



**Contract and Award Letter
Purchase Resolution – Exhibit “A”**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Finance Director, Finance Department
Danielle Larson, Tax & License Manager, Finance Department
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Brandon Snow, Finance/Procurement
SUBJECT: Animal Sheltering Services, Direct Negotiation Waiver, Contract No. CW2271962
– March 25, 2025, Tacoma City Council
DATE: March 10, 2025

RECOMMENDATION SUMMARY: The Finance Department recommends awarding a contract to the Humane Society of Tacoma-Pierce County (HSTPC) in the amount of \$6,850,000, plus applicable taxes, budgeted from the General Fund, for an initial term of five years, with the option to renew for an additional two years, for animal sheltering services.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents.
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND: From 1992 through 2005, the City contracted with the HSTPC for animal sheltering, animal control and animal licensing services. Beginning January 1, 2006, the City assumed responsibility for animal control and licensing services and has continued to contract for animal sheltering services with HSTPC, the only organization that provides animal sheltering services in Tacoma.

HSTPC currently provides animal sheltering services for animals in Tacoma. Daily boarding fees are assessed by HSTPC when impounded animals are held for more than three days, as directed by Animal Control Officers (ACOs), plus any medical expenses approved by ACOs.

ISSUE: The current contract for Animal Sheltering Services expires on March 31, 2025. To ensure continuity of critical services, the Finance Department seeks to establish a new agreement with HSTPC through direct negotiation.

The current requested funding is estimated to cover sheltering needs for the next five years of service.

ALTERNATIVES: There is no other organization in Tacoma that provides animal sheltering services. Without a contract, no sheltering services would be provided.

COMPETITIVE ANALYSIS: No other organization in Tacoma provides animal sheltering services. One organization in Sumner, WA, offers similar services; however, it does not have the capacity to accommodate the number of animals brought in by Tacoma residents and ACOs. Additionally, the Sumner facility's location is not central to Tacoma residents or ACOs.

CONTRACT HISTORY: A contract was originally awarded to HSTPC in January 2021, through a direct negotiation waiver to provide animal sheltering services. It was directly negotiated due



to HSTPC being the only provider within our area with the capacity to accommodate the estimated number of animals brought by Tacoma residents and ACOs.

SUSTAINABILITY: Not applicable.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - EIC Exception: Direct Negotiation Waiver

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 – General Fund - Finance	106540	5330100	\$6,850,000
TOTAL			Up to \$6,850,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 – General Fund - Finance	various	various	(\$6,850,000)
TOTAL			(Up to \$6,850,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$2,450,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A