

REQUEST FOR PROPOSAL

ISSUING AGENCY

***WHITE CO BOARD OF COMMISSIONERS
ANIMAL CONTROL SERVICES
1241 HELEN HIGHWAY, SUITE 100
CLEVELAND, GA 30528
PHONE: 706-865-9500
FAX: 706-219-3084***

ISSUE DATE

AUGUST 3, 2018

PROPOSAL CLOSING DATE

FRIDAY, SEPTEMBER 7, 2018

PROPOSAL CLOSING TIME

2:00PM

***COMMODITY
SERVICES***

***VETERINARY AND SPAY/NEUTER
SERVICES***

PROJECT NUMBER

2018-RFP-ACO-001

1.0 INTRODUCTION

1.1 Purpose of Procurement

The White County Board of Commissioners is requesting sealed proposals from qualified vendors for veterinarian and spay/neuter services for White County Animal Control.

1.2 Proposal Certification

Pursuant to the provisions of the Official Code of Georgia Annotated § 50-5- 67(a), White County certifies that the use of competitive sealed proposals will be practical or advantageous to the County in completing the acquisition described in this document.

The owner shall have the right to waive any informality, irregularity, or insufficiency in the proposal procedure and in any proposal or proposals received, and to accept the proposal which, in the Owner's sole judgment, is in the Owner's own best interest. The Owner shall have the right to accept any proposal.

1.3 Schedule of Events

The Request for Proposals shall be governed by the following schedule:

DATE	ACTIVITY
Friday, August 3, 2018	Release of RFP
Friday, August 17, 2018 by 12PM	Deadline for written questions to Public Safety Director
Wednesday, August 22, 2018 By 5 PM	Answers to written questions and addenda posted to website
Friday, September 7, 2018 by 2 PM	Proposals Due
Monday, October 1, 2018	Tentative Award Date

1.4 Restrictions on Communications

From the issue date of this RFP until a vendor is selected and the award is announced, contractors are not allowed to communicate about this project with any County staff or elected officials except: 1) through the Public Safety Director named herein, 2) at the Pre-Proposal Meeting (if applicable to project), or 3) as provided by existing work agreement(s). The County reserves the right to reject the submittal of any vendor violating this provision.

1.5 Questions & Addenda

All questions concerning this RFP **MUST BE SUBMITTED IN WRITING**, (email is preferred but fax and mail may also be used) to the White County Public Safety Director no later than 12:00 PM, August 17, 2018.

David Murphy/ Public Safety Director
White County Board of Commissioners
1241 Helen Highway, Suite 100
Cleveland, GA 30528
dmurphy@whitecounty.net
Fax: 706-219-3084

No response to inquiries, other than written, will be binding upon the County. White County reserves the right to issue written addenda to any inquiries that alter the scope of the RFP. Addenda shall be posted to the county website, www.whitecounty.net under the Bids/RPFs page no later than 5:00 PM, August 22, 2018. A signed copy of any addenda shall accompany submitted proposals. **Contractors are advised to check the website for addenda before submitting their proposals.**

1.6 Contract Term

The initial contract term between the County and the contractor shall be from October 1, 2018 to September 30, 2019 and will be eligible for up to two (2) annual renewals.

The County and the Contractor shall negotiate potential renewals for the fourth through the sixth years' contract beginning with the submission in writing by the Contractor of its proposed cost for the next year by August 1, 2021. If the County and the Contractor cannot agree on an amount by August 9, 2021, this Agreement shall be cancelled.

White County reserves the right to terminate contract, with 30 days written notice, for any violations in the terms of this agreement, rules, laws or unreconciled issues arising as a result of this agreement. Vendor agrees to provide 30 days written notice and complete any ongoing activity period if Vendor chooses to opt out of an agreement with the County.

Proposal 2018-ACO-001, Spay/Neuter Veterinary Service Contract

White County Government is soliciting sealed proposals from qualified firms or individuals on contract for spay/neuter and veterinarian services for the White County Animal Shelter (WCAS). Please submit one original and two (2) copies of the proposal. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. Issuance of the RFP does not obligate White County to award a contract, nor is White County liable for any costs incurred by the offeror in the preparation and submittal of proposals for the subject work. White County retains the right to award all or parts of this contract to more than one offeror, to not select any offerors, and/or to re-solicit proposal. The offeror is responsible to inform himself/herself fully of the conditions relating to the requirements of this proposal and become familiar with all the proposal documents and contract documents.

I. BACKGROUND

The White County Animal Shelter (WCAS) located at 680 Industrial Blvd. Cleveland, GA. 30528 provides a wide range of services to White County residents and their pets. The WCAS provides field services seven days a week, to White County. These services include the enforcement of the White County ordinance related to animals, impoundment of stray pets and investigation of animal-related neglect, cruelty, nuisance and bite cases. The WCAS houses domestic animals from White County. It provides, not only a safe haven for these homeless pets, but also adoption and transfer services, advice on animal-related topics, lost and found pet reports and low-cost spay/neuter clinics for White County residents' dogs and cats.

As a full service municipal animal care and animal control agency, the WCAS is responsible for the enforcement of local and state laws, throughout White County. The WCAS is an open door facility accepting approximately 1,500 stray and homeless animals annually.

Currently, White County provides low income spay/neuter clinics to citizens of White County. Approximately 230 dogs and cats were spayed or neutered in the 2017-2018 fiscal year, both adopted animals and by public clinics.

On behalf of the WCAS, White County is soliciting proposals from qualified organizations to provide spay/neuter veterinary services, and enter into a Professional Services Agreement with White County. The successful Vendor will be expected to perform the services listed below.

II. SCOPE OF WORK

1. Spay and Neuter Veterinary Services

Veterinarian services may include, but is not limited to, providing history and physical to spay/neuter patients, performing lab work related to spay/neuter patients, performing spay and neuter surgeries to animals of White County, providing guidance to staff on follow-up treatment, diet and behavioral issues. Weekly services may include approximately 10 spay/neuter clinic surgeries, medical exams of spay/neuter clinic patients and lab work related to spay/neuter clinic patients. WCAS staff will provide transportation back and forth for animals to the veterinary site.

2. Veterinarian of Record for Veterinary License

The Contractor shall be the veterinarian of record for the purpose of maintaining a current Veterinary License with the State of Georgia. A copy of the veterinarian's current state license shall be posted at the WCAS and remain on file with White County.

3. Training Shelter Staff

Contractor agrees to provide training to the WCAS Staff and Enforcement Officers in the areas of Animal first aid, neglect, infectious diseases and euthanasia when necessary.

4. Veterinarian of Record for Supply Distributors

Contractor shall act as the Veterinarian of Record for the purpose of ordering medical supplies, and vaccines for WCAS.

5. Co-sign for the Shelter's Controlled Drugs

The contractor must be licensed to act as co-signer for the purchase of controlled drugs at the WCAS as required by the Drug Enforcement Administration. Contractor will supervise handling and recording of controlled substances. Contractor must maintain a current license to be kept on file with White County.

6. Vaccinations

Veterinarian will vaccinate dogs, cats, livestock or other animals that are placed with the public, either by adoption or by being returned to their owners for Rabies only.

7. Vaccination Clinic

Veterinarian will provide vaccination services for the annual Rabies Clinic. The Rabies Clinic offers vaccinations to the public at low cost.

8. Backup services

The Contractor must provide Relief/Backup Veterinary Services (RVTS) as needed and provide telephonic veterinary consulting for managing RVTS regarding the health of impounded animals in accordance with the State of Georgia. On occasion, an emergency situation will require the Contractor to provide direct consultation. The Contractor must provide coverage for times when the Contractor cannot be present for spay/neuter surgeries and/or RVTS.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

1. Contractor Identification:

Provide the name of the contractor, the contractor's principal place of business, and telephone numbers.

2. Client References:

Provide a minimum of 3 client references. Provide the designated person's name, title, organization, address, telephone number.

3. Price Proposal:

The proposal shall include pricing for all services. Pricing shall be all inclusive unless indicated otherwise on a separate pricing sheet. The Proposal shall itemize all services, including hourly rates for all professional services. Pricing form (Appendix C) is required for submitting pricing. No other form of pricing will be accepted. All other charges related to completion of the work shall be itemized.

4. Contract Terminations:

If you had a contract terminated in the last five years, describe such incident. Termination for default is defined as notice to stop performance due to the vendor's non-performance or poor performance and the issue of performance. Either (a) not litigated due to inaction on the part of the vendor, or (b) litigated and such litigation determined that the vendor was in default. Submit full details of the terms for default including the other party's name, address, and phone number. Present the vendor's position on the matter. The County will evaluate the facts and may, at its sole discretion, reject the proposal on the grounds of the past experience. If the firm has not experienced any such termination for default or early termination in the past five years so indicate.

5. Content of Proposal:

- Schedule of proposed hours for the Veterinarian and/or the Veterinarian Assistant.
- Copy of Georgia Veterinary License.
- Copy of Veterinarian Assistant Certification.
- Resume for the Veterinarian.
- Copy of current Drug Enforcement Agency (DEA) registration.
- Proof of Insurance (see Section VI).
- E-Verify Affidavit.
- Pricing Form, (Appendix C).
- Bidder Certification.

6. Minimum Qualifications:

The successful bidder shall possess a valid license to practice by the State of Georgia Veterinary Medical Board throughout the course of any potential agreement between White County and the bidder.

7. Process for Submitting Proposals

Preparation of Proposal:

Each proposal should be prepared simply and economically, avoiding the use of elaborate promotional materials beyond those sufficient to provide a complete presentation. If supplemental materials are a necessary part of the technical proposal, the Contractor should reference these materials in the technical proposal, identifying the document(s) and citing the appropriate section and page(s) to be reviewed.

Packaging of Proposal:

Mark the outside of the shipping package as follows:

2018-ACO-001, Spay/Neuter Veterinary Service Proposal

FAILURE TO PROPERLY LABEL THE OUTSIDE OF THE SHIPPING CONTAINER MAY RESULT IN DISQUALIFICATION.

Inside the shipping container, the proposal in response to this RFP must be sealed

Submission of Proposals

Proposals will be received by the White County Public Safety/Animal Control Services until 2:00 PM Friday, September 7, 2018. The original and two (2) copies must be mailed, hand-delivered, or express mailed to:

David Murphy/ Director
White County Public Safety
1241 Helen Highway, Suite 100
Cleveland, GA. 30528

Any submission received after the due date and time will not be evaluated.

NOTE: Many express mail services do not guarantee overnight delivery times to White County. Any proposal received after 2:00 PM on September 7, 2018, will not be opened.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which contractor is hired.

1. Cost: 75%
2. Depth and breadth of experience and expertise in spay/neuter clinic veterinary services: 10%
3. Responsiveness to the information requested in the RFP and demonstrated ability to perform the services described: 5%
4. References: 5%
5. Understanding of the contractual services required and a demonstrated history of providing similar services to comparable entities: 5%
6. A selection panel will be convened of White County. The panel shall include the WCAS department head, the WCAS Chief Enforcement Officer, an White County employee with specific expertise in the selection of a contractor, and a third party/FOTAS board member.
- 7.

V. PAYMENT

Invoices: Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Completed invoices will be submitted to White County Animal Services, 1241 Helen Highway, Suite 100, Cleveland, GA. 30528. Payment: White County will make payment to the vendor within 30-days of receipt of a correct and complete invoice.

VI. INSURANCE REQUIREMENTS

1. Contractor, performing as an independent contractor, shall be fully responsible for providing Workers Compensation, Commercial General Liability and Automotive Liability coverage as follows. Proof of Insurance and required affidavits must be included in proposal.

General Liability - \$1,000,000 General Liability with a combined single limit per occurrence of \$1,000,000, for bodily injury, personal injury, and property damage. *White County listed as additional insured.*

Automobile Liability - \$1,000,000 Automobile Liability combined single limit per accident, for bodily injury and property damage, when applicable. *White County listed as additional insured.*

Workers' Compensation and Employers' Liability - Worker's Compensation limits as required by the Labor Code of the State of Georgia.

Signature

Date

Appendix A

BIDDER'S CERTIFICATION
White County Animal Control Services RFP
Project# 2018-RFP-ACO-001

Date of Proposal _____

I certify that this Proposal is submitted without prior understanding, agreement or connection with any corporation, firm or person submitting a Proposal for the same goods/services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

Bidder Information

(Type or Print)

Name and Mailing Address

(Where to Send Payment)

Name of Company

Name of Company

Address

Address

City, State, & Zip Code

City, State, & Zip Code

Phone Number

Phone Number

Fax #

Email Address

Tax ID Number

OR _____
Social Security Number

Name & Title of Person Authorized to Sign

Name

SIGNATURE

Title

**Proposals or Bids not signed shall be declared as "Non-Responsive"
and may not be considered for award**



Appendix B

E-Verify Affidavit

Georgia Security & Immigration Compliance (GSIC) Act **(CONTRACTOR) E-VERIFY AFFIDAVIT AND AGREEMENT**

White County Commissioner and Contractor agree that compliance with the requirements of O.C.G.A. § 13-10-91 and Rule 300-10-1-.02 of the Rules of the Georgia Department of Labor are conditions of this Agreement for the physical performance of services.

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, *stating affirmatively that the individual, firm, or corporation which is contracting with the White County Commissioner has registered with and is participating in the federal work authorization program known as "E-Verify", web address <https://e-verify.uscis.gov/enroll/> operated by the United States Citizenship and Immigration Services Bureau of the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 [(IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. § 13-10-91.* The undersigned Contractor also verifies that he/she/it is using and will continue to use the federal work authorization program throughout the contract period.

The undersigned Contractor agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to the contract with the White County Commissioner, Contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees the Contractor will advise the White County Commissioner of the hiring of a new subcontractor and will provide White County Commissioner with a Subcontractor Affidavit attesting to the Subcontractor's name, address, user identification number, and date of authorization to use the Federal Work Authorization Program within five (5) days of the hiring before the Subcontractor begins working on the Project. Contractor also agrees to maintain all records of such compliance for inspection by White County Commissioner at any time and to provide a copy of each such verification to the White County Commissioner at the time the subcontractor(s) is retained to perform such services.

E-Verify Employment Eligibility Verification User identification Number

Date of Authorization to Use Federal Work Authorization Program

NAME OF CONTRACTOR

Title of Authorized Officer or Agent of Contractor

Signature and Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY OF _____, 20_____.

Notary Public

My Commission Expires: _____

As of the effective date of O.C.G.A. § 13-10-91, the applicable federal work authorization program is the "EEV / Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA). Authority O.C.G.A. § 13-10-91. History: Original Rule entitled "Contractor- Affidavit and Agreement" adopted May 25, 2007; eff June.



Appendix C Pricing Proposal

Cat Neuter	\$
Cat Spay	\$
Dog Neuter > 75 lbs	\$
Dog Spay > 75 lbs	\$
Dog Neuter < 75 lbs	\$
Dog Spay < 75 lbs	\$
Spay in heat or pregnant	\$
Rabies	\$
Heartworm Test	\$
Microchip implant	\$
Additional Services:	\$

Name of Company: _____

Printed Name and Title of Person Authorized to Sign Pricing Proposal:

Signature: _____

Date: _____