



NEWPORT BEACH

City Council Staff Report

May 26, 2026
Agenda Item No. 6

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

FROM: David Miner, Chief of Police - 949-644-3701, dminer@nbpd.org

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TITLE: On-Call Professional Services Agreement for Animal Care Medical Services

ABSTRACT:

The Police Department requests City Council approval for an on-call Professional Services Agreement with Mariners Mile Pet Clinic for animal care medical services. Mariners Mile Pet Clinic was selected through a detailed Request for Proposals (RFP) process. The term of the agreement would be for five years and costs are estimated at \$101,000 per year for a total not-to-exceed amount of \$505,000.

RECOMMENDATIONS:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve an On-Call Professional Services Agreement with Mariners VH LP for Animal Care Medical Services (DBA Mariners Mile Pet Clinic of Newport Beach, California) at a not-to-exceed cost of \$505,000 and authorize the Mayor and City Clerk to execute the agreement.

DISCUSSION:

The City of Newport Beach contracts out medical services for animals in the care and custody of Newport Beach Animal Control and the Newport Beach Animal Shelter. The contract veterinary clinic provides emergency and urgent treatment for injured animals as well as more routine pre-adoption procedures such as examinations, vaccinations and spaying/neutering.

RFP Process

Using specifications and service requirements provided by the Police Department, the City's Purchasing staff issued a formal RFP solicitation, No. 26-11, for Veterinary Services. The RFP was posted on the City's public procurement system (PlanetBids) and distributed directly to known providers of these services. The specifications in the RFP contained minimum qualifications to ensure optimal service delivery. One such

qualification was the requirement for prospective veterinary facilities to be located no more than five miles from the City's Animal Shelter.

This RFP was evaluated in two phases: (1) Technical Evaluation and (2) Cost Evaluation. During the Technical Evaluation, a panel reviewed each proposal and rated them on technical factors such as:

- Qualifications and experience of the clinic and the personnel assigned to this project;
- Experience and subject matter expertise in providing professional veterinary services;
- Ability to perform all requested veterinary services needed by the City; and
- References and project history.

Any proposers who received 70 percent or more of the available points in the Technical Evaluation then proceeded to the Cost Evaluation. The scores from both evaluations were then combined into an aggregate score, resulting in an overall ranking of the proposals.

The City received two responses to this RFP solicitation: Mariners Mile Pet Clinic (the incumbent provider of these services) and Newport Center Animal Hospital & Pet Hotel Suites. Both proposers received the 70 percent minimum score necessary in the Technical Evaluation to qualify for the Cost Evaluation. Mariners Mile Pet Clinic received both the highest technical and the highest aggregate score, placing them first overall in the proposer rankings.

Proposer	Technical Score (2400 Max Points)	Cost Ratio Score (600 Max Points)	Aggregate Score (3000 Max Points)	Overall Rank
Mariners Mile Pet Clinic	2140	535.37	2675.37	1
Newport Center Animal Hospital & Pet Hotel Suites	1680	600.00	2280.00	2

The agreement includes contract authority not-to-exceed \$505,000 for the five-year term. This amount is \$101,000 per 12-month period and was calculated based on actual expenditures from the last two fiscal years.

FISCAL IMPACT:

The adopted budget includes sufficient funding for this purchase. It will be expensed to the Animal Shelter Contracts account in the Police Department, 01035354-811047.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).

ATTACHMENT:

Attachment A – On-Call Professional Services Agreement for Animal Care Medical Services