

WASHINGTON COUNTY ARKANSAS

ATTN: Alisha Willett
280 N College Ave, Suite 530
Fayetteville, AR 72701



INVITATION TO QUALIFY

DUE: 4:00PM – 9/11/2017

Sealed qualifications must be clearly marked on the outside of the package with:

“RFQ 2017-08 Vet Services for Animal Shelter

QUALIFICATIONS WILL BE OPENED SEPTEMBER 12, 2017 @ 9:00 AM

LOCATION: WASHINGTON COUNTY COURTHOUSE

280 N. COLLEGE AVE, SUITE 530, FAYETTEVILLE, AR 72701

RFQ 2017-08 VETERINARIAN SERVICES FOR ANIMAL SHELTER

GENERAL SPECIFICATIONS: Washington County is seeking qualifications from veterinarians.

REQUIREMENTS: Respondents failing to comply with any of the following requirements will not be considered for the evaluation and award process:

Each respondent is required to fill in every blank and shall supply 100% of all of the information requested within each section; failure to do so may be used as a basis of rejection.

INFORMATION: For additional information, email purchasing@co.washington.ar.us. Bidders shall direct bid inquiries to the Washington County Purchasing Office.

FOR EVALUATION PURPOSES WE REQUEST THAT YOU SUBMIT ONE (1) ORIGINAL AND FOUR (4) COPIES OF YOUR RFQ IN A SEALED ENVELOPE LABELED “RFQ 2017-08 VETERINARIAN SERVICES FOR ANIMAL SHELTER”.

It is solely and strictly the responsibility of the respondent to ensure that the RFQ is received by the Washington County Purchasing Division on or before the specified date and time.

LATE QUALIFICATIONS WILL NOT BE ACCEPTED.

The undersigned hereby offers to furnish & deliver the articles and/or service as specified, and all parts of this offer at the prices & terms stated herein, and in strict accordance with the specifications and general conditions of bidding, all of which are made a part of this offer. This offer is not subject to withdrawal unless upon mutual written agreement by respondent and Washington County

Name of Firm: _____

Contact Person: _____ Title: _____

E-Mail: _____ Phone: _____

Business Address: _____

City: _____ State: _____ Zip: _____

I affirm that the information given on this form is true and accurate as of this date.

Signature: _____ Date: _____

Washington County Arkansas
RFQ 2017-08 Veterinarian Services for Animal Shelter

1. PURPOSE & INTRODUCTION

In order to assist the Animal Shelter in day to day veterinary needs, Washington County is seeking qualifications from veterinarians to provide the following scope of service:

SCOPE OF SERVICE

- A. Veterinarian Services will be provided at the County Animal Shelter located at 801 W. Clydesdale Dr. Fayetteville, AR 72701.
- B. Veterinarian and technician are to visit the shelter on a regular basis.
- C. Duties will include, but not limited to, the following:
 - i. Inspection of animals that are being adopted and provide health certificates for animals that are being sent across state lines.
 - ii. If needed, provide any recommendations for disposition from assessment of temperament and physical condition of animals in writing on shelter forms.
 - iii. Supervise a thorough examination of animals being adopted including providing and/or supervising testing for Feline Leukemia/FIV/Heartworm/parasites both internal and external and any other tests deemed appropriate.
 - iv. Administer the rabies immunization.
 - v. Consult the Kennel Supervisors records each morning to determine which shelter animals need medical attention and give treatment needed or write up orders for treatment to be rendered by the Kennel Supervisors.
 - vi. Assist in supervision of the certified County euthanasia technician(s).
 - vii. Veterinarian and when necessary Vet Technician must commit approximately 20 hours of services at the Washington County Animal Shelter weekly.
 - viii. Performing spaying and neutering of animals adopted from the shelter as required by Arkansas law. If the animal is old or too physically debilitated to undergo surgery and making note in the animal's file as to the reason for noncompliance with the Arkansas law.
- D. Veterinarian will maintain a DEA Registration number for the County Shelter and will be for veterinarian use only.
- E. Medications and other drugs will be provided by and for the shelter, for use by the veterinarian.
- F. The Veterinarian will assist the Director to oversee proper euthanasia technique used by the certified County euthanasia technician.
- G. The Veterinarian will monitor all records concerning controlled substances including anesthesia and euthanasia logs.
- H. Veterinarian will provide treatment as needed at the Shelter for small animal emergency cases during normal shelter hours.

- I. Fees are based on current veterinary charges. Charges vary according to the treatment and testing provided. Any treatment or testing conducted will be available to use for court testimony, if veterinarian was requested to do so by County officer.
- J. After hour calls for emergencies will be charged on a call per hour basis.
- K. Veterinarian will be available for assistance with any County prosecution cases, including testifying in court, unless it is a conflict of interest for personal clients. The fee is based on a per case basis, unless the case becomes a lengthy process and interferes with the veterinarian's personal work schedule. Notification shall be required one week in advance. Veterinarian shall provide a written assessment of case to staff prior to court.

Statements of Qualifications will be received at the Purchasing Office, Suite 530, 280 N. College Avenue, Fayetteville, AR 72701 by Monday, September 11, 2017 at 4:00 PM. A nonresponsive or incomplete qualification statement will not be considered.

The County welcomes any questions regarding this solicitation. Questions should be addressed in writing to Washington County Purchasing, via e-mail at purchasing@co.washington.ar.us. The deadline for submitting written questions is 2:00PM on September 6, 2017. All questions will be answered in the form of an addendum available on the County website.

SECTION I - TRANSMITTAL LETTER

Include a short (one to three pages) Transmittal Letter that shall include:

- A. A Summary of why the Respondent believes itself to be the most qualified. Provide information regarding past performance on similar services
- B. A statement including the Veterinarian's standard rate schedules
- C. A statement indicating that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate.
- D. A statement granting the County and its representatives authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance.

SECTION II - FIRM/INDIVIDUAL EXPERIENCE

Please fill in the requested information below:

Number of Employees: _____

Number of Years in Business: _____

2. RFQ TERMS & CONDITIONS

All submitted documents must be clearly marked " RFQ 2017-08 Vet Services for Animal Shelter"

- A. It shall be clearly understood that any costs incurred by the Respondent in responding to this request is at the Respondent's own risk and expense as a cost of doing business, and Washington County is not liable for reimbursement to the Respondent for any expense so incurred, regardless of whether or not the proposal is accepted.
- B. Any inquiries or requests for explanation in regard to Washington County's requirements should be made promptly to the above listed email. All questions, clarifications, and requests, together with answers, if any, will be provided to all firms that have indicated an interest or intention to submit qualification statements, but the names of any firms submitting any questions, clarifications, or requests will not be disclosed until after the deadline for submission.
- C. Any conditions or expectation on the part of the Respondent for performance by the County must be set forth in the qualification statement. Washington County is not obligated to consider the Respondent's post submittal terms and conditions.
- D. At the discretion of Washington County, one or more firms may be asked for more detailed information before final selection, which may also include oral interviews. Washington County will not be responsible for misdirected qualification statements. Respondent should call the Purchasing Office at (479) 444-1707 to insure receipt of their documents prior to opening time and date listed above.

3. SELECTION PROCESS

The detailed evaluation of the qualification statement may include an interview by the Selection Committee. Award of a contract may be made with or without interviews. Qualification Statements should therefore be submitted on the most favorable terms available.

4. EVALUATION FACTORS

The evaluation criteria will have the following relative weighting given each item.

- 30 Points (1) Price, specialized experience, and technical competence of the firm with respect to the type of professional services required;
- 25 Points (2) Capacity and capability of the firm to perform the work in question including specialized services, within the time limitations fixed for the completion of the project;
- 25 Points (3) Past record of performance of the firm with respect to such factors as control of costs, quality of work and ability to meet schedules and deadlines; and
- 20 Points (4) Firm's proximity to and familiarity with the area in which the project is located.

5. INSURANCE

A. General Liability Insurance

The Veterinarian shall provide commercial general liability insurance including but not limited to, contractual, premises, operations, products, completed operations, and personal injury with limits of

not less than \$1,000,000 per occurrence, combined single limit bodily injury (including death) and property. The coverage shall be on an “an occurrence basis,” and the policy shall include broad form property damage coverage.

This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to Washington County, Arkansas, County Administrator.

B. Worker’s Compensation

The Veterinarian shall provide workers’ compensation insurance for its employees. This policy shall not be cancelled or materially changed without first giving thirty (30) days prior written notice to Washington County, Arkansas, County Administrator.

C. Indemnification

The Veterinarian will agree to protect, defend, indemnify, and hold harmless the County, its Council, appointed and elected officials, employees, agents from any and all claims, suits, liabilities, expenses, costs, damages, or judgments of any nature, including attorney fees, for injury to, or death of, any person, and for injury to any person, including consequential damages of any nature resulting there from, arising out of, or if any way connected with any negligent acts or omission by, or on behalf of the Veterinarian, its officer, employees, agents, or veterinarians in negligently or wrongfully performing or failing to perform any services or functions provided for, or referred to, in any way connected with any work, services, or functions, to be performed by the Veterinarian, its Officers, employees, agents, or veterinarians both under and outside the contract.

The Aforesaid indemnity and hold harmless clause by the Veterinarian shall apply to all damages and claims for damages of every kind suffered, or alleged to have been suffered by the party to be indemnified, including, but not limited to, attorney fees, by reason of the aforesaid operations of the indemnifying party, regardless of whether or not the insurance policies or self-insurance of the indemnifying party shall have been determined to be applicable to any of such damages or claims for damages.

Certificate of Insurance must be filed prior to award of contract.

The County will not accept contracts that limit liability to contract amount. All contracts will be required to have a clause inserted stating that no paragraph, sentence or word shall be construed to waive that tort immunity as set forth by Arkansas Law.

6. USE OF NAMES

The Veterinarian shall not have the right to include Washington County’s name in its published list of customers without prior approval. With regard to news release, only the name of the veterinarian, type and duration of contract may be used and then only with prior approval of Washington County. The Veterinarian agrees not to publish or cite in any form any comments or quotes from Washington County Council members or staff. The Veterinarian further agrees not to refer to any award of this contract to commercial advertising in such manner as to state or imply that the products or services provided are endorsed or preferred by Washington County