



City of St. Louis Department of Health (DOH)

FY 2017-2022

Contract Period:

FY 2017 through FY 2022

Based on Budget Availability

REQUEST FOR PROPOSALS

APPLICATION MATERIALS

FOR

Animal Care and Control (ACC) Services

RFP OPENING DATE: March 21, 2016

RFP CLOSING DATE: May 3, 2016

City of St. Louis Department of Health

1520 Market Street, Room 4051

St. Louis, MO 63103

(314) 657-1507

Note: If this RFP was downloaded from the City of St. Louis RFP Website each applicant must provide contact information to the RFP contact person in order to be notified of any changes in this RFP document.

I. APPLICATION FORMATTING REQUIREMENTS

Request for Proposals (RFP) may be obtained beginning March 21, 2016, 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.

All questions must be submitted in writing no later than April 21, 2016 to Jeanine Arrighi, City of St. Louis Department of Health, 1520 Market Street, Suite 4051, St. Louis, MO 63103 by contacting her at arrighij@stlouis-mo.gov or at (314) 657-1507. All questions will be addressed through addenda posted on the St. Louis City website at <http://stlouis-mo.gov/>.

An original and five (5) paper copies must be submitted to Jeanine Arrighi at the address above by May 3, 2016 by **4:00 p.m.** *Late or incomplete proposals will not be accepted.* Proposers must adhere to the following:

- Applications must be in English
- Five (5) copies Use 12-point font
- Use 8.5 by 11 inch white paper that can be photocopied
- Three page maximum response excluding Living Wage Acknowledgement and Declaration form.

II. HEALTH DEPARTMENT VISION, MISSION, VALUES

The City of St. Louis Department of Health is the local public health agency serving the City through its vision, mission, and values:

Our Vision

A healthy St. Louis community every day, all the time.

Our Mission

To assure a healthy St. Louis community through quality public health services and partnerships by providing continuous protection, prevention, and promotion for the public's health.

Our Values

Professionalism

Assuring a qualified, accountable and skilled staff, grounded in the philosophy of customer service. Demonstrating respect, valuing the worth and dignity of each person, and establishing a system of good civilized discourse.

Quality

Continuously improving processes through the application of quality tools to measure the efficiency, effectiveness, and performance of services, processes, capacity, and outcomes in the best interest of our internal and external customers

| | |
|-------------------------|---|
| Customer Service | Providing our internal and external customers with services that meet or exceed their expectations by applying continuous improvement principles with an end goal of compassionate, culturally competent, effective, responsive, and proactive services. |
| Collaboration | Building and maintaining seamless internal and external strategic alliances and partnerships working together to assess, understand and address emerging public health needs within the community. Focusing on population health and improving health equity. |
| Advocacy | Assuring optimal health through assessment of health indicators and community needs, policy development, public health programs, and promoting a healthy sustainable environment and healthy lifestyles. Promoting access to health care services and reducing disparities in health outcomes for all citizens. |
| Leadership | Motivated leaders who provide knowledge-based guidance, innovation, and quality setting service standards. Assuring information is shared and distributed timely and effectively. |
| Trust | Demonstrating high ethical standards and establishing an environment that encourages the development of team and teamwork based on the integrity, strengths, and abilities of all staff at all levels. Providing services in a confidential manner that instills trust. |

Updated 8/13/13

III. SCOPE OF SERVICES

You may **propose on any of the listed categories** but you must submit a summary execution plan and service cost for each category that you bid on.

- a. **Trap, Neuter, Return (TNR)** – In keeping with City Ordinance 69798, respond to Citizen Service Bureau (CSB) referrals, follow best practices for TNR, work with the neighborhood to reach consensus on a TNR approach, spay/neuter/ return feral cats, and coordinate response with ACC, or provide veterinary services at the request to an entity that does the above, or
- b. **Spay/neuter special events and programs** - Provide low cost or free spay/neuter services for City animals during special promotions, events or targeted zip code programs approved by the City DOH Director. If a shelter or rescue group, they must accept transfers and promote City shelter adoptable animals on their entity’s web page.
- c. **Surgical Suite** – Provide non-consumable items (surgery table, surgical lights, surgical packs, anesthesia vaporizer and recovery area) and consumable items (oxygen, Isoflurane [gas anesthesia], crash box [rescue drugs that are seldom used], spool suture material) for animals transported by, and under the care of the City’s Shelter Veterinarian.
- d. **Equine Veterinary Consultation** – Assist with the review and development of Health Commissioner’s Order regarding carriage horse ordinance enforcement for the City of St. Louis, including development of stable inspection protocols and horse condition assessments, as well as consulting with the City Shelter Veterinarian as needed.
- e. **Emergency Veterinary Services** - Operate an emergency veterinary clinic with veterinarian on duty 24 hours per day. 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). With prior authorization from City of St. Louis Veterinarian, perform advanced veterinary care, (examples: blood transfusions, anesthesia/emergency surgery). Provide humane euthanasia for City of St. Louis animals suffering irremediably/intolerably as determined by a veterinarian. Attempt to contact the owners of stray City of St. Louis animals identified by microchip or other ID. 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)

IV. QUALIFICATIONS as applicable to Section III (Three Pages Maximum)

1. Describe the organization's overall mission and scope of services.
2. Describe the organization's no-kill efforts, ability to service low-income City residents, and identify matching funds that can be allocated to meet the deliverables.
3. Describe the organization's experience in providing similar services you are proposing from section III. Provide specific experience in **last three (3) years** in carrying out activities related to assisting the City of St. Louis with Animal Care and Control Services.
4. Identify rescue groups and spay neuter funders that you have partnered/worked with in the **last three (3) years**.
5. If providing veterinary services, provide evidence that the facility and veterinarians are licensed through the Missouri Veterinary Medical Board.
6. If proposing on Spay/Neuter events and programs, include the following estimated data:
 - a. Number of low income spay/neuters performed in 2015
 - b. Number of completely free spay/neuters performed with no associated medical charges such as physicals in 2015
 - c. Number of feral animals spay/neuters in 2015
 - d. Number of pit bull and pit bull mixes spay/neuters in 2015
 - e. Identify what organization charges rescue groups or low-income people
7. Acknowledge review of any and all addenda.

V. FEES

Please provide a schedule of fees for the proposed services offered for each and every category proposed under the Scope of Services.

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 (no more than three pages) 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 five 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.

APPLICATION COVER SHEET

**City of St. Louis Department of Health
1520 Market Street, Room 4043
St. Louis, MO 63103
(314) 657-1507**

Animal Control Services

**FY 2017 through FY 2022
(Based on Budget Availability)**

Program/Organization Name: _____

Contact and Address: _____

Telephone #: _____ **Fax:** _____

Email Address: _____

LIVING WAGE ADJUSTMENT BULLETIN

NOTICE OF ST. LOUIS LIVING WAGE RATES EFFECTIVE APRIL 1, 2015

In accordance with Ordinance No. 65597, the St. Louis Living Wage Ordinance (“Ordinance”) and the Regulations associated therewith, the City Compliance Official for the City of St. Louis has determined that the following living wage rates are now in effect for employees of covered contracts:

- 1) Where health benefits as defined in the Ordinance are provided to the employee, the living wage rate is **\$12.56** per hour (130% of the federal poverty level income guideline for a family of three); and
- 2) Where health benefits as defined in the Ordinance are **not** provided to the employee, the living wage rate is **\$16.58** per hour (130% of the federal poverty level income guideline for a family of three, plus fringe benefit rates as defined in the Ordinance).
- 3) Wages required under Chapter 6.20 of the Revised Code of the City of St. Louis: **\$4.02** per hour.

These rates are based upon federal poverty level income guidelines as defined in the Ordinance and these rates are effective as of **April 1, 2015**. These rates will be further adjusted periodically when the federal poverty level income guideline is adjusted by the U.S. Department of Health and Human Services or pursuant to Chapter 6.20 of the Revised Code of the City of St. Louis.

The Ordinance applies to employers who are covered by the Ordinance as defined in the Ordinance, where the contract or grant is entered into or renewed after the effective date of the Ordinance, which is November 3, 2002. A copy of the Ordinance may be viewed online at <http://www.stlouiscity.com/livingwage> or obtained from:

City Compliance Official
Lambert-St. Louis International Airport
Certification and Compliance Office
P.O. Box 10212
St. Louis, MO 63145
(314) 426-8111

Dated: March 5, 2015

ST. LOUIS LIVING WAGE ORDINANCE

LIVING WAGE ACKNOWLEDGMENT AND ACCEPTANCE DECLARATION
(To be completed by each respondent to a bid/proposal solicitation when that solicitation has included Living Wage Advertisement/Solicitation Language.)

CONTRACTING AGENCY: _____

AGENCY CONTRACT NUMBER: _____

DATE: _____ **PREPARED BY:** _____

PREPARER'S TELEPHONE NUMBER: _____

PREPARER'S E-MAIL ADDRESS: _____

PREPARER'S CELL PHONE NUMBER: _____

PREPARER'S ADDRESS AND ZIP CODE: _____

As the authorized representative of the above-referenced bidder or proponent, I hereby acknowledge that the bidder/proponent understands that the contract or agreement that will be executed with a successful bidder/proponent pursuant to this solicitation is subject to the St. Louis Living Wage #65597 and the Regulations associated therewith. The bidder/proponent hereby agrees to comply with the Ordinance and the associated Regulations if awarded a contract pursuant to this solicitation. I am authorized to make the above representations on behalf of the bidder or proponent.

AUTHORIZED REPRESENTATIVE CERTIFICATION:

_____ (Signature)

NAME: _____

TITLE: _____

DATE: _____