City of San Antonio

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Proposals – Low-Cost Vaccinations & Wellness Clinic

Solicitation Number: RFP 16-084, 6100007632

Description: The City of San Antonio, Animal Care Services Department (ACS) is requesting proposals from Respondents to provide the operation of low-cost vaccination & wellness clinics to be hosted at ACS, respectively, of this Request for Proposal ("RFP"). Services provided would include at a minimum of Rabies, DHPP and Bordatella vaccinations and wellness services to include heartworm testing, microchipping, flea/tick prevention, etc. provided to customers at low-cost. ACS will provide the space at ACS free of charge and all revenue generated during the clinic will be Respondent's.

NIGP Codes: 96186 – Veterinary Services
96206 – Misc. Services, Animal Health, Shelter, Surgery & Training

Date Issued: Tuesday, July 19, 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 **10:00 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
Sally Heins, Clinic Manager, Animal Care Services
Bethany Colonnese, Live Release Manager, Animal Care Services
Lisa Norwood, Public Relations & Outreach Manager, Animal Care Services
Ryan Evans, Contracts Coordinator, Animal Care Services
Jermony Leech, Budget & Management Analyst I, Office of Management & Budget

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.