



**Item:** Great Falls Animal Shelter Medical Director Contract

**From:** Police Department

**Initiated By:** Police Department/Captain Shanks

**Presented By:** Cloyd Grove, Chief of Police

**Action Requested:** Award bid on Great Falls Animal Shelter Medical Director Contract

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**Suggested Motion:**

1. Commissioner moves:

“I move that the City Commission award the bid for a one-year Animal Shelter Medical Director Contract to Dr. Tim Gilligan.”

2. Mayor calls for a second, discussion, inquiries from the public, and calls the vote.

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**Staff Recommendation:** It is recommended that the City Commission award the contract to Dr. Tim Gilligan for a one year Animal Medical Shelter Director. The agreement will be automatically renewed for one year, each year, on the anniversary date of expiration unless cancelled by either party.

**Background:**

Significant Impacts

The animals held at the Great Falls Animal Shelter will receive consistent medical care from a licensed veterinarian. By awarding an annual contract, budgeting for professional services becomes more manageable and controls fluctuating rates. Treatment and aftercare will also be more consistent since previously, a variety of veterinarians would help the shelter, leading to differing opinions and directives on care.

Citizen Participation

None. Professional services only.

Workload Impacts

Workload is not expected to change, although it is anticipated that the Medical Director will be able to provide additional training to staff on recognizing and treating injuries and illnesses to

animals. This training can reduce the introduction of disease which has previously quarantined the entire facility for weeks at a time.

Purpose The contract is intended to provide medical care for animals at the Great Falls Animal Shelter. Consistent medical care for animals at the shelter is an important part of animal welfare. At the same time, costs can be maintained annually in order to remain within budget. A relief veterinarian is included with the bid in the event Dr. Gilligan is unavailable.

Project Work Scope

N/A

Evaluation and Selection Process The specifications were advertised in the Great Falls Tribune and mailed to prospective bidders. The bids were opened on September 8, 2008. Two bids were received and evaluated, which included personal interviews with the prospective bidders. Upon review, it was determined that Dr. Tim Gilligan's proposal should be accepted based on his lower cost estimates.

**Concurrences:**

**Fiscal Impact:** The Great Falls Animal Shelter has budgeted \$10,000 for 2009 fiscal year. Based on Dr. Gilligan's hourly rate and retail charges for necessary drugs, it is anticipated that the annual costs will be at or below budget. The GF Animal Shelter is currently undergoing certification by the U.S. Drug Enforcement Administration on Montana Board of Veterinary Medicine for the administration of euthanasia drugs by staff. Upon authorization, the cost to have a licensed veterinarian administer these drugs will no longer be required, leading to increased budget savings.

**Alternatives:**

The Commission could choose to not award this contract.

**Attachments/Exhibits:**

Contract (Not available on line; on file in City Clerk's Office.)