TO CONTENT:

Nolan A. Sosa, Purchasing Manager

APPROVED AS TO CONTENT:

Morgan Chegwiddden, Assistant Director - NFS

APPROVED AS TO RISK:

Charles Hagen, Risk Manager

APPROVED AS TO FORM:

Dan T. Saluri, Deputy City Attorney



Requestor: Morgan Chegwiddden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to the euthanasia list scrutiny and sharing policy

Summary/History:

Euthanasia list scrutiny and sharing is one of the twelve ingredients of the American Pets Alive! model. Our aim is to increase transfers out to rescue partners by publicly sharing those animals most at risk of euthanasia in our shelter. Such animals including those with behavior issues or advanced medical issues that are beyond what we can treat in our facility.

This component of San Angelo Pets Alive! is necessary to consider at this time to offer a live release to our most vulnerable pets. Our main reasons for euthanasia in 2019 were adult feral cats, aggressive adult dogs and severe medical cats and dogs.

Although we've launched a shelter-neuter-release pilot program with one-time seed money, a long-term sustainable funding source as well as robust participation by veterinary partners is necessary to address the euthanasia of adult feral cats.

The euthanasia of aggressive dogs is something we still struggle with as we consider the safety of our staff the utmost priority. Unfortunately, dogs which are reactive to other dogs do not thrive in our facility but may be candidates for rehabilitation in smaller facilities or foster homes.

The safety nets we have in place for the medical treatment of severely injured or ill cats and dogs is limited due to funding. Additional support from other rescues would prevent the euthanasia of these pets.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval of the proposed policy.

Attachments:

- | | | |
|----|-------------------------------------|--|
| 1. | 4e 191017 Euth List & Scrutiny | 4e 191017 Euth List & Scrutiny.docx |
| 2. | 4e 191017 ASAC Euth List & Scrutiny | 4e 191017 ASAC Euth List & Scrutiny.pptx |

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval

City of San Angelo
Neighborhood & Family Services
Animal Services

Standard Operating Procedure

Animal Services – Euthanasia List Scrutiny & Sharing

The City of San Angelo Animal Services division's primary missions include (1) preventing the spread of disease from animals to humans as well (2) achieve a 90% live release rate with San Angelo Pets Alive! programming. One component necessary to increase our live release rate is to scrutinize and share the euthanasia list.

In March 2016, the City of San Angelo adopted a "No Kill" initiative and in April 2019 adopted American Pets Alive! as the model for this initiative. Although we've made tremendous strides to increase the live release rate, further improvements are necessary. Heavily scrutinizing animals recommended for euthanasia as well as sharing those animals with rescue partners is the next step necessary to consider at this time.

Euthanasia list scrutiny and sharing is one of the twelve ingredients of the American Pets Alive! model. Our aim is to increase transfers out to rescue partners by publicly sharing those animals most at risk of euthanasia in our shelter. Such animals including those with behavior issues or advanced medical issues that are beyond what we can treat in our facility.

This component of San Angelo Pets Alive! is necessary to consider at this time to offer a live release to our most vulnerable pets.

- Tier A pets include healthy puppies, healthy small dogs and purebred adults. These pets are easily adoptable.
- Tier B pets are identified as puppies with minor medical issues, dogs of all sizes which are social with dogs, cats and children and healthy adult dogs. These pets are adoptable but also candidates for rescue transfer.
- Tier C pets are neonatal puppies and kittens, pets with advanced disease (parvovirus, distemper, mange, ringworm, upper respiratory infection, heart worm disease, etc.), major medical (orthopedic), blocky headed dogs (pit bull type dogs), large dogs with behavior issues and senior dogs. Tier C pets are not as likely to be adopted or rescue transferred so additional list sharing is necessary to market a live release for them. The Pets Alive! model is really focused on this last tier as it requires the most investment and best opportunity to increase the live release rate.

Euthanasia Scrutiny

Formally adopting euthanasia protocols for assessing behavior and medical are necessary to clearly identify and communicate which animals will be considered for euthanasia. We've established certain cases will be considered for euthanasia, but many animals are still considered on a case-by-case basis by the director. To be consistent and set standards for staff, a clearly defined policy is necessary at this time.

Consideration for End of Life – Medical

This section defines the criteria for considering medical euthanasia of San Angelo Pets Alive! animals. This process should be referenced for animals where quality of life deteriorated or the animal has known conditions which are no longer responding to treatments.

San Angelo Pets Alive! makes every attempt to provide basic care and comfort to animals that otherwise do not have access to it. We do not, however, provide heroic or drastic lifesaving measures for terminally ill animals.

Any one of the following items will trigger consideration for euthanasia by authorized personnel:

- No response to treatment
- Remaining symptoms or conditions are both severe and non-treatable
- Not able to maintain weight despite intervening measures

These items are a trigger for consideration, not the final determining factor on whether euthanasia should occur or not.

The following factors will be used to measure quality of life of the animal in question:

- Hurt – Adequate pain control and breathing ability is of top concern, Trouble breathing outweighs all concerns, Is the pet's pain well managed? Can the pet breathe properly? Is oxygen supplementation necessary?
- Hunger – Is the pet eating enough? Does hand feeding help? Does the pet need a feeding tube?
- Hydration – Is the pet dehydrated? For patients not drinking enough water, use subcutaneous fluids daily or twice daily to supplement fluid intake.
- Hygiene – the pet should be brushed and cleaned, particularly after eliminations. Avoid pressure sores with soft bedding and keep all wounds clean.
- Happiness – Does the pet express joy and interest? Is the pet responsive to family, toys, etc.? Is the pet depressed, lonely, anxious, bored or afraid? Can the pet's bed be moved to be close to activities?
- Mobility – Can the pet get up without assistance? Does the pet need human or mechanical help? Does the pet feel like going for a walk? Is the pet having seizures or stumbling?
- More good days than bad – When bad days outnumber good days, quality of life might be too compromised. When a healthy human-animal bond is no longer possible, the caregiver must be

made aware that the end is near. The decision for euthanasia needs to be made if the pet is suffering. If death comes peacefully and painlessly in a quiet environment, that is okay.

Consideration for End of Life – Behavior

As the only open shelter in the community, we are subject to the intake of animals with unknown temperaments. We make every attempt to provide a safe and healthy environment for the animals in residence, but certain animal's behavior declines in a shelter environment. Sometimes that behavior can be categorized as aggressive when it creates a safety hazard for staff, volunteers and other animals.

Below is a description of three specific behaviors that San Angelo Pets Alive! does not place back in the community:

1. **Offensive Aggression to Humans** – This is a dog that shows a willingness to choose aggression over other alternative behaviors. They choose “fight” over “flight” and go out of their way to bite a human without provocation. This is not to be confused with defensive aggression, which is when a dog does not have ample opportunity to choose “flight” therefore leaving them with “fight” as the only option. True offensive aggression to humans is quite rare as most bites on a human are defensive in nature. Some dogs start out as defensive but learn over time that aggression is the most effective way to ward off threats thus resulting in a dog that becomes offensive in their aggression as they gain confidence and reinforcement for biting.
2. **Unpredictable Aggression to Humans** – This is a dog that shows inconsistent or random triggers for aggression on a human. We do not require that a dog be friendly with every stranger he/she may come across however we cannot safely or effectively train a dog to be a safe adoption candidate if the dog is unpredictably aggressive to humans. This mainly pertains to a dog's ability to safely form a relationship. If we can't pinpoint when or why a dog will react aggressively towards a person, that dog would be considered unpredictably aggressive and therefore not a candidate for adoption.
3. **Uninterruptible Drive** – This generally pertains to a dog's reaction towards other animals (dogs, cats, etc.) and is not simply an issue of dog aggression or prey drive. Dog aggression and prey drive are considered normal aspects of dog behavior. Uninterruptible drive is when a dog has an uncontrollable or unstoppable drive to seek out conflict with other animals. If all attempts to interrupt a dog when they are engaged in a predatory or aggressive act towards another animals fails, this dog would be classified as displaying uninterruptible drive.

Public Sharing of Animals

We've done a good job focusing on the good that we're doing but we cannot achieve a 90% live release rate in a vacuum. A network of new partners is necessary to save tier C pets. Publicly sharing the animals at risk of euthanasia will yield the kind of advocates willing to take on pets with above average needs. We must be transparent with our needs and clearly communicate our expectations while making it easily accessible to work with rescues.

With support of the City's public information office, we will maintain a social media presence to communicate these animals which are at risk for euthanasia. I recommend an open Facebook group separate and apart from the City of San Angelo or Concho Valley PAWS Facebook pages. We'll include rescue partners in the group membership to view the activity. City staff will author the posts, primarily the shelter director, and communicate with interested parties with timely responses. As an open Facebook group, there is certain to be negative interactions so the standards of professionalism, courtesy and life-saving vision will be key to honing productive dialog that results in rescue pulls.

It's important to market the entire euthanasia list so others can help rescue. We cannot assume which animals will appeal to which rescues. Being transparent with every recommended euthanasia not only clearly communicates the needs of our community, it also places no limit on which or how many animals that our rescue partners can save.

Pets at risk of euthanasia will be shared on social media in advance of any final action, or at least 24 hours before euthanasia. A deadline for notification of rescue pull will be shared with each animal. Once the animal is tagged for rescue transfer, the animal must physically leave the shelter within 24 hours of notification. Rescue staff or volunteers will be transferred to Concho Valley PAWS to finalize the transfer as provided for in our existing agreement.



Animal Shelter Advisory Committee

October 17, 2019



Euthanasia List Scrutiny & Sharing

- One of the twelve ingredients of American Pets Alive!
- Goal – increase transfers out, decrease euthanasia
- Two components – scrutinize candidates for euthanasia and share publicly



Euthanasia List Scrutiny & Sharing

- Main reasons for 2019 euthanasia
 - Adult feral cats
 - Adult aggressive dogs
 - Severe medical cats & dogs
 - Illness & injury



Euthanasia List Scrutiny & Sharing

- Tiers of Pets
 - Tier A – highly adoptable, healthy puppies, healthy small dogs, purebred adults
 - Tier B – candidates for rescue transfer, puppies with minor medical, socialized dogs of all sizes
 - Tier C – neonatal puppies/kittens, pets w/ advanced disease, major medical, blocky headed dogs, large dogs w/ behavior issues, need more attention



Euthanasia List Scrutiny & Sharing

- Scrutiny
 - Consider medically if:
 - No response to treatment
 - Remaining symptoms are severe and non-treatable
 - Not able to maintain weight



Euthanasia List Scrutiny & Sharing

- Scrutiny
 - Consider behaviorally if:
 - Offensive aggression to humans
 - Unpredictable aggression to humans
 - Uninterruptible drive



Euthanasia List Scrutiny & Sharing

- Sharing
 - If not one of the medical or behavior criteria defined above, share to public
 - Public Facebook group
 - Market to rescues for transfer
 - Clearly communicate needs and expectations
 - Deadline to tag for rescue and retrieve





Animal Shelter Advisory Committee

October 17, 2019





Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action on positive rabies specimens for 2019.

Summary/History:

As requested at a prior meeting, this agenda item serves to update you on the positive rabies specimens that we've collected this year. One additional specimen tested positive since our last report.

Specimen 4025

September 26, 2019

Wal-mart Sherwood Way

Bat

No bite wound, handled by citizens at the scene, unable to locate citizen

Financial Impact:

N/A

Other Information/Recommendation:

No action necessary at this time.

Attachments:

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to 2020 meeting dates.

Summary/History:

To comply with state health code 823, the animal shelter advisory committee must meet at least three times annually. I recommend meeting four times in calendar year 2020 to be available for necessary items but still make the best use of everyone's time. Proposed dates include:

- January 16, 2020
- April 16, 2020
- July 16, 2020
- October 15, 2020

As provided in the bylaws, additional meetings may be called by the chairperson.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends approval.

Attachments:

Presentation:

Yes

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval



Requestor: Morgan Chegwidden, Assistant Director of Neighborhood Services, Neighborhood and Family Services, 325-657-4224

Meeting Date: October 17, 2019

Item type: Regular Item

Caption:

Discussion and possible action related to 2019 special workshop meeting.

Summary/History:

City attorney and animal services staff have been researching improvements to chapter 3 of the code of ordinances "animal control". Some items include language and process clarification, outdated sections may be deleted and new information can be added at this time.

Due to the amount of subject matter to cover, we recommend a special meeting or workshop be called to discuss this agenda item alone. Depending on committee members' availability, I propose meeting November 21, 2019 or December 19, 2019.

As provided in the bylaws, additional meetings may be called by the chairperson.

Financial Impact:

N/A

Other Information/Recommendation:

Staff recommends meeting third Thursday in November or December, whichever is preferable to committee members.

Attachments:

Presentation:

No

Approvals/Reviews:

Morgan Chegwidden
Theresa James

Created/Initiated
Final Approval