

**INDIAN RIVER COUNTY, FLORIDA**  
**MEMORANDUM**

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**TO:** Honorable Board of County Commissioners

**THROUGH:** Jason Brown, County Administrator

**THROUGH:** John King, Director  
Department of Emergency Services

**FROM:** Erin Baskins, Staff Assistant IV  
Department of Emergency Services

**DATE:** April 11, 2017

**SUBJECT:** Approval of Animal Shelter Services Agreement with Humane Society of Vero Beach and Indian River County

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It is respectfully requested that the information contained herein be given formal consideration by the Board of County Commissioners at the next scheduled meeting.

**DESCRIPTION AND CONDITIONS:**

On September 13, 2016, the Board approved staff's recommendation to approve the extension of the contract for Animal Shelter Services and to solicit submittals from qualified firms to provide Animal Shelter Services for the County's Animal Control Division. Subsequently, the Indian River County Purchasing Division issued a Request for Proposals (RFP # 2017023) and one (1) submittal was received and determined to be complete and timely at the bid opening.

A review and selection committee, appointed by the County Administrator, reviewed the proposal in relation to the requirements of the RFP and determined award to the Humane Society of Vero Beach and Indian River County to be in the best interest of the County. Staff also requested a best and final offer from the Humane Society, resulting in a reduction in proposed pricing for the service.

**FUNDING:**

The current contract has a cost of \$80.00 per animal for housing and care. In FY 2015/2016 the total expenses for animal care was \$294,710. This updated agreement increases the fee from \$80.00 to \$85.00 per animal beginning May 2017 through September 2019, and then increases to \$90.00 for FY 2019/2020. Based on the intake of animals, staff projects an annualized increase of \$20,000 for the Humane Society from the General Fund/Quasi Non-Profit Agencies, 00111062-088310.

**RECOMMENDATION:**

Staff recommends the Board award the agreement of Animal Shelter Services to the Humane Society of Vero Beach and Indian River County.

**ATTACHMENTS:**

1. Ranking Committee Summary Sheet
2. 2 Original Copies of Contract