

**REQUEST FOR PROPOSALS
VETERINARIAN SERVICES FOR ANIMAL SHELTER
RFP NO. 20-1010**



catawba county
MAKING. LIVING. BETTER.

Date of Issue: March 10, 2020

Proposal Opening Date: April 21, 2020

Time: 3:00 PM ET

Issued for:

**Catawba County Emergency Services
100 Government Drive
Newton, North Carolina 28658**

Issued by:

**Catawba County Purchasing Manager
25 Government Drive
Newton, North Carolina 28658
(828) 465-8224**

PURPOSE

Catawba County (hereinafter “County”) is requesting proposals from qualified Veterinarians interested in providing veterinarian services for the Catawba County Animal Shelter. Catawba County is looking for a Shelter Veterinarian who is ready to be part of a progressive team that is making a difference for pets and people in our community. The Veterinarian, under the general supervision of the Assistant Director of Emergency Services, will manage the overall health of the shelter animals to include disease prevention and mitigation. Additionally, the Shelter Veterinarian will provide care for and treatment of all animals.

The initial term of this agreement will be for one-year beginning on the contract effective date listed below. County shall have the right to renew this contract in writing for two (2) additional one-year terms, upon all the same terms and conditions. The agreement does not constitute an employment agreement. Veterinarian is an independent contractor and not an employee of the County.

RFP SCHEDULE

The table below shows the *intended* schedule for this RFP. Catawba County will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	County	March 10, 2020
Submit Written Questions	Contractor	March 31, 2020 at 5:00 PM
Provide Responses to Questions	County	April 6, 2020 at 5:00 PM
Submit Proposals	Contractor	April 21, 2020 at 3:00 PM
Contract Award	County	TBA
Contract Effective Date	County	July 1, 2020

The proposal responses must be submitted no later than 3:00 PM on April 21, 2020. No submittals will be accepted after the deadline.

PROPOSAL QUESTIONS

Upon review of the RFP documents, Respondents may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Respondents must submit any such questions by the above due date.

Written questions must be emailed to tinawright@catawbacountync.gov by the date and time specified above. Respondent should enter “RFP # 20-1010 – Questions” as the subject for the email.

SUBMISSION OF BIDS

The proposal must be submitted with one (1) original and one (1) electronic copy on flash drive. Proposals must be submitted no later than 3:00 PM, on April 21, 2020. Proposals must be printed on recycled content paper and printed as two-sided. Please submit proposal contents according to the outline specified. The proposal should be sent to the address indicated in the table below.

Mailing address for delivery of proposal via US Postal Service	Office Address of delivery by any other method (hand delivery, overnight, or any other carrier)
RFP Number: RFP 20-1010 Catawba County Government Center Attn: Purchasing Department Post Office Box 389 Newton, North Carolina 28658	RFP Number: RFP 20-1010 Catawba County Government Center Attn: Purchasing Department 25 Government Drive Newton, North Carolina 28658

Catawba County reserves the right to reject any and all proposals and to waive informalities as may be permitted by law.

GENERAL DESCRIPTION OF SCOPE OF SERVICES

Catawba County desires to procure veterinary care for all animals that become the property of, or are in the custody of, the Catawba County Animal Shelter. Catawba County is seeking a veterinarian, licensed to practice veterinary medicine in the state of North Carolina, who wants to work with the community and play a lifesaving role for the approximately 5,000 animals that we care for yearly. In addition, Catawba County is looking for a veterinarian who can work in a fast-paced environment without comprising care and who wants to be part of an innovative and supportive team that is passionate about saving lives. The selected Veterinarian is expected to provide all labor necessary to provide veterinary care for animals owned by, or in the custody of, the Catawba County Animal Shelter. The County will provide medications, equipment, materials and supplies.

DETAILED DESCRIPTION OF SCOPE OF SERVICES

- Oversee animal health programs to provide best possible care to animals entering and exiting the shelter while maintaining population control.
- Maintain office hours onsite at Catawba County Animal Shelter for thirty-two (32) hours a week, specific days and times to be coordinated with the Assistant Director of Emergency Services.
- Provide full-service health examinations, medical treatments, and limited surgical procedures to restore animals to good health and body condition so animals can be made available for adoption/rescue as soon as practicable.
- Ensure animals are cared for in accordance with local ordinances, state law, and the North Carolina Animal Welfare Act.
- Provide emergency care to incoming animals as necessary.
- Provide consultation services regarding methods of and administration of euthanasia and/or chemical immobilization, animal handling and restraining, animal husbandry and compassion fatigue.
- Provide consultative support to animal services staff. Said support may include, but not be limited to, any topic within the Veterinarian's realm of expertise (i.e. rabies, examination of shelter animals, animal health, care and handling, euthanasia).
- Provide oversight of euthanasia and drug records at the animal shelter to extent necessary to meet the requirements of the Federal Drug Enforcement Administration.
- Train all Catawba County Animal Services staff to perform animal assessments and administer first aid.
- Ensure competency of staff regarding shelter animal health through training and assessment.

- Provide guidance and direction to maintain clean and sanitary shelter environment at all times.
- Work with the Animal Services Manager to develop policies and procedures for a preventative health program for shelter animals.
- Develop a bio-safety protocol to prevent disease transmission.
- Manage disease prevention programs.
- Provide consultation/report of animal treatment/care regarding cases of animal cruelty/neglect and expert testimony regarding the same as requested by the County.
- Assist in Catawba County rabies vaccination programs.
- Attend community events to promote animals and Animal Services programs to provide advice to public about proper care of animals.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to write reports and business correspondence.
- Assist in adding to shelter policy and procedure manuals.
- Ability to effectively present information and respond to questions from groups of County employees / general public.
- Ability to define problems / collect data / establish facts / draw valid conclusions.
- Comply with stated standards of performance.
- Report to Assistant Director of Emergency Services regarding status of organization.
- High order of analytical / interpretative / constructive thinking in varied situations covering multiple areas of organization.
- Occasionally lift and move up to one hundred pounds with assistance and frequently lift and move up to fifty pounds.
- Regular use of complex machines & equipment.
- Computer skills including but not limited to:
 - o spreadsheets
 - o data entry
 - o word processing

INSURANCE

Minimum Insurance Requirements:

A. Commercial General Liability Insurance

Contractor must maintain Commercial General Liability insurance, including coverage for products and completed operations liability, contractual liability, liability from independent contractors, property damage liability, bodily injury liability, and personal injury liability with limits of not less than \$1,000,000 per occurrence, and \$1,000,000 annual aggregate. The limits may be satisfied by a combination of primary and excess insurance. The coverage must be written on an occurrence basis.

B. Business Automobile Insurance

At all times while the Contractor's representatives are conducting on-site work, the Contractor must maintain Business Auto insurance for any owned, hired, rented, or borrowed vehicle with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and

property damage liability. The limit may be satisfied by a combination of primary and excess insurance.

C. Professional Veterinary Liability Insurance

Contractor shall maintain Professional Veterinary Liability insurance with limits of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate.

D. Workers Compensation & Employers Liability Insurance

At all times while the Contractor's representatives are conducting on-site work, Contractor must maintain statutory Workers Compensation insurance in accordance with the laws of North Carolina. Contractor must also maintain Employers' Liability insurance with limits of not less than \$500,000 per accident and \$500,000 each employee for injury by disease.

E. General Requirements

1. Catawba County must be named as an additional insured under Contractor's automobile and general liability insurance. In the event of a loss arising out of, or related to the Contractor's services performed under this Agreement, Contractor's Liability insurance must be primary (pay first) with respect to any other insurance which may be available to the County, regardless of how the "other insurance" provisions may read.
2. The workers' compensation policy must contain a waiver of subrogation in favor of the County.
3. Contractor must be responsible for insuring all of his/her own personal property, improvements, and betterments.
4. All insurance policies put forth to satisfy the above requirements must require the insurer to provide a minimum of sixty (60) days' notice to the County of any material change in coverage, cancellation, or non-renewal.
5. All insurance put forth to satisfy the above requirements must be placed with insurance companies licensed to provide insurance in the state of North Carolina. Any deductibles or self-insured retentions in the required insurance must be subject to approval by the County.
6. Contractor must provide certificates of insurance (COI) to the County as evidence of the required coverage. Contractor agrees to provide complete copies of policies if requested. Failure of Contractor to provide timely evidence of insurance, or to place coverage with insurance, or to place coverage with insurance companies acceptable to the County, shall be viewed as Contractor's delaying performance entitling the county to all appropriate remedies under the law including termination of the contract.

ATTACHMENT A
INTENT TO PROPOSE
REQUEST FOR PROPOSAL #20-1010
VETERINARIAN SERVICES FOR ANIMAL SHELTER

This form should be faxed to 828-548-2378 or e-mailed to TinaWright@catawbacountync.gov to ensure you receive all addenda issued for this RFP.

I, _____ a representative of

_____, OR
_____, an individual, confirm that we/I
intend to submit a proposal for RFP #20-1010.

Company Name _____

Individual Name _____

Address _____

Contact Name _____

Phone (____) _____

E-mail _____

Date _____

ATTACHMENT B
BID PROPOSAL FORM

Catawba County invites your sealed proposal for:

Veterinarian Services
For the Catawba County Animal Shelter

RFP # 20-1010

Address proposals to: Tina M. Wright, Catawba County Purchasing Manager, 25 Government Drive, Newton, North Carolina 28658 and label “**VETERINARIAN SERVICES – RFP # 20-1010**”

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In accordance with the attached instructions, terms, conditions, and specifications, we submit the following proposal to Catawba County:

	Bi-Weekly Compensation	Annual Compensation
First Year: FY20-21 July 1, 2020 – June 30, 2021	\$	\$
<i>Optional</i> Second Year: FY21-22 July 1, 2021 – June 30, 2022	\$	\$
<i>Optional</i> Third Year: FY22-23 July 1, 2022 – June 30, 2023	\$	\$

License Verification Information:

Name: _____

License Type: _____

License Number: _____

Expire Date: _____

Receipt of the following addendum (if issued) is acknowledged:

Addendum no. _____ Date _____

Addendum no. _____ Date _____

Addendum no. _____ Date _____

The undersigned also certifies that they **ARE NOT** currently debarred, suspended, or proposed for debarment by any federal entity. The undersigned agrees to notify the County of any change in this status, should one occur, until such time as an award has been made under this procurement action.

The undersigned further certifies that this bid is made without prior understanding, agreement or connection with any corporation firm, or person submitting a bid for the same services and is in all respects fair and without collusion or fraud. The undersigned understands collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The undersigned agrees to abide by all conditions of this bid and certifies that he/she is authorized to sign this bid for the bidder.

(Firm)

(Street Address)

(Signature)

(City, State, Zip Code)

(Print Name)

(Phone Number)

(Title)

(Email)

ATTACHMENT C
REFERENCE DISCLOSURE FORM

Respondent must provide information regarding experience in full-service veterinary care services by listing **THREE** (3) RECENT CLIENTS. References are preferred to be clients of a similar scale as the services requested in this RFP.

1. COMPANY NAME: _____

 PERSON TO CONTACT: _____

 TELEPHONE NUMBER: _____

 TYPE OF SERVICE PROVIDED: _____

 SIZE: _____

 JOB DATES:

 BEGINNING _____ END _____

2. COMPANY NAME: _____

 PERSON TO CONTACT: _____

 TELEPHONE NUMBER: _____

 TYPE OF SERVICE PROVIDED: _____

 SIZE: _____

 JOB DATES:

 BEGINNING _____ END _____

3. COMPANY NAME: _____

 PERSON TO CONTACT: _____

 TELEPHONE NUMBER: _____

 TYPE OF SERVICE PROVIDED: _____

 SIZE: _____

 JOB DATES:

 BEGINNING _____ END _____