

**Columbus Consolidated Government  
Council Meeting Agenda Item**

<b>TO:</b>	Mayor and Councilors
<b>AGENDA SUBJECT:</b>	Animal Care and Control Services (Annual Contract) – RFP No. 21-0034
<b>INITIATED BY:</b>	Finance Department

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It is requested that Council authorize the negotiation of a contract with the Paws Animal Services Division of Paws Humane, Inc. (Columbus, GA) for animal care and control services.

The City currently maintains and operates the Animal Care and Control facility at 4910 Milgen Road. The following elements will be part of the negotiated contract.

- Animal Care Services
- Animal Control Enforcement Services
- Adoption and Placement Services
- Revenue
- Property, Equipment and Vehicles
- Personnel
- Veterinarian Services
- Owner Notification/Injured Animals
- Return to Owner Services
- Community Programs
- Administrative Services
- Emergency Management/Disaster Planning
- Required Records and Reports
- Hours of operation

The initial term of the contract will be for one year with the option to renew for nine additional twelve-month periods. Contract renewal will be contingent upon annual appropriations and the mutual agreement of the City and the Contractor.

**Annual Contract History:**

This is a new annual contract.

**RFP Advertisement and Receipt of Proposals:**

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on April 13, 2021. This RFP has been advertised, opened, and evaluated. One proposal was received on April 30, 2021, from the following:

**Paws Humane, Inc. (Columbus, GA)**

The following events took place after receipt of the proposal.

<b>RFP MEETINGS/EVENTS</b>		
<b>Description</b>	<b>Date</b>	<b>Agenda/Action</b>
Pre-Evaluation Meeting	05/17/21	The Purchasing Manager advised Evaluation Committee members of the RFP rules and process, and the using department representative provided an overview. Proposals were emailed to each committee member to review.
1 <sup>st</sup> Evaluation Meeting	06/14/21	The Evaluation Committee discussed the one proposal and determined clarifications were required.
Clarification Request #1	06/30/21	Clarification was requested.
Clarification Response #1	07/08/21	The clarification response was received and forwarded to the committee; the members determined it was necessary to meet.
2 <sup>nd</sup> Evaluation Meeting	07/16/21	The committee discussed the clarification response and determined further clarifications were required.
Clarification Request #2	08/19/21	Clarification was requested.
Clarification Response #2	08/27/21	The clarification response was received and forwarded to the committee; the members determined another clarification letter was necessary.
Proposal Extension Request	08/27/21	Proposals were to be binding for at least 120 days; the 120-day period was set to expire on August 28, 2021. The Purchasing Division requested the vendor to bind their proposal for an additional 90-day period; the vendor agreed to the extension.
Clarification Request #3	09/13/21	Clarification was requested.
Clarification Response #3	09/15/21	The clarification response was received and forwarded to the committee; the members determined it was necessary to meet.
3 <sup>rd</sup> Evaluation Meeting	09/29/21	The committee discussed the clarification response and determined it was necessary to request a presentation.
Presentation Request	10/08/21	The vendor was requested to provide an oral presentation of their proposal, followed by a question-and-answer session.

Presentation	10/19/21	The vendor provided an opening statement, then the vendor and the committee members proceeded with discussions.
Requested Information Provided	11/01/21	Information was provided to the vendor, as requested during the presentation.
Recommendation of Committee	11/04/21	Two of the three voting committee members recommended the negotiation of a contract with Paws Humane, Inc.

**Evaluation Committee:**

The proposals were reviewed by members of the Evaluation Committee, which consisted of a voting member from the Public Works Department, a voting member from the Parks and Recreation Department, and a voting member from the Columbus Police Department.

Two additional representatives from the Public Works Department served as alternate voters.

A representative from the City Manager’s Office, a representative from the City Attorney’s Office, and an additional representative from the Public Works Department served as non-voting advisors.

**Award Recommendation:**

Based on the final evaluation ballots results, two of the three voting committee members recommended the negotiation of a contract with Paws Humane, Inc.

**Vendor Qualifications/Experience:**

- Paws Humane, Inc. is a private 501(c)3 nonprofit organization that provides high-volume spay/neuter; rescue and adoption services; volunteer opportunities; outreach; and education for the Chattahoochee Valley area.
- Paws Humane was founded in 2009 and documents that its roots date back to 1969 when Colonel Syd Sacerdote established the first animal shelter in Muscogee County, called the Muscogee County Humane Society. In 1999, a group of animal welfare advocates began operation of PAWS Columbus. By the year 2009, the two groups agreed to merge and form what is now known as Paws Humane.
- Paws Humane is the largest companion animal welfare organization in the region and is currently possesses an Animal Shelter License from the Animal Protection Division of the Georgia Department of Agriculture.
- The three veterinarians of Paws Humane are licensed by the state of Georgia.
- Paws Humane is a certified (2019 – 2022) Service Enterprise by the Points of Light organization. Services Enterprises are among the top 11 percent of nonprofits in the country in volunteer management and organizational performance.

The City's Procurement Ordinance, Article 3-110, (Competitive Sealed Proposals (Negotiations)) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Payment for services will be made from: General Fund – Public Works – Special Enforcement – Contractual Services; 0101 – 260 – 2400 – SPCL – 6319.

The revenue will be deposited into the following Revenue Accounts: General Fund – Government Wide Revenue – Government Wide Revenue – Pound Fees; 0101-099-1999- 4571; General Fund – Government Wide Revenue – Government Wide Revenue – Spay/Neuter Voucher Fees; 0101-099-1999- 4570; General Fund – Government Wide Revenue – Government Wide Revenue – Animal-Biomed; 0101-099-1999- 4572; General Fund – Government Wide Revenue – Government Wide Revenue – Animal Permits; 0101-099-1999- 4250.

**A RESOLUTION**

**NO.** \_\_\_\_\_

**A RESOLUTION AUTHORIZING THE NEGOTIATION OF A CONTRACT WITH THE PAWS ANIMAL SERVICES DIVISION OF PAWS HUMANE, INC. (COLUMBUS, GA) FOR ANIMAL CARE AND CONTROL SERVICES.**

**WHEREAS**, an RFP was administered (RFP No. 21-0034) and one (1) proposal was received; and,

**WHEREAS**, the proposal submitted by Paws Humane, Inc. met all proposal requirements and was deemed responsive to the RFP; and,

**WHEREAS**, the initial term of the contract will be for one year with the option to renew for nine additional twelve-month periods. Contract renewal will be contingent upon annual appropriations and the mutual agreement of the City and the Contractor.

**NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:**

That the City Manager is hereby authorized to negotiate a contract with the Paws Animal Services Division of Paws Humane, Inc. (Columbus, GA) for animal care and control services. Payment for services will be made from: General Fund – Public Works – Special Enforcement – Contractual Services; 0101 – 260 – 2400 – SPCL – 6319.

The revenue will be deposited into the following Revenue Accounts: General Fund – Government Wide Revenue – Government Wide Revenue – Pound Fees; 0101-099-1999- 4571; General Fund – Government Wide Revenue – Government Wide Revenue – Spay/Neuter Voucher Fees; 0101-099-1999- 4570; General Fund – Government Wide Revenue – Government Wide Revenue – Animal-Biomed; 0101-099-1999- 4572; General Fund – Government Wide Revenue – Government Wide Revenue – Animal Permits; 0101-099-1999- 4250.

\_\_\_\_\_ Introduced at a regular meeting of the Council of Columbus, Georgia, held the \_\_\_\_\_ day of \_\_\_\_\_, 2021 and adopted at said meeting by the affirmative vote of \_\_\_\_\_ members of said Council.

- Councilor Allen voting \_\_\_\_\_.
- Councilor Barnes voting \_\_\_\_\_.
- Councilor Crabb voting \_\_\_\_\_.
- Councilor Davis voting \_\_\_\_\_.
- Councilor Garrett voting \_\_\_\_\_.
- Councilor House voting \_\_\_\_\_.
- Councilor Huff voting \_\_\_\_\_.

Councilor Thomas voting  
Councilor Tucker voting  
Councilor Woodson voting

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Sandra T. Davis, Clerk of Council

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B.H. "Skip" Henderson III, Mayor