



CITY OF SAN ANTONIO

FINANCE DEPARTMENT – PURCHASING DIVISION

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Operations and Facility Management of Newly Constructed Brooks Spay/Neuter Clinic

Solicitation Number: RFP 16-069, 6100007558

Description: The City of San Antonio, Animal Care Services Department is seeking proposals for the management and operation of the newly constructed Brooks Spay/Neuter Clinic. The Clinic is anticipated to open in November 2016. The City is looking for an organization who can manage the facility and: (1) provide 8,000 low-cost spay/neuter surgeries annually by the 3rd year of the contract; and (2) provide low cost vaccination services for the community.

Applicable Product Categories: 96206

Date Issued: June 5, 2016

Due Date & Time: July 6, 2016 at 11:00 A.M., Central Time

Pre-Submittal Conference: Tuesday, June 14, 2016 at 9:00 A.M. Central Time at the Animal Care Facility located at 4710 State Highway 151, San Antonio, Texas 78227

Staff Contact Person: Debra Light, Procurement Specialist III, Debra.Light@sanantonio.gov

Evaluation Committee Voting Members:

Maria Villagomez, Assistant City Manager, City Manager's Office

Xavier Urrutia, Interim Director, Animal Care Services Department

Heber Lefgren, Assistant Director, Animal Care Services Department

Rita Brauetigum, Animal Care Services Advisory Board Chair

Dr. Vincent Nathan, Interim Director, Health Department

Dr. Marilyn Gotbeter, Chief Veterinarian, Animal Care Services Department

~~Jaime Lawhn, Director of Project and Land Development, Brooks Development Authority~~

Pursuant to the Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a City Council agenda item; and 2) City employees from the time the RFP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **10:00 a.m.**, Central Time, on **June 21, 2016**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Debra Light, Procurement Specialist III
City of San Antonio, Finance Department, Purchasing Division
Debra.Light@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response.

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at: (210) 207-0118 or by email at: vendors@sanantonio.gov

Note: After you have successfully registered, you will need to send an email to the staff contact person requesting to be added to the solicitation vendor distribution list.