

Date: August 24, 2018
To: Diane Palmer-Boeck, Director of Procurement and Project Management
From: Jamey Cantrell, Director of Animal Services
Subject: Pet Registration Program Contract

Based on the bid evaluation for 2018-279-C – Pet Licensing, the Animal Services' Department has reviewed the bids and recommends the bid be awarded to PetData, Inc.

Impact of not awarding this contract will leave two options:

1. The city can alter the current ordinances to no longer require pets to be registered which will result in a loss of approximately \$120,500 in annual revenue.
2. The city can internalize the process which will require the addition of at least 1.5 FTE to process registrations in-house. Additional labor costs would be a minimum of approximately \$103,000 due to salary and benefits.

The contract term will be from January 1, 2019 through December 31, 2019 with four (4) City optional one (1) year renewals. The estimated annual expenditure will vary based upon the number of registrations sold each year during the initial and subsequent contract periods but is expected to be approximately \$55,622.