


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. Public Project Number PP17-003,	Coordination: Department of Public Works; City Attorney’s Office; City Manager’s Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide	Agreements/Contracts (New or Amended) resulting in no physical changes to the environment		CMO Approval:  12/2/22

SUBJECT: AMENDMENT TO PURCHASE ORDER WITH MEDVET FOR PETS, INC. FOR 24-HOUR EMERGENCY VETERINARY SERVICES

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Amend purchase order OP 61393 with MedVet For Pets, Inc. dba MedVet (Worthington, OH) for 24-hour emergency veterinary services, to increase the total compensation by \$75,000, for a maximum compensation not-to-exceed \$425,000 for the period ending December 31, 2022; and
2. Execute additional purchase orders for ongoing services with MedVet For Pets, Inc., through December 31, 2026, subject to the appropriation of funds.

Desired Outcome: Authorizing the City Manager to take this action provides the City with access to 24/7 emergency veterinary services and medical care to animals in need.

BASIS FOR RECOMMENDATION:

The Animal Care and Services Division of the Department of Public Works is responsible for promoting and protecting the health, safety, and welfare of animals and people in the City. Staffing turnover has led to significant challenges in meeting Animal Care Center service demands. There has also been a nationwide shortage of veterinarians and registered vet technicians leading to additional staffing difficulties. As a result, Animal Care Services has been utilizing an outside provider for emergency animal medical and veterinary care.

In August 2021, a competitive Request for Proposal was released by the Department of Public Works to procure these services. No proposals were submitted. At that time, staff determined these services qualified as a unique service pursuant to San José Municipal Code, Section 4.12.235. MedVet was the incumbent vendor and previously had been selected through a competitive solicitation facilitated by the Finance Department. Purchasing staff subsequently issued a purchase order to MedVet under the City Manager’s authority. Increasing the purchase order by \$75,000 will exceed the City Manager’s contract authority under the Municipal Code requiring this City Council action. Approval of this recommendation will ensure the City continues to receive these essential services with minimal impact to operations.

Climate Smart San José: The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

This Council item is consistent with the City’s 2022-2023 Adopted Budget City Service Areas Delivery Framework: “To serve, foster, and strengthen the community by providing access to lifelong learning, opportunities to enjoy life, and preserving healthy neighborhoods.”

COST AND FUNDING SOURCE:

Fund #	Appn #	Appn. Name	Total Appn.	Amt. for Recommendation	2022-2023 Adopted Operating Budget Pg.	Last Budget Action (Date, Ord. No)
001	0572	PW Non-Personal / Equipment	\$17,626,917	\$75,000	703	06/21/2022 30790

FOR QUESTIONS CONTACT: Luz Cofresi-Howe, Assistant Director of Finance, at luz.cofresi-howe@sanjoseca.gov