



City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Emergency Care Veterinary Services

Solicitation Number: RFP 16-083, 6100007631

Description: The City of San Antonio, Animal Care Services Department (ACS) is requesting proposals from Respondents to provide emergency care veterinary services support to ACS during evening and overnight hours when there is no on-campus medical staff to humanely care for incoming sick/injured animals as well as proper handling and disposition of wildlife (to include bats) brought in by Animal Care Officers. Selected respondent will be responsible for providing life-saving triage and basic stabilization as well as humane euthanization services as medically deemed necessary. Selected respondent will provide services to the City beginning no later than 7:00 P.M. during the week and 5:00 P.M. on weekends.

NIGP Codes: 96186 – Veterinary Services

Date Issued: Wednesday, July 20, 2016

Due Date & Time: Friday, August 12, 2016, 11:00 a.m. Local Time

Pre-Submittal Conference: The Pre-Submittal Conference will be held at the City of San Antonio Animal Care Facility Annex located at 4710 State Highway 151, San Antonio, Texas 78227 at 9:00 a.m., Central Time, on Tuesday, July 26, 2016. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Staff Contact Person: Charisma Esparza, Procurement Specialist III, Charisma.Esparza@sanantonio.gov.

Evaluation Committee Voting Members:

Heber Lefgren, Assistant Director, Animal Care Services

Dr. Marilyn Gotbeter, Chief Veterinarian, Animal Care Services

Shannon Sims, Field Operations Manager/Interim Assistant to the Director, Animal Care Services

Claudia Pena, Department Fiscal Administrator, Animal Care Services

Sally Heins, Clinic Manager, Animal Care Services

Ryan Evans, Contracts Coordinator, Animal Care Services

Pursuant to Section 011 – Restriction on Communications, Respondents are prohibited from communicating with: 1) elected City officials or the Corporation board, and their staff regarding the RFP or proposals from the time the RFP has been released until the contract is posted as a Corporation Board agenda item; and 2) City and Corporation Board 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 2:00 p.m., Local Time, on Friday, July 29, 2016. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Charisma Esparza, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Charisma.Esparza@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.