



**The City of Kingsville is seeking the best value solution
for:**

VETERINARIAN SERVICES

REQUEST FOR PROPOSALS

RFP #20-01 VETERINARIAN SERVICES

**Purchasing Department
400 West King Ave.
Kingsville, Texas 78363**

**Issue Date: November 1, 2019
Response due Date and Time (Central Time):
Tuesday, November 26, 2019, 2:00 P.M. C.S.T**

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Exhibit 1	Pricing Sheet
Exhibit 2	General Provisions, Standard Terms and Conditions and Appendices
Exhibit 3	Scope of Work I, II or Technical Specifications
Exhibit 4	NOT APPLICABLE/
Exhibit 5	NOT APPLICABLE
Exhibit 6	NOT APPLICABLE/

1. INTRODUCTION

City of Kingsville (the City) is requesting submissions to contract with an individual or business with considerable experience in providing goods or services of this solicitation. The responses and the cost solutions shall be submitted to the City of Kingsville in a sealed submission.

The awarded individual or business shall possess a proven track record of using innovative approaches to providing goods and services that represent the best value to their clients. The awarded individual or business shall have the ability to accomplish all aspects of the requested services. The selected individual or firm should be able to provide innovative methods to deal with municipal challenges, and cost effective solutions.

A firm may submit a solicitation response for one or more of the categories of product or services requested in this solicitation.

2. COMMODITY OR SERVICE DESCRIPTION

The City is seeking a term contract for Veterinary Services to be purchased as needed over the contract term.

The products and services shall be accomplished per all exhibits identified in the table of contents.

3. MINIMUM QUALIFICATIONS

The following minimum requirements must be demonstrated in order for the submission to be **considered responsive** to the City of Kingsville. Any submission received, which is determined to not meet these mandatory requirements shall be immediately disqualified and rejected as non-responsive.

- Two (2) years' experience providing the services as described in the scope of work and services (Exhibit 3).
 - The in-house provider shall have two (2) years' experience in managing or supplying licensed Doctor of Veterinary Medicine (DVMs) services to offsite locations, which could include city/county-managed shelters, non-profit shelters, and/or rescues, or relief services to privately-run animal hospitals/clinics.
 - The afterhours emergency care providers shall have two (2) years' experience operating an animal hospital/clinic that has been available to the public during non-standard hours of operation that includes weekends and holidays.
 - The urgent care/regular business hours provider shall have two (2) years of operating an animal hospital/ clinic that has been available to the public.
 - Vendor shall provide a resume for each Doctor of Veterinary medicine (DVM's) and Veterinary Technician, prior to contract being completed.

- The responding individual or business must be registered in the State of Texas, or the County of Kleberg, to provide the products or services required in the solicitation, and the individual or business must have all licensure required by the State to provide any services required under this contact.

To learn how to obtain information about filing with the State of Texas, or obtaining copies or certificates from the Secretary of State visit Webpage: <http://www.sos.state.tx.us/corp/copies.shtml>; Phone 512-463-5578; or email corpcert@sos.state.tx.us.

- Submittal documents including a cover sheet, Solicitation Checklist, Attachments A - F and Exhibit 1, per the method described in SUBMITTAL INSTRUCTIONS.

4. SCHEDULE OF EVENTS

The City of Kingsville reserves the right to change the dates indicated below:

Solicitation Schedule:

Issue Solicitation:	11/01/2019
Pre-submittal conference	11/12/2019 at 01:30 PM CST
Deadline for Submission of Questions:	11/19/2019 at 11:00 AM CST
Deadline for Submission of RFP Responses:	11/26/2019 at 2:00 PM CST
Evaluate and rank initial results:	11/29/2019
Interview(s) with top ranked firms (if needed):	12/13/2019
Completion of Negotiations:	12/04/2019
Recommendation to City Commission:	12/09/2019

The City of Kingsville is using the solicitation 'Issue Date' as noted in the Schedule of Events above as the official 30 day notification requirement for an interview with a firm.

5. PRE-SUBMITTAL CONFERENCE

A non-mandatory, pre-solicitation conference will be available to interested contractors. Attendance at the pre-solicitation conference is strongly encouraged prior to submission of a response. The conference will be held on Tuesday, November 12, 2019 at 01:30 p.m. at the Kingsville Animal Shelter, 3415 FM 1355, Kingsville, Texas 78363.

6. CONTRACT TERM

It is the intention of the City of Kingsville to award a contract for a one (1) year period. The City and the Awarded Contractor shall have the option to renew this contract for three (3) additional one-year periods. Materials and services undertaken pursuant to this solicitation will be required to commence within fourteen (14) days of delivery of a Notice to Proceed.

The Contract shall commence upon the issuance of a Notice of Award by the City of Kingsville and shall automatically renew each year, from the date of award by City Commission, unless either party notifies the other in writing 30 days prior to the scheduled renewal date in accordance with the

provision of the section titled “price adjustments”, or the section(s) titled “termination” in Exhibit 2. At the sole option of the City of Kingsville, the Contract may be further extended as needed, not to exceed a total of six (6) months.

7. PRICING

Unit Pricing in Exhibit 1 shall include all fees and costs to provide the goods and services to the City. Unit pricing for goods shall include delivery costs, F.O.B. Destination

Firm Price

Pricing and discounts submitted are firm for the initial one-year period specified in the solicitation. Price decreases are allowed at any time. Price increases shall only be considered as stipulated below in “PRICE ADJUSTMENTS”.

Price Decreases/Discount Increases

Respondents are required to immediately implement any price decrease or discount increase that may become available. The City of Kingsville must be notified in writing 30 days prior to the expiration of the 12 month term updating the contract.

8. PRICE ADJUSTMENTS

Prices quoted for the commodities or services described in the solicitation must be firm for a period of one year from date of contract award. Any request for price adjustment must be based on the, U.S Department of Labor, Bureau of Labor Statistics, and Producer Price Index (PPI) for offices of physicians, except mental health: Other specialty (PCU621111621111419). The price will be increased or decreased based upon the annual percentage change in the PPI. The maximum escalation will not exceed +/- 8% for any individual year. The escalation will be determined annually at the renewal date. Should the PPI change exceed a minimum threshold value of +/-1%, then the stated eligible bid prices shall be adjusted in accordance with the PPI change not to exceed the 8% limit per year. The supplier should provide documentation as percentage of each cost associated with the unit prices quoted for consideration.

Request must be submitted in writing with supporting evidence for need of such increase to the Purchasing Manager at least 60 days prior to contract expiration of each year. Respondent must also provide supporting documentation as justification for the request.

Upon receipt of such request, the City of Kingsville reserves the right to either: accept the escalation as competitive with the general market price at the time and become effective upon the renewal date of the contract award or reject the increases within 30 calendar days after receipt of a properly submitted request. If a properly submitted increase is rejected, the Contractor may request cancellation of such items from the Contract by giving the City of Kingsville written notice. Cancellation will not go into effect for until the end of the current contract term, unless both parties mutually agree otherwise.

The request can be sent by e-mail to: csosa@cityofkingsville.com noting the solicitation number.

The City of Kingsville reserves the right to accept, reject, or negotiate the proposed price changes.

9. ADDENDA

Respondents are required to acknowledge addenda with their submission. Respondents will be responsible for monitoring the City of Kingsville Purchasing website at www.cityofkingsville.com/purchasing to ensure they have downloaded and signed all addenda required for submission with their submission. Respondents should acknowledge each individual addendum on Attachment F.

10. BUSINESS OVERVIEW

Respondent shall complete the Business Overview Questionnaire as applicable per Attachment A.

11. EXCEPTIONS

The Request for Proposal (RFP) process allows for negotiation of the terms and conditions of this proposal. The respondent shall note any exceptions to the solicitation document, on Attachment B. The exceptions will be reviewed to ensure they meet the minimum specifications and requirements and will be ranked in accordance with the evaluation criteria. The City reserves the right to accept, reject or negotiate the exceptions provided.

Respondents shall itemize all exceptions on Attachment B. Additional pages may be added as necessary. **Do not mark or change the text of the solicitation document, exceptions shall be noted only on Attachment B.**

If no exceptions are taken, the respondent shall sign and return Attachment B in the appropriate signature block.

12. DISCLOSURES

The individual or business must disclose any business relationship that would have an effect, of a conflict of interest. A conflict of interest statement must be signed as part of the contract negotiated with the awardee(s). (Attachment D)

13. ACKNOWLEDGEMENT

Submit a signed acknowledgement by authorized agent of the responding firm (Attachment E).

14. SUBMITTAL INSTRUCTIONS

The City of Kingsville will accept proposals submittals via 4 hard copy along with digital file on USB Jump Drive submittals until the date and time on the cover sheet of this solicitation. Any

submission received after the date and/or hour set for solicitation opening will be returned unopened.

Hard copy submissions may be hand delivered (by firm or express courier) to the address listed below:

City of Kingsville
Purchasing Manager
Charlie Sosa
SOLICITATION NUMBER AND NAME
Hand Deliver:
400 West King Ave.
Kingsville, TX 78363

Or

Mail to:
P.O. Box 1458
Kingsville, Texas 78364

The City of Kingsville reserves the right to accept or reject in part or in whole any submission, and to waive technicalities of the submission, in the best interest of obtaining best value for the City.

Each respondent is responsible for taking the necessary steps to ensure their submission is received by the date and time noted herein. The City is not responsible for missing, lost or late mail or any mail or email delays, internal or external, that may result in the submission arriving after the set time.

a. Submission Format

Respondents shall provide detailed information to allow the City to properly evaluate the submission. The City requests the following format be used:

1. Hard copy submissions shall be bound only utilizing a staple or binder clip. Do not submit responses in a binder or file folder.
2. Submission shall be no more than 200 pages in length or 35 MB is file size
3. Utilize tabs to identify exhibits and attachments
4. The submission shall be in the following order:
 - a) Coversheet – including Solicitation number and name, firm name, address, contact name, phone, fax, website and email address.
 - b) Pricing Sheet – Exhibit 1
 - c) Completed Solicitation Checklist
 - d) Attachment A- Business Questionnaire
 - e) Attachment B- Exception Form
 - f) Attachment C -Safety Record (if applicable form will be attached)
 - g) Attachment D -Conflict of Interest Questionnaire Form
 - h) Attachment E -Signed Acknowledgement form

- i) Appendices may be used for additional documentation or clarification at the respondent's option.
- 5. Hard Copy submittals shall include one (1) original signed by an officer authorized to bind the firm, and three (3) copies of the completed response.
- 6. Submit response, before the published due date and time. Hard copy submittals must be in a sealed envelope labeled with the solicitation number and name.

15. EVALUATION PROCEDURES

Selection of a firm(s) to provide the aforementioned materials and services shall be in accordance with the City of Kingsville Purchasing Policies and procedures and the State of Texas Local Government Code 252.043. The City of Kingsville shall open all submissions and evaluate each respondent in accordance to the below criteria:

Step 1: The City of Kingsville will evaluate the submission in accordance with the selection criteria and will rank the firms on the basis of the submittals. The City of Kingsville, reserves the right to consider information obtained in addition to the data submitted in the response. The selection criterion is listed below:

a) Compliance with specifications, quality, reliability, characteristics to meet stated or implied needs (FACTOR 30%)

Compliance with the stated specification(s) coupled with the quality and reliability of the goods and services for use that meets or exceeds Owner's expectations and the characteristics of the product or service that bear on its ability to meet the stated/implied needs.

b) Indicators of Probable Performance under contract (FACTOR: 20%).

Indicators of probable performance under the contract to include: past vendor performance, financial resources and ability to perform, experience or demonstrated capability and responsibility, references, and the vendor's ability to provide reliable service agreements and support.

c) Price, Total Cost (FACTOR: 50%).

The total possible score of the submissions shall be scored and weighted as indicated above, Step 1 items a-d. Based on the outcome of the computations performed, each submission will be assigned a raw score. The assigned weight will then be applied to these scores to calculate an overall score for each submission for completion of the final scoring process.

Step 2: After the final ranking of the submissions and determination of Firm(s) that provide a best value to the City and are within the competitive range, provided the City of Kingsville elects to proceed without oral discussions, the City will immediately proceed to negotiate final pricing, terms and conditions with the **highest ranked Firm or Firms**. The City of Kingsville may elect to conduct oral discussions, request clarifications, and presentations concerning the project approach and ability to furnish the requirements, as part of the negotiation process.

The City may elect to utilize a Best and Final negotiation phase to determine the Firm that provides the overall best value to the City.

Step 3: Upon selection of the submission or Best and Final Offer that represents the “best value”, a written recommendation will be presented to the appropriate approving authority for the City of Kingsville (City Commission) requesting authorization to proceed with contract execution for the proposed services.

In accordance with Local Government Code 252.049, trade secrets and confidential information in competitive sealed proposals are not open for public inspection but such items must be clearly marked as such. All submissions shall be opened in a manner that avoids disclosure of the contents to competing respondents and keeps the responses secret during negotiations. A public opening will not be conducted with this process.

After the contract has been awarded all submissions will be open for public inspection, and the unsuccessful respondent(s) may request a debriefing regarding their submittal. Please contact the City of Kingsville Purchasing staff to document the request for a debriefing. A meeting with the City of Kingsville Purchasing Staff and the using Department will be scheduled within a reasonable time.

16. CONTACT BETWEEN RESPONDENT AND THE CITY

Respondents shall direct all inquiries and communications concerning this solicitation to the Point of Contact(s) listed below:

Charlie Sosa
Purchasing Manager
400 West King Ave.
Kingsville, TX 78363
361-595-8025

Or

Charlie Sosa
Purchasing Manager
P.O. Box 1458
Kingsville, Texas 78364
361-595-8025

SOLICITATION CHECKLIST

Check when Completed	Task to be Completed by Respondent
	Exhibit 1 – Pricing sheet
	Review Exhibit 2 – General Provisions and Terms and Conditions
	Review Exhibit 3 – Scope of Work/Technical Specifications
	Review Exhibit 4 – Technical Drawings and Plans (if applicable)
	Submission of Exhibit 5 – FTP Site Form (if applicable)
	Review Exhibit 6 – Federal Grant Requirements (if applicable)
	Cover sheet
	Solicitation number
	Solicitation name
	Firm name
	Firm address
	Contact name
	Contact phone
	Contact fax
	Website address
	Contact email address
	Solicitation Checklist
	Attachment A- Business Overview Questionnaire
	Document how firm meets minimum qualifications (Section 3)
	Detail to support evaluation criteria
	Attachment B – Exception Form
	Attachment C – Safety Record Questionnaire (if applicable)
	Attachment D – Conflict of Interest Questionnaire Form – with signature
	Attachment E - Acknowledgment
	Acknowledgment of Addenda
	Submission signed by authorized officer, in the order specified below
	Hard Copy Submission: Submitting a hard copy, the City requires one (1) original and three (3) copies, with the pricing sheet.

Order for Submission	Document
1	Cover Sheet
2	Pricing Sheet – Exhibit 1
3	Solicitation Checklist
4	Attachment A- Business Overview Questionnaire
5	Attachment B – Exception Form
6	Attachment C – Safety Record Questionnaire (if applicable)

7	Attachment D – Conflict of Questionnaire Form
8	Attachment E - Acknowledgment

Submit response, with tabs marking each section, in the following order:

ATTACHMENT A-BUSINESS OVERVIEW QUESTIONNAIRE AND FORMS

1. Contract Information (for formal contracting purposes):

The following information will be used to write a contract, should your firm be selected for award.

- Firm's Legal Name:
- Address:
- Agent Authorized to sign contract (Name):
- Agent's email address:

2. Subsidiary of:

3. Organization Class (circle):

Partnership

Corporation

Individual

Association

4. Tax Payer ID#:

5. Date Established:

6. Historically Underutilized Business: Yes or No

7. Does your company have an established physical presence in the State of Texas, or the City of Denton? Yes or No, in which?

8. Please provide a detailed listing of all products and/or services that your company provides.

9. Has your company filed or been named in any litigation involving your company and the Owner on a contract within the last five years under your current company name or any other company name? If so provide details of the issues and resolution if available. Include lawsuits where Owner was involved. (Notice: Failure to disclose this information during proposal submission, and later discovered, may result in contract termination at the Owner's option.)

10. Have you ever defaulted on or failed to complete a contract under your current company name or any other company name? If so, where and why? Give name and telephone number of Owner.
11. Have you ever had a contract terminated by the Owner? If so, where and why? Give name and telephone number (s) of Owner (s).
12. Has your company implemented an Employee Health and Safety Program compliant with 29 CFR 1910 "General Industry Standards" and/or 29 CFR 1926 "General Construction Standards" as they apply to your Company's customary activities?
http://www.osha.gov/pls/oshaweb/owasrch.search_form?p_doc_type=STANDARDS&p_toc_level=1&p_keyvalue=1926
13. Resident/Non-Resident Bidder Determination:
Texas Government Code Section 2252.002: Non-resident bidders. Texas law prohibits cities and other governmental units from awarding contracts to a non-resident firm unless the amount of such a bid is lower than the lowest bid by a Texas resident by the amount the Texas resident would be required to underbid in the non-resident bidders' state. In order to make this determination, please provide the name, address and phone number of:
 - a. Responding firms principle place of business:
 - b. Company's majority owner principle place of business:
 - c. Ultimate Parent Company's principle place of business:

14. **Provide details to support the evaluation criteria, including experience and delivery.**

15. **Provide details on how firm meets the minimum qualifications stated in this Main document Section 3.**

- a. The details must be completed on this form, and shall not point to another document in the respondent's proposal.
- b. Sign below and return form with final submission.

I certify that our firm meets the minimum qualifications as stated in this Main document, Section 3.

Signature

Company

Date

ATTACHMENT B-SUBMISSION EXCEPTIONS/CLARIFICATIONS

Any exceptions or clarifications taken to this solicitation (**including terms and conditions in Exhibit 2, the General Provisions and Terms and Conditions**) must be itemized on the lines below. Additional pages may be added as needed. If there are no exceptions or clarifications, please sign where indicated at the bottom of the page.

Item #	Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The above exceptions and clarifications (and any additional pages identified) are the ONLY exceptions/clarifications to the specifications, General Provisions and Terms and Conditions in Exhibit 2, and sample contract to this solicitation. I understand that the City may not accept additional exceptions produced after final submission of this proposal.

Signature

Company

Date

No Exceptions are taken to this solicitation or the General Provisions and Terms and Conditions in Exhibit 2.

Signature

Company

Date

ATTACHMENT C-SAFETY RECORD QUESTIONNAIRE

The definition and criteria for determining the safety record of a respondent for this consideration shall be:

The City of Kingsville shall consider the safety record of the respondent in determining the responsibility thereof. The City may consider any incidence involving worker safety or safety of the citizens of the City of Kingsville, be it related or caused by environmental, mechanical, operational, supervision or any other cause or factor. Specifically, the City may consider, among other things:

- a. Complaints to, or final orders entered by, the Occupational Safety and Health Review Commission (OSHRC), against the respondent for violations of OSHA regulations within the past three (3) years.
- b. Citations (as defined below) from an Environmental Protection Agency (as defined below) for violations within the past five (5) years. Environmental Protection Agencies include, but are not necessarily limited to, the U.S. Army Corps of Engineers (USACOE), the U.S. Fish and Wildlife Service (USFWS), the Environmental Protection Agency (EPA), the Texas Commission on Environmental Quality (TCEQ), the Texas Natural Resource Conservation Commission (TNRCC) (predecessor to the TCEQ), the Texas Department of Health (TDH), the Texas Parks and Wildlife Department (TPWD), the Structural Pest Control Board (SPCB), agencies of local governments responsible for enforcing environmental protection or worker safety related laws or regulations, and similar regulatory agencies of other states of the United States. Citations include notices of violation, notices of enforcement, suspension/revocations of state or federal licenses or registrations, fines assessed, pending criminal complaints, indictments, or convictions, administrative orders, draft orders, final orders, and judicial final judgments.
- c. Convictions of a criminal offense within the past ten (10) years, which resulted in bodily harm or death.
- d. Any other safety related matter deemed by the City Commission to be material in determining the responsibility of the respondent and his or her ability to perform the services or goods required by the solicitation documents in a safe environment, both for the workers and other employees of respondent and the citizens of the City of Kingsville.

In order to obtain proper information from respondents so that City of Kingsville may consider the safety records of potential contractors prior to awarding bids on City contracts, City of Kingsville requires that respondents answer the following three (3) questions and submit them with their submissions:

QUESTION ONE

Has the respondent, or the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation, partnership or institution, received citations for violations of OSHA within the past three (3) years?

YES _____ NO _____

If the respondent has indicated YES for question number one above, the respondent must provide to City of Kingsville, with its submission, the following information with respect to each such citation:

Date of offense, location of establishment inspected, category of offense, final disposition of offense, if any, and penalty assessed.

QUESTION TWO

Has the respondent, or the firm, corporation, partnership, or institution represented by the respondent, or anyone acting for such firm, corporation, partnership or institution, received citations for violations of environmental protection laws or regulations, of any kind or type, within the past five years? Citations include notice of violation, notice of enforcement, suspension/revocations of state or federal licenses, or registrations, fines assessed, pending criminal complaints, indictments, or convictions, administrative orders, draft orders, final orders, and judicial final judgments.

YES _____ NO _____

If the respondent has indicated YES for question number two above, the respondent must provide to City of Kingsville, with its submission, the following information with respect to each such conviction:

Date of offense or occurrence, location where offense occurred, type of offense, final disposition of offense, if any, and penalty assessed.

QUESTION THREE

Has the respondent, or the firm, corporation, partnership, or institution represented by respondent, or anyone acting for such firm, corporation, partnership, or institution, ever been convicted, within the past ten (10) years, of a criminal offense which resulted in serious bodily injury or death?

YES _____ NO _____

If the respondent has indicated YES for question number three above, the respondent must provide to City of Kingsville, with its submission, the following information with respect to each such conviction:

Date of offense, location where offense occurred, type of offense, final disposition of offense, if any, and penalty assessed.

ATTACHMENT D-CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE -

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local government entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. *See* Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information in this section is being disclosed.

Name of Officer

This section, (item 3 including subparts A, B, C & D), must be completed for each officer with whom the vendor has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of one percent or more?

☐

Yes

☐

No

D. Describe each employment or business and family relationship with the local government officer named in this section.

4 ☐ I have no Conflict of Interest to disclose.

5

Signature of vendor doing business with the governmental entity

Date

ATTACHMENT E-ACKNOWLEDGEMENT

The undersigned agrees this submission becomes the property of the City of Kingsville after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 120 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of Kingsville, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of Kingsville prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy of the specifications and/or pricing sheet (Exhibit 1), without clearly identifying changes.

The undersigned understands they will be responsible for monitoring the City of Kingsville Purchasing Website at: <http://www.cityofkingsville.com/purchasing> to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____
Addendum No 2 Dated _____
Addendum No 3 Dated _____

Received _____
Received _____
Received _____

NAME AND ADDRESS OF COMPANY:

Tel. No. _____
Email. _____

AUTHORIZED REPRESENTATIVE:

Signature _____
Date _____
Name _____
Title _____
Fax No. _____

CITY OF KINGSVILLE
RFP FOR ANIMAL SERVICES
Section II
Scope of Work and Services

1. SCOPE OF WORK AND SERVICES

The scope of work shall be finalized upon the selection of the Firm. The proposal submission shall have accurately described your understanding of the objectives and scope of the requested products and services and provided an outline of your process to implement the requirements of the Scope of Work and Services. It is anticipated that the scope proposal submission will include, at a minimum, the following:

A. TECHNICAL RESPONSIBILITIES AND REQUIREMENTS

A. The City is seeking an independent contractor to provide the City with the following:

1. Implement and maintain an independent sterilization, rabies and/or full series of shots vaccination program including the following services:

Dog Package

- Spay or Neuter
- Rabies Vaccination (if too young-appointment to return for vaccination)
- Bordetella
- DHLPP
- First treatment for fleas and ticks
- First Month Heartworm Preventative
- First Treatment for Tape Worms, Hook worms, and Round worms
- Pre-Surgical pain medication
- Micro Chip
- Parvo Virus Test (when applicable-this should be done prior to the other medical work if the veterinarian believes the animal may be sick)

Cat Package

- Spay or Neuter
- Rabies Vaccination, FVCRPP and FELV (if too young-appointment to return for vaccination).
- FDRT
- First treatment for fleas and ticks
- First Treatment for Tape Worms, Hook worms, and Round worms
- Treatment for Ear Mites
- Micro Chip

A list of other services that may be requested include but are not limited to the following:

- Procedure for demodex and sarcoptic mange treatment and medication for Kennel cough:
- Antibiotics for infection
- Packing ears for ear infection
- Euthanasia
- Ear Mite Medication and treatment

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2. Identify the method and procedures for operating an independent sterilization and rabies vaccination program. Specifically, the contractor shall state their methodology or procedures related to:
 - a. scheduling appointments and pre-surgery instructions:
 - b. pre-surgical physical examinations to determine surgical qualification:
 - c. administering pre-surgery anesthetics,
 - d. surgical techniques:
 - e. post-operative recovery care and monitoring:
 - f. providing post-operative pain medication:
 - g. animal discharge care/complication instructions:
 - h. post-surgical inquiries and/or complications related to sterilization surgery:
 - i. controlled drug control, inventory and record keeping:
3. Identify what additional testing services are provided. E.g. FeLV, FIV, Heartworm, Fecal, etc.
4. Identify what additional medical services are provided that may impact the sterilization of the animal. E.g. Umbilical hernias, neutering of male dogs and cats afflicted with Cryptorchidism, pregnant females, etc.
5. Identify the minimum sterilization age of an animal

The minimum sterilization age of an animal is month of age.
6. Identify what responsibilities, if any, the City will have in providing staffing assistances supplies, materials, equipment, or space requirements required for the consultant to perform the identified services
7. Provide an invoice for services identifying the City animal identification number, type of medical procedures performed and the rabies certificate number
8. Provide statistics related to the number of dogs and cats sterilized and vaccinated for rabies
9. Included in the scope of services should be a descriptive statement dealing with the stability and experience of staff and skill level of requirements for any staff replacements
10. Clarify if it is your intent to have a doctor in place after surgery to determine complications and offer post-operative care.
11. Contractor shall provide an annual report within fifteen days after the end of the calendar year which includes the number of cats and dogs sterilized (by age group as specified by the City of Denton), number of animals treated for parvo virus, and number of animals treated for kennel cough.

B. Working Paper and Rabies Vaccination Certificate Retention and Access to Working Papers and Rabies Certificates

1. All working papers or medical reports must be retained at the contractor's expense. In accordance with Section 169.29 (c) of the Texas Administrative Code Title 25 Part 1.
2. A copy of each rabies vaccination certificate shall be retained and readily retrievable for a period of not less than five years from the date of issuance.

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3. The contractor will be required to make working papers or medical reports available within a reasonable time to the City upon request.

C. Full Shot Package: The full shot package is identified as in addition to the Rabies vaccination:

Full Shot Package for Dog- DHLPP and Bordetella

Full Shot Package for Cat- FVCRPP and FELV

B. GENERAL RESPONSIBILITIES AND REQUIREMENTS

1. Prior to commencement of the services, the City and selected individual or business will conduct an initial meeting to review the overall scope, schedule, deliverables and planning process to implement a successful program.
2. The awarded Contractor shall provide to the City of Kingsville, detailed reports of time and services provided to the City on a monthly basis.
3. Staff available to assist the selected provider is limited; the proposals submitted should not anticipate extensive staff assistance during service delivery.
4. Adopted animal is considered property of the City of Kingsville until recovered from anesthesia and released to the new owner.
5. No animal shall be released to the new owner until full recovery from surgical anesthesia without complications.
6. City of Kingsville reserves the right to visit the service provider's facility as part of the selection process and at any normal business hour during the contract period(s).