



Agenda Action Form Overview

The Board is requested to approve the service contract with Animal Protection Society of Durham, Inc. (APS) for the operation of the Durham County Animal Shelter, in the amount of \$730,674.63. This includes services such as (i) caring for, at the shelter, all dogs, cats and other animals impounded by Animal Control and/or delivered to it by members of the general public; (ii) providing necessary veterinary care for animals impounded, housed, or surrendered to the shelter, and (iii) maintaining accurate records and providing monthly reports of all animals impounded, the disposition of all animals, amounts collected for board, redemption fees, and civil penalties by APS.

Background/Justification

The request is for a contract continuation for funding for the operations of the Durham County Animal Shelter. APS has a lease agreement with Durham County for the Durham County Animal Shelter through June 30, 2020. The 4% increase requested by APS will cover general operating increases related to health insurance premium increases, merit raises for shelter staff and general operating increases associated with medical care for animals.

Policy Impact

This will be the eighth contract renewal that the Sheriff's Office has requested since assuming control of Animal Services in 2012.

Procurement Background

The Sheriff's Office was not a part of the original process of choosing APS to manage the Durham County Animal Shelter and is not aware of any prior bidding processes. The County continues to receive a significant financial benefit through this relationship with APS.

Type of purchase

- ☐ Goods
- ☒ Services
- ☐ Construction Work

Did this request for purchase go through a bid process? Yes ☐ No ☒

Goods: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$90,000$

Services: Bids required if $\geq \$30,000$, BOCC approval if $> \$40,000$

Construction/Repair work: Bids required if $\geq \$30,000$, BOCC approval if $\geq \$500,000$

If yes, attach a copy of bid tab and the minority and women business enterprise (MWBE) compliance review form provided by the Purchasing Division.

If no, why?

- ☐ Sole source exemption
- ☐ Cooperative purchasing program exemption



Durham County Government
Agenda Action Form Supplemental Document – Contract Approval

- ☐ State and federal contract exemption
- ☒ Contract is an amendment to an existing contract
- ☐ Other (please explain)

If exempted from bidding, has this request been reviewed and approved by the Purchasing Division in the agenda Legistar system? Yes ☒ No ☐

If no, why?

Fiscal Impact

This has been budgeted in contracted services within the Animal Services Division of the Sheriff's Office.

Recommendation

The County Manager recommends that the Board approve the Service Contract with Animal Protection Society of Durham, Inc. in the amount of \$730,674.63 and authorize the Manager to execute the Agreement.