

400 Washington Avenue, Room 221
Towson, Maryland 21204



Office (410) 887-3193
Fax (410) 887-4621

OFFICE OF THE COUNTY AUDITOR INTEROFFICE MEMORANDUM

TO: All Council Members
FROM: Lauren M. Smelkinson, County Auditor *Lms*
DATE: November 25, 2014
SUBJECT: Addendum to Council Meeting Notes

Please find attached an addendum (FM-3) to the Council Meeting Notes issued November 20, 2014.

This item will be discussed at the November 25, 2014 work session for the December 1, 2014 Council meeting.

Attachment

cc: notes distribution list

FM-3 (Contract)

Council District(s) All

Police Department

Professional Veterinarian Services – K-9 Unit

The Administration is requesting approval of a contract with Paradise Animal Hospital, LLC to provide professional veterinarian services for the dogs assigned to the Police Department's K-9 Unit. The contract commences upon Council approval, continues for 1 year, and will automatically renew for four additional 1-year periods. Compensation may not exceed the amount appropriated for these services. Estimated compensation totals \$26,557 for the initial 1-year term and \$148,000 for the entire 5-year term, including the renewal periods. See Exhibit A.

Fiscal Summary

Funding Source	Initial Term	Total Compensation	Notes
County ⁽¹⁾	\$ 26,557	\$ 148,000	(1) General Fund Operating Budget.
State	--	--	(2) Estimated compensation for the initial 1-year term. Compensation may not exceed the amount appropriated for these services.
Federal	--	--	(3) Estimated compensation for the entire 5-year term, including the renewal periods.
Other	--	--	Compensation may not exceed the amount appropriated for these services.
Total	\$ 26,557 ⁽²⁾	\$ 148,000 ⁽³⁾	

Analysis

The contractor will provide professional veterinarian services for the dogs assigned to the Police Department's K-9 Unit, including examinations, vaccinations, medications, lab tests, and cleanings, among other services. In addition, the contractor will provide assistance and expertise in screening prospective dogs for the Unit, evaluating the fitness for duty of existing dogs, and advising the Department on other canine-related issues. The Department advised that the K-9 Unit currently has 28 dogs that are used for patrol, criminal apprehension, search and rescue, and detection of narcotics, bombs, guns, cadavers, and missing persons.

The contract commences upon Council approval, continues for 1 year, and will automatically renew for four additional 1-year periods unless the County provides notice of non-renewal. The contract provides that total compensation paid to the contractor may not exceed the amount appropriated for these services during the term of the agreement, including the renewal periods. Estimated compensation totals \$26,557 for the initial 1-year term and \$148,000 for the entire 5-year term, including the renewal periods.

The contract provides for veterinary services at the proposed unit prices for each service listed in the contractor's bid. In addition, the contractor will provide discounts from its normal fee schedule (20% for products and laboratory tests) for items not specified in the bid. Prior to the commencement of each renewal term, the County may entertain a request for an escalation in unit prices in accordance with the Consumer Price Index – All Urban Consumers – United States Average – All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics at the time of the request, or up to a maximum 5% increase on the current pricing, whichever is lower. The County may terminate the agreement by providing 30 days prior written notice.

The contract was awarded through a competitive procurement process based on low bid from two bids received.

On December 7, 2009, the Council approved a 5-year contract with Paradise Animal Hospital, LLC for the same services with compensation limited to the amount appropriated for these services. The Office of Budget and Finance, Purchasing Division advised that as of October 30, 2014, \$155,313 has been expended/encumbered under this contract.

County Charter, Section 715, requires that "any contract must be approved by the County Council before it is executed if the contract is...for services for a term in excess of two years or involving the expenditure of more than \$25,000 per year...."

This item was withdrawn from the November 17, 2014 agenda and has been resubmitted without change. However, the Administration advised that it does not plan to exercise the four 1-year renewal options.

EXECUTIVE SUMMARY

The Baltimore County Police Department (BCPD) K-9 Unit is comprised of twenty-five (25) sworn members handling a total of twenty-eight (28) dogs. The K-9 is primarily a backup unit to the BCPD where responsibilities range from criminal apprehension with patrol dogs to the detection of drugs, bombs/guns, cadavers and missing persons. The BCPD is called upon many times to assist other jurisdictions and States.

PAH, Inc. t/a Paradise Animal Hospital, the contractor, will provide professional veterinarian services for the dogs assigned to the K-9 Unit. Additional services would include the necessary help and expertise in screening prospective dogs for the unit (hip x-rays), evaluations of existing dogs and consultation on canine related issues.