



Hamilton

CITY OF HAMILTON

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT
Parking and By-law Services Division**

TO: Mayor and Members General Issues Committee	WARD(S) AFFECTED: CITY WIDE
COMMITTEE DATE: March 2, 2012	
SUBJECT/REPORT NO: Animal Services in Glanbrook (PED11190(b)) (City Wide)	
SUBMITTED BY: Tim McCabe General Manager Planning and Economic Development Department	PREPARED BY: Sue O'Dwyer 905-546-2424 Ext. 2597
SIGNATURE: 	

RECOMMENDATION

- (a) That staff be directed to award Contract C3-01-12 for Animal Services in Glanbrook to Glanbrook District Animal Control for the nine month term April 1, 2012 to December 31, 2012; as per their submitted Form of Tender - Schedule of Quantities and Prices dated January 31, 2012; and
- (b) That the estimated additional cost for the contract be funded firstly from any Planning and Economic Development Department 2012 surplus; secondly from 2012 corporate surplus; and, thirdly from the tax stabilization reserve.

EXECUTIVE SUMMARY

The 2011 Operating Budget included a \$75,000.00 reduction to discontinue the use of a private contractor for Animal Services in Glanbrook and to in-source this work to City staff.

Although funding was no longer available, staff were subsequently directed to continue using the previous private contractor on a month-to-month basis and to issue a Request

for Tenders (RFT) for Animal Services in Glanbrook in order to provide a cost comparison with providing the service in-house.

Staff presented Report PED11190(a) on February 17, 2012 regarding the results of the RFT and a motion was endorsed for staff to provide financing options for continuing to outsource Animal Services in Glanbrook for one year.

Alternatives for Consideration – N/A

FINANCIAL / STAFFING / LEGAL IMPLICATIONS (for Recommendation(s) only)

Financial/Staffing/Legal: The funding (\$75,000.00) for using a private contractor for Animal Services in Glanbrook was eliminated in the 2011 budget. Awarding the contract for nine months (until December 31, 2012) would cost an additional \$52,540.47 and the practise for one time items is to fund first from any Departmental 2012 surplus; secondly from 2012 Corporate surplus and thirdly from the tax stabilization reserve.

HISTORICAL BACKGROUND (Chronology of events)

The 2011 operating budget approved by City Council on April 27, 2011, included a \$75,000.00 reduction to discontinue using a private contractor for Animal Services in Glanbrook and to in-source this work to City staff.

On May 17, 2011, a delegation appeared before the Planning Committee to express concern about the change in service providers. As a result, City Council, on May 25, 2011, directed that another review be undertaken with a report back by the Fall of 2011, and further that “the estimated additional cost for the month to month contract be funded firstly from the Planning and Economic Development budget; secondly from the 2011 corporate surplus; and, thirdly from the tax stabilization reserve”.

On November 8, 2011, staff presented Report PED11190 to the Planning Committee and reaffirmed that Animal Services could be delivered to Glanbrook by City staff based on current service levels with no new staffing or vehicle requirements.

On November 30, 2011, Council approved a resolution directing staff to issue an RFT for Animal Services in Glanbrook using the same “*downsized*” tender document that was used for Flamborough in 2011 and report back.

The RFT closed on February 2, 2012 and the results (PED11190(a)) were presented to the General Issues Committee on February 17, 2012. The recommendation from the Committee was as follows:

- “(a) That Report PED11090(a) respecting Animal Services in Glanbrook, be received; and,
- (b) That before the end of the 2012 budget process, staff be directed to provide financing options for continuing to outsource Animal Services in Glanbrook for one more year while further review of the service is being undertaken.”

POLICY IMPLICATIONS

N/A

RELEVANT CONSULTATION

Procurement and Finance staff were consulted in the preparation of this Report.

ANALYSIS / RATIONALE FOR RECOMMENDATION

(include Performance Measurement/Benchmarking Data, if applicable)

An RFT was issued on January 17, 2012, for carcass removal/disposal, pound keeping and licensing services in Glanbrook for a 33 month period (April 2012 to December 2014). The RFT closed on February 2, 2012. Two bids were received; the lowest being \$191,316.05 from the incumbent, Glanbrook District Animal Control, currently providing services in Glanbrook (\$191,316.05 over 33 months) which is the same cost for 2012 and 2013 as under the previous contract which expired in December 2010, with a 3% increase in 2014.

The terms of the current RFT, as shown below, do not allow carrying on with the current contractor for one full year:

“The term of this Contract shall be for the remainder of 2012, with two, one year extension options. Each option will be exercised at the City’s sole discretion. It is anticipated that the contract will commence approximately April 1, 2012. Any Contract extension will be at the same terms and conditions as set out in this document, and shall be at the rates specified on the Form of Tender. The Contract will commence upon issuance of a Purchase Order to the Successful Bidder.”

Therefore, the recommendation is to award the contract until December 31, 2012 (nine months) and Finance staff recommend, as per past practise for one time items, that the estimated additional cost of \$52,540.47 could be funded firstly from any Planning and Economic Development Department 2012 surplus; secondly from 2012 corporate surplus; and thirdly from the tax stabilization reserve.

ALTERNATIVES FOR CONSIDERATION

(include Financial, Staffing, Legal and Policy Implications and pros and cons for each alternative)

N/A

CORPORATE STRATEGIC PLAN (Linkage to Desired End Results)

Focus Areas: 1. Skilled, Innovative and Respectful Organization, 2. Financial Sustainability,
3. Intergovernmental Relationships, 4. Growing Our Economy, 5. Social Development,
6. Environmental Stewardship, 7. Healthy Community

Financial Sustainability

- ♦ *Delivery of municipal services and management capital assets/liabilities in a sustainable, innovative and cost effective manner.*

APPENDICES / SCHEDULES

SO'D/dt