



City of St. Louis
Department of Health



REQUEST FOR PROPOSALS (RFP)

EMERGENCY VETERINARY CLINICS
FOR ANIMAL CARE AND CONTROL

Anticipated Contract Start: November 1, 2015

City St. Louis Department of Health
1520 Market Street – Rm 4051
St. Louis, MO 63103
(314) 657-1415

PURPOSE AND INTENT

This RFP for Emergency Veterinary Clinics is issued by and through the Department of Health (“DOH”) on behalf of the City of St. Louis, Missouri (“City”)

The purpose of this RFP is to solicit sealed proposals for the purpose of hiring an organization through a competitive selection process to provide emergency veterinary clinical services for the DOH.

The DOH reserves the right to award the contract(s) resulting from this RFP to one or more respondents, as required and deemed appropriate to meet the needs of the DOH.

I. SCOPE OF SERVICES

The DOH retains Emergency Veterinary Clinics to perform the following services:

1. Operate an emergency veterinary clinic with veterinarian on duty 24 hours per day.
2. Provide basic veterinary care to City of St. Louis animals for the purpose of stabilization and relief of pain during the hours of 6 pm - 8 am Mon. - Fri, and 24 hours on Sat. and Sun. (examples: IV fluid therapy, pain medication injection, splinting broken bones).
3. With prior authorization from City of St. Louis Veterinarian, perform advanced veterinary care, (examples: blood transfusions, anesthesia/emergency surgery).
4. Provide humane euthanasia for City of St. Louis animals suffering irremediably/intolerably as determined by a veterinarian.
5. Attempt to contact the owners of stray City of St. Louis animals identified by microchip or other ID.
6. Communicate/collaborate with City of St. Louis Veterinarian during regular business hours to determine treatment, transport and other decisions as they relate to City of St. Louis animals, (including evidence involved in cruelty/abuse investigations)
7. Provide monthly billings for services provided to the Director of Health, documenting and detailing the specific work performed in connection each animal transported to the clinic.

III. FEES

Please provide a schedule of fees for common emergency services as outlined in the Scope of Services, including, but not limited to trauma from a variety of causes.

IV. QUALIFICATIONS

Minimum Qualifications: Provide evidence that the facility and veterinarians are licensed through the Missouri Veterinary Medical Board. Provide 24-hour emergency services.

Desired Qualifications: experience with municipal or county animal care and control agencies.

V. PROPOSAL TIMETABLE

Request for Proposals (RFP) may be obtained beginning August 24, 2015 from Jeanine Arrighi at the City of St. Louis Department of Health, 1520 Market Street, Suite 4051, St. Louis, MO 63103, or downloaded from the St. Louis City website at <http://stlouis-mo.gov> or by contacting Jeanine Arrighi at arrighij@stlouis-mo.gov or (314) 657-1507.

Any questions regarding this RFP must be submitted in writing no later than September 1, 2015 to Jeanine Arrighi, City of St. Louis Department of Health, 1520 Market Street, Suite 4051, St. Louis, MO 63103 or at arrighij@stlouis-mo.gov. The DOH will maintain a list of all individuals requesting copies of the RFP and will ensure that copies of all questions and responses thereto shall be made available to each entity on such list. All questions and responses will be posted on the City of St. Louis website at <http://stlouis-mo.gov>. No contact with any other Selection Committee member is permitted.

VI. PROPOSAL SUBMISSION

In order to be considered by the Selection Committee, a Respondent's proposal must be received by the DOH at 1520 Market Street, Suite 4051, St. Louis, MO 63103 no later than 4:00 p.m. (CST) on Thursday, September 17, 2015. Proposals received after this deadline will not be considered.

A signed original and five (5) copies of the signed original proposal must be submitted. The original must be signed by the Respondent. Confirmation of receipt of Proposal to RFP will be made at the time of receipt upon delivery in person, or if received via U.S. mail, a confirmation of receipt will be sent to the bidder via facsimile.

Proposals must be labeled on the outside of the package to clearly indicate that they are in response to the RFP for Emergency Veterinary Clinic services. Proposals submitted via e-mail or facsimile will not be considered.

VII. CONTENTS OF PROPOSAL

Each proposal must contain at a minimum, the following:

- A. A one page transmittal letter expressing interest in the services;
- B. A document(s) that provides the following information:
 1. Evidence of licensure that the facility and veterinarians are licensed through the Missouri Veterinary Medical Board.
 2. The address, phone number and facsimile number of the Respondent;
 3. Any additional information relevant to Respondent's qualifications for the position or pertinent to the selection criteria identified in Section IX below;
 4. The name, address and telephone number of two references. If the reference is a business, corporation or other organization, please identify the contact person.

5. A statement of M/WBE or DBE participation.

VIII. SELECTION COMMITTEE

The evaluation of the proposals will be performed by a Selection Committee composed of the Director of the Health Department or her designee, an employee of the Health Division, a representative of the Mayor, a representative of the President of the Board of Alderman and a representative of the Comptroller.

IX. SELECTION CRITERIA

The Selection Committee shall consider, at minimum, the following:

- * Specialized experience, qualification and technical competence of the firm or Respondent, its principals and key staff;
- * The capacity and capability of the firm/respondent to perform the work with required time limitations set by the Health Department;
- * Past record and performance of the firm/respondent with respect to scheduled compliance, cost control and quality of work;
- * Commitment, connection and proximity of the firm/respondent to the City of St. Louis;
- * M/WBE and/or DBE participation;
- * Ability of the firm to meet statutory or ordinance requirements;
- * Other items that arise as the result of the proposal or interview.

X. MISCELLANEOUS

A. The City of St. Louis is seeking to enter into a one (1) year contract, with the City reserving the right to terminate on thirty (30) days' notice, with or without cause, by submitting written notice. The City reserves the right to renew the contract for additional annual one year terms for up to three years.

B. The successful bidder shall pay all applicable taxes to the City of St. Louis.

C. It is understood and agreed that the contract is subject to appropriation of funds.

D. All materials submitted in accordance with this RFP will become and remains the property of the City and will not be returned. All Proposals shall be considered public records, but may be deemed and treated as closed or exempt by the Department of Health, at the sole discretion of the Department of Health, pursuant to the City's understanding and interpretation of the laws of the State of Missouri. The City cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

- E. The City reserves the right to reject any and all bids or to seek additional bids.
- F. The City reserves the right to cancel or withdraw this RFP without the substitution of another RFP.
- G. The City reserves the right to interview one or more of the Respondents.
- H. The City reserves the right to negotiate a contract with one or more Respondents.
- I. The City reserves the right to waive any and/or all non material irregularities pertaining to the submission of the proposal.