

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF DENTON, A TEXAS HOME-RULE MUNICIPAL CORPORATION, AUTHORIZING THE CITY MANAGER TO APPROVE A QUALIFIED PROFESSIONAL SERVICES LIST OF VETERINARY SERVICE PROVIDERS; AUTHORIZING STAFF TO MANAGE VETERINARY SERVICE PROVIDERS IN ACCORDANCE WITH PROCUREMENT POLICIES; AUTHORIZING THE EXPENDITURE OF FUNDS FOR PROFESSIONAL VETERINARY SERVICES AS NEEDED FOR ANIMALS IN CARE OF THE ANIMAL SERVICES DEPARTMENT; AND PROVIDING AN EFFECTIVE DATE (FILE 9028 – PROVIDING FOR A RECURRING ANNUAL FISCAL YEAR EXPENDITURE NOT-TO-EXCEED AMOUNT OF \$750,000.00).

WHEREAS, the City of Denton, Texas (the “City”) desires to have a pool of professional service providers ready to serve as contractors to provide the City with veterinary services on a continuing basis (collectively the “Qualified Providers”); and

WHEREAS, the City Council recognizes that the services provided by each such Qualified Provider meet a public purpose and provide a governmental function; and

WHEREAS, the City Council recognizes Animal Services’s need to engage Qualified Providers from time to time without additional City Council authority; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. That the findings and recitations contained in the preamble of this ordinance are incorporated herein by reference and are made a part of this ordinance.

SECTION 2. The City Council approves the form documents, attached hereto as Exhibit A (Qualified Veterinary Service Procedure) and Exhibit B (Qualified Vet Clinic Application), for use in formalizing relationships with Qualified Providers to further Animal Services in providing adequate, humane, and timely treatment of animals, subject to all applicable federal, state, and local laws.

SECTION 3. Upon approving a Qualified Vet Clinic Application, City staff will comply with the Qualified Veterinary Service Procedure and applicable procurement policies to engage Qualified Providers for veterinary services. The City Manager, or their designee, is further authorized to carry out the rights, duties, obligations, and responsibilities of the City related thereto.

SECTION 4. The City Council of the City of Denton, hereby expressly delegates the authority to take any additional actions that are deemed necessary or advisable by the City Manager, or their designee, or may be required or permitted to be performed by the City of Denton under this ordinance to the City Manager of the City of Denton, or their designee.

SECTION 5. The City Council hereby authorizes the expenditure of funds to Qualified

Providers in the amount and in accordance with the City's Procurement Manual as authorized herein.

SECTION 6. This ordinance shall become effective immediately upon its passage and approval.

The motion to approve this ordinance was made by _____ and seconded by _____. The ordinance was passed and approved by the following vote [___ - ___]:

	Aye	Nay	Abstain	Absent
Mayor Gerard Hudspeth:	_____	_____	_____	_____
Vicki Byrd, District 1:	_____	_____	_____	_____
Brian Beck, District 2:	_____	_____	_____	_____
Suzi Rumohr, District 3:	_____	_____	_____	_____
Joe Holland, District 4:	_____	_____	_____	_____
Brandon Chase McGee, At Large Place 5:	_____	_____	_____	_____
Jill Jester, At Large Place 6:	_____	_____	_____	_____

PASSED AND APPROVED this the _____ day of _____, 2026.

GERARD HUDSPETH, MAYOR

ATTEST:
INGRID REX, CITY SECRETARY

BY: _____

APPROVED AS TO LEGAL FORM:
MACK REINWAND, CITY ATTORNEY

BY: Leah Bush

EXHIBIT A

Qualified Veterinary Service Procedure

1. Purpose

The purpose of this Scope of Work is to define the requirements for qualified veterinary service providers to provide comprehensive veterinary care, urgent care, and after-hours emergency veterinary care services for animals in the care of Denton Animal Services (DAS).

2. Service Requirements

- Requested Services
 - After-hours emergency veterinary care services
 - Urgent care during regular business hours
 - Basic veterinary services
 - Diagnostic testing (e.g., bloodwork, fecal exams, radiology coordination)
 - Treatment of illness, injury, and chronic conditions
 - Sterilization and other various surgical procedures and post-operative care
 - Wound care, pain management, and infection control
 - Administration of sedation, analgesia, and anti-emetics per approved protocols
 - Other veterinary services as needed
- Providers must provide a licensed DVM to treat animals.
- Must have a system in place to provide a prompt response. Urgent care and emergency facilities must have a system in place to provide a prompt response to after-hours emergency calls from Animal Services staff. Urgent care and emergency facilities must allow for the immediate transport and acceptance of animals requiring emergency care without undue delay.
- Must be available without prior notice or scheduling.
- Must provide all necessary equipment for emergency diagnosis and treatment, including X-ray capabilities. The Contractor must also ensure all equipment is properly maintained, calibrated, and compliant with any applicable state and federal inspection requirements.
- Must provide complete medical records for any services rendered. These records must be sent with the animal upon discharge to ensure timely and accurate entry into the shelter's designated system.

- Rabies certificates must be retained for at least five (5) years
- All records must be available to the City upon request
- All medical reports must be retained as per Texas Administrative Code §169.29(c)

3. Required Qualifications

- Minimum of two (2) years' experience providing the proposed services.
- After-Hours Providers: Experience operating a clinic open during non-standard hours and ability to provide urgent care and/or after-hours emergency medical services

4. Invoicing

- Payment shall be accepted via purchase order or PCard, in accordance with the City's procurement policies, with invoices payable on a Net 30 basis, in compliance with the Texas Municipal Government Code.
- All invoices must be itemized
- Invoices must be consolidated and submitted monthly

5. Submission Responses

The submission must be made at the City of Denton Animal Services website located at <https://www.cityofdenton.com/165/Denton-Animal-Services> and must include the following information:

- Clinic name
- Clinic website
- Clinic contact information including phone number and e-mail address
- Clinic location
- Number of years in service
- Number of staff
- References
- Percentage discount for services
- Days and hours available

6. Evaluation and Selection Process

A. Evaluation

Vendors will be evaluated based on submission responses including:

- Clinic location
- Number of years in service
- Number of staff
- References
- History and performance
- Ability to perform required services
- Availability and clinic hours

B. Evaluation Process

A selection committee of individuals representing the City will evaluate qualifications as submitted. The City reserves the right to request oral interviews and/or site visits with clinics.

C. Re-evaluation and Selection Process

Vendors on the eligibility list will be reevaluated annually based on relevant selection criteria. Selection criteria after award may consist of the clinic's qualifications and experience as it relates to specific patients, availability, expertise, workload, and any other relevant factors including clinic location, number of staff, history and performance, ability to perform required services, and availability and clinic hours. DAS intends to use the information provided during the pre-qualification process to re-evaluate for award on a case by case basis.

D. Use of the Vendors

Continued use of the vendor's services is subject to the City's ongoing operational needs and may be ended at the City's sole discretion. City may suspend or terminate services with a qualified vendor at any time, with or without cause. Mistreatment or negligent care of animals will result in immediate removal from the qualified vendor list. Written notice of removal from qualified list will be provided.

EXHIBIT B



City of Denton Animal Services

Veterinary Service Provider Application

Please submit completed form and a copy of DVM license(s) to animal.services@cityofdenton.com.

Clinic Information

Clinic Name: _____

Primary Contact: _____ Title: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Website: _____

Number of Staff: _____ Years in Service: _____

Percentage Discount for Services: _____

How would you be willing to accept payment? Please select all that apply.

- Purchase Order
- Credit Card

Services Provided - Please select all that apply.

- Emergency Care Services (After Hours)
- Urgent Care (Regular Business Hours)
- Diagnostic testing (bloodwork, fecal exams radiology coordination, etc.)
- Treatment of illness, injury, and chronic conditions
- Sterilization and other various surgical procedures and post operative care
- Wound care, pain management, and infection control
- Administration of sedation, analgesia, and anti-emetics per approved protocol
- Other veterinary services as needed

References

Organization: _____

Address: _____ City: _____ Zip: _____

Contact: _____ Phone: _____

E-mail Address: _____

Organization: _____

Address: _____ City: _____ Zip: _____

Contact: _____ Phone: _____

E-mail Address: _____

Organization: _____

Address: _____ City: _____ Zip: _____

Contact: _____ Phone: _____

E-mail Address: _____

If you do not have a reference for a municipality, shelter, or other reference, please provide a link to your business on an online directory and business review platform.

Link: _____

*****Please attach a copy of DVM license(s).*****