



**AGENDA SUBMITTAL TO SOLANO COUNTY BOARD OF SUPERVISORS**

<b>ITEM TITLE</b>		<b>BOARD MEETING DATE</b>	<b>AGENDA NUMBER</b>
Approve a service agreement for an amount not to exceed \$265,000 with PetData, Inc. to provide dog licensing services for Solano County from July 1, 2011 to June 30, 2014; and Authorize the County Administrator to sign the agreement and any amendments to the agreement within the guidelines of County purchasing policies		June 14, 2011	<b>10</b>
<b>Dept:</b>	General Services	<b>SUPERVISORIAL DISTRICT NUMBER</b>	
<b>Contact:</b>	Ron Whitfield, Animal Care Manager	All	
<b>Extension:</b>	784-1370		
<b>Published Notice Required?</b>		Yes _____	No <u> X </u>
<b>Public Hearing Required?</b>		Yes _____	No <u> X </u>

**DEPARTMENTAL RECOMMENDATION**

The General Services Department recommends that the Board of Supervisors:

1. Approve a service agreement for an amount not to exceed \$265,000 with PetData, Inc. to provide dog license processing services for Solano County (Attachment A) from July 1, 2011 to June 30, 2014; and
2. Authorize the County Administrator to sign the agreement and any amendments to the agreement within the guidelines of County purchasing policies.

**SUMMARY/DISCUSSION**

In 2001, the Board approved the reorganization of the Animal Care Services Division which included the outsourcing of dog licensing services. On April 9, 2002, the Board approved an agreement with PetData Inc. to provide dog licensing services for Solano County. This agreement expires on June 30, 2011.

Over the last six years, PetData has provided exceptional customer service to the County, cities and their residents. Since 2002, the number of annual licenses issued by PetData has increased from 14,724 to 18,803 or 22%. Currently, PetData is the only vendor that offers animal license processing services. Therefore, a new sole source agreement with PetData has been developed to allow for the continuation of dog licensing services. The following services are included in the agreement:

- Printing, preparing and mailing of the renewal notification

- Verification of the rabies vaccination expiration date when the renewal is submitted
- Proration of the license fee to fit the rabies vaccination expiration date
- Replacement of lost license tags
- Allocation of the license fee among the various municipalities based on residency
- Calculation of penalties
- Reconciliation of deposits
- Re-issuance and mailing of licenses
- Ability to pay for licenses at city halls, veterinary clinics and pet stores
- Ability to purchase licenses via the Internet and over the phone

### **FINANCING**

PetData charges a flat processing fee of \$3.85 for each license processed; \$1.00 per replacement tag; \$1.95 per credit card transaction; and \$2.25 per late fee. The processing fee includes postage, stationary and license tags. These fees, which are approximately \$85,000 annually, are deducted from the monthly animal license revenue collected by PetData.

Financing to cover costs for the first year of the agreement is requested as part of the FY2011/12 Animal Care Services' Recommended Budget (BU 2851).

### **ALTERNATIVES**

The Board could choose to not outsource animal license processing. This is not recommended since outsourcing of animal licensing has proven to be both efficient and cost effective for the County.

### **OTHER AGENCY INVOLVEMENT**

The Office of County Counsel has reviewed and approved the amendment as to form.

### **CAO RECOMMENDATION**

**APPROVE DEPARTMENT  
RECOMMENDATION**

### **DEPARTMENT HEAD SIGNATURE**

  
Michael J. Lango, Director of General Services