



# City of Denton

City Hall  
215 E. McKinney Street  
Denton, Texas  
[www.cityofdenton.com](http://www.cityofdenton.com)

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## AGENDA INFORMATION SHEET

**DEPARTMENT:** Procurement  
**ACM:** Christine Taylor  
**DATE:** February 3, 2026

### **SUBJECT**

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract with RSVP Services, LLC, for comprehensive veterinary services for the Linda McNatt Animal Care and Adoption Center; providing for the expenditure of funds therefor; and providing an effective date (RFP 8942 – awarded to RSVP Services, LLC, for one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$9,000,000.00).

### **STRATEGIC ALIGNMENT**

This action supports Key Focus Area: Support Healthy and Safe Communities.

### **INFORMATION/BACKGROUND**

The Linda McNatt Animal Care and Adoption Center has been open since February 2015. The 15,000 square foot building includes a veterinary surgical suite for neutering procedures and general medical care for animals housed in the facility. This contract provides staffing for the veterinary suite and manages personnel aspects of a licensed Doctor of Veterinary Medicine (DVM) and a Certified Veterinary Technician for a specific number of hours/shifts each week at the facility. The clinic completes intake exams, vaccinations, diagnostic testing, various surgical procedures, including sterilization, and treatment of illness, injury, and chronic conditions.

Additionally, this contract also provides unscheduled urgent care during business hours and after-hours emergency care. Urgent care centers offer services requiring specialized equipment not available at our clinic, such as dental tools or imaging equipment. Urgent care centers can also be used during peak periods of high demand, helping to manage patient overflow when our clinic is unable to accommodate all necessary surgeries.

Item	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Doctor of Veterinary Medicine	\$277,093.86	\$304,803.25	\$335,283.57	\$368,811.93	\$405,693.12	\$1,691,685.73
Veterinary Technicians	875,877.33	963,465.07	1,059,811.57	1,165,792.73	1,282,372.00	5,347,318.70
Off-Site Urgent & Emergency Care	200,000.00	250,000.00	242,000.00	266,200.00	292,820.00	1,251,020.00
Contingency	116,292.21	127,921.43	140,713.57	154,784.94	170,263.42	709,975.57
Total	\$1,469,263.40	\$1,646,189.74	\$1,777,808.71	\$1,955,589.60	\$2,151,148.55	\$9,000,000.00

Request for Proposals was sent to 607 prospective suppliers, including 53 Denton firms. In addition, specifications were placed on the Procurement website for prospective suppliers to download and advertised in the local newspaper. One (1) proposal was received, and references were checked to ensure the vendor can provide the services requested in the Scope of Work. The proposal was evaluated based upon published criteria including experience, qualifications, and performance, cost proposal, and compliance with specifications. Best and Final Offer (BAFO) was requested from the firm. The department is awarding the contract to RSVP Services, LLC.

NIGP Code Used for Solicitation:	<b>875</b> - Veterinary Equipment and Supplies & <b>961</b> - (Service Only) - Miscellaneous Services, No. 1 (Not Otherwise Classified)
Notifications sent for Solicitation sent in IonWave:	607
Number of Suppliers that viewed Solicitation in IonWave:	15
HUB-Historically Underutilized Business Invitations sent out:	81
SBE-Small Business Enterprise Invitations sent out:	240
Responses from Solicitation:	1

### **RECOMMENDATION**

Award a contract with RSVP Services, LLC, for comprehensive veterinary services for the Linda McNatt Animal Care and Adoption Center, in a one (1) year, with the option for four (4) additional one (1) year extensions, in the total five (5) year not-to-exceed amount of \$9,000,000.

### **PRINCIPAL PLACE OF BUSINESS**

RSVP Services, LLC  
Denton, TX

### **ESTIMATED SCHEDULE OF PROJECT**

This is an initial one (1) year contract with options to extend the contract for four (4) additional one (1) year periods, with all terms and conditions remaining the same.

### **FISCAL INFORMATION**

These services will be funded from the Animal Services operating account 340001.7879. Requisition #173512 has been entered into the Purchasing software system in the amount of \$1,078,537.50. The budgeted amount for this item is \$9,000,000.

## **EXHIBITS**

Exhibit 1: Agenda Information Sheet  
Exhibit 2: Presentation  
Exhibit 3: Ordinance and Contract

Respectfully submitted:  
Lori Hewell, 940-349-7100  
Purchasing Manager

For information concerning this acquisition, contact: Mark Jackson, 940-349-7461.

Legal point of contact: Leah Bush at 940-349-8333.