REQUEST FOR PROPOSALS FOR VETERINARY SERVICES FOR THE MARION COUNTY HEALTH DEPARTMENT ANIMAL CONTROL PROGRAM

SUBMIT PROPOSALS TO:

Tim Harper
Marion County Administrator
PO Box 183
1305 North Main Street
Marion, SC 29571

DEADLINE FOR SUBMISSION: 10:00 a.m. Wednesday, February 11, 2015

PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

PROPOSALS WILL NOT BE OPENED UNTIL AFTER THIS DEADLINE.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.
General Information
And
Specifications For Proposals

1.0 GENERAL INFORMATION

1.1 Introduction and Background

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide veterinary services to the Marion County Animal Shelter Animal Control Program.

1.2 Scope of the Project
1.2.1 Provide veterinary care to sick or injured animals from the Marion County Animal Shelter.

1.2.2 County prefers 7 days a week coverage as needed for emergency on-call services, and emergency consultation with Animal Shelter staff.

1.2.3 Provide standing orders and training for administration of common medications by Animal Shelter staff for non-emergency treatment.

1.3 Procuring and Contracting Department/Division

The contract resulting from this bid process will be administered by the Marion County Purchasing Department, which is a department of Marion County, a local governmental unit. Accordingly, all proposers are hereby notified and agree that any contract for services arising from this process will contain the following provision:

“Notwithstanding anything in this contract or agreement to the contrary, if any provision herein is deemed to constitute a waiver of sovereign immunity or is in violation of any legal, statutory or constitutional prohibition, then such provision shall be unenforceable against Marion County.”

1.4 Clarification and/or revisions to the specifications and requirements

All questions concerning this request for proposals must be submitted in writing by calling Tim Harper @ 843-431-5059 by Monday, February 9, 2015 @ 1:00 pm.

Questions submitted to anyone other than the name listed above will not be answered.

If a prospective proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the bid, the vendor should immediately notify the above named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this proposal, revisions/amendments and/or supplements will be provided to all persons who have received proposal packages prior to the clarification, revision, amendment or supplement.

1.5 Calendar of Events

Listed below are specific dates and times of actions related to this Request for Proposals. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to
change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this proposal.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>February 9, 2015 @ 1:00 pm</td>
<td>Last day for submitting written inquiries</td>
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<tr>
<td>February 11, 2015 @ 10:00 am</td>
<td>Last day/time for submitting proposals</td>
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2.0 SUBMITTING A PROPOSAL

2.1 Incurring Costs

Marion County is not liable for any cost incurred by proposers in replying to this request for proposals.

2.2 Submitting the Proposal

Proposers must submit an original and two extra copies of all materials required for acceptance of their proposal by 10:00 a.m., February 11, 2015 to:

Marion County Administration  
Attn: Tim Harper, County Administrator  
Mailing Address: PO Box 183, Marion, SC 29571  
Physical Address: 1305 N. Main Street, Marion, SC 29571

Proposals must be received in the above office by the specified time stated above. Proposals not received by the above date and time will not be accepted.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer’s name and address
- Notice of proposal title (Veterinary Services for the Marion County)
- Proposal due date (February 11, 2015)

3.0 RIGHT TO REJECT PROPOSALS; NEGOTIATION OF CONTRACT TERMS

3.1 The County reserves the right to reject any and all proposals. The County further reserves the right to negotiate the terms of the contract with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded
successfully with the selected proposer, the County may negotiate a contract with an alternate proposer.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Organization Capabilities

Describe the Proposer’s experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. Include names and contact information for references.

4.2 Veterinary Licensure

Provide copy of veterinary license of all persons providing services. Provide copy of DEA License.

4.3 Insurance Requirements

Insure that comprehensive professional liability insurance coverage has been secured. Evidence of such insurance shall be provided to the COUNTY upon request.

4.4 Mandatory Requirements

The following general requirements are mandatory.

4.4.1 Must be able to provide veterinary services to the Animal Shelter by duly being qualified and licensed in the State of South Carolina, (to be evidenced by providing the County with appropriate documentation of said qualifications and licensure), and be willing and capable of furnishing Veterinary Services to animals in the Marion County Animal Shelter as described below:

a. Provide necessary emergency care for sick or injured animals in the shelter (24 hour/7 days a week coverage preferred).

b. Provide spay/neuter services and rabies vaccinations for animals being adopted through the Animal Control Adoption Program

4.4.2 Be available to animal control, by telephone after hours, for on-call emergency situations 7 days a week.

4.4.3 Provide hours of operation and details regarding after hours availability.
4.4.7 To volunteer as one of the local veterinary providers administering rabies vaccination clinics in Marion County.

4.4.8 To provide consultation and review responsibilities as follows:
   a. Provide staff to serve as an ad hoc member to the Marion County Animal Shelter Committee.
   b. Assist in developing and Review of an Animal Shelter/Veterinary Plan of Care.
   c. Technical assistance or advice on any disease outbreak in the Shelter.

4.4.9 Provide General Statements of Qualifications that respond to the mandatory requirements above.

5.0 PRICE PROPOSAL

5.1 General Instructions on Submitting Price Proposals

All proposals must state how the contractor will bill Marion County and also state expected terms of payment. (Submit price for any other service proposed which has a charge.)

5.2 Provide costs/charges for:

   a. Spay/Neuter and rabies vaccination for animals being adopted.
   b. Initial Exam
   c. X-rays
   d. Hourly rate for treatment, plus cost for hospitalization (room and board)
   e. Grooming (in cases of flea/tick infestation)
   f. Tranquilizer drug used prior to euthanasia
   g. Common antibiotics, steroids, and pain medications covered under the standing orders, or alternative low cost source/vendor
   h. Annual retainer fee for consultation services not covered under direct veterinary care such as policy review, etc.

NOTE: THIS IS A SOLICITATION FOR PROPOSALS TO PROVIDE SERVICES. ACCORDINGLY, SELECTION OF A PROPOSAL FOR CONTRACT MAY NOT BE BASED UPON PRICE QUOTATIONS ALONE. MARION COUNTY RESERVES THE RIGHT TO MAKE ITS SELECTION AND NEGOTIATE A CONTRACT WITH THE SELECTED PROPOSER BASED UPON SUCH CRITERIA, INCLUDING PRICE, AS IT DEEMS APPROPRIATE AND IN THE BEST INTEREST OF THE COUNTY. BY SUBMITTING A PROPOSAL, THE PROPOSER WAIVES ALL RIGHT, IF ANY, TO CONTEST OR OBJECT TO ANY ELECTION MADE BY THE MARION COUNTY AND THE PROCEDURE USED BY THE DEPARTMENT IN MAKING THAT SELECTION.