



Town of Oyster Bay
Department of Environmental Resources
29 Spring Street
Oyster Bay, NY 11771

Joseph Saladino, Supervisor

REQUEST FOR PROPOSALS

Solicitation # AS01-2017
RFP Issue Date: October 11, 2017

RESPONSE IS DUE BY:
DATE: November 3, 2017
TIME: 4:45 PM

VETERINARY SERVICES

- Item No. 001: Feral Cat Trap, Neuter and Return (“TNR”) Program
- Item No. 002: Basic Medical Care of Shelter Animals
- Item No. 003: Afterhours Emergency Medical Care of Shelter Animals
- Item No. 004: Euthanasia Services

For the

Town of Oyster Bay Animal Shelter
Syosset, NY

Please Return Proposal to the Attention of:

NEIL O. BERGIN, COMMISSIONER
Department of Environmental Resources

AUTHORIZED CONTACT PERSON: Prospective veterinarians are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Commissioner Neil O. Bergin
Town of Oyster Bay Dept. of Environmental Resources
29 Spring Street Oyster Bay, New York 11771
Telephone: (516) 677-5711 - Fax: (516) 677-5730

INTRODUCTION: In accordance with the Town of Oyster Bay's qualification based consultant procurement policy, the Town of Oyster Bay Department of Environmental Resources (hereinafter referred to as ("Town")) is seeking proposals from qualified New York State licensed veterinarians to perform four (4) separate services as follows:

- Item No. 001: Feral Cat Trap, Neuter and Return ("TNR") Program
- Item No. 002: Basic Medical Care of Shelter Animals
- Item No. 003: Afterhours Emergency Medical Care of Shelter Animals
- Item No. 004: Euthanasia Services

The veterinarian's shall provide to the Town, those services that are described herein under "Scope of Services" under each requested proposal.

The proposer should indicate fees on an hourly basis for Item Nos: 002 & 003. For Item Nos: 001 & 004, fees should be provided on a per animal basis.

Each contract shall be for a one (1) year period, commencing on the date of award in 2017, with four (4) one (1) year options for renewal at the same rates, upon mutual consent by the Town of Oyster Bay and the veterinarians (hereinafter referred to as "the contract period").

The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the veterinarians in his or her proposal. The review process of the RFP's submitted is based on the qualifications of the veterinarians for the nature of that project as well as price, experience and other factors.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town.

At its discretion, the Town may elect to interview each Veterinarian, make visits to each Veterinarian, check references and/or inspect prior work done by each Veterinarian and each proposer is required to make a site visit and inspect the surgical facility.

Instructions: Perspective Veterinarians may bid on any one or combination of services Item 001, Item 002, Item 003 or Item 004.

SCOPE OF SERVICES:

The Veterinarian shall provide at a minimum, those services listed in Section I below:

Section I

Item No. 001: Feral Cat Trap, Neuter and Return (“TNR”) Program

a. Perform all services required under the Town’s Feral Cat Trap, Neuter and Return (“TNR”) Program including: a) examination; b) spaying or neutering; c) ear tipping; d) all inoculations including rabies inoculation) and for pregnant females, termination of pregnancy provided that such procedure, in the opinion of the Veterinarian, can be safely performed.

b. All TNR procedures may be performed either in the dedicated surgical facility located at the Town of Oyster Bay Animal Shelter, 150 Miller Place, Syosset, New York (“Animal Shelter”) or at the Veterinarian’s facility. If the Veterinarian chooses to perform the procedure at the Animal Shelter, the Veterinarian shall have full use of all Town equipment located therein. In addition, the Veterinarian is responsible for the cleaning of said facility.

c. The Animal Shelter shall provide transportation of animals to Veterinarian’s facility.

d. Provide inoculations to dogs, cats and ferrets during the Town of Oyster Bay’s free rabies clinics.



Item No. 002: Basic Medical Care of Shelter Animals

a. Examination of all animals brought to the Animal Shelter regarding their suitability for adoption.

b. Spaying/neutering of all unaltered animals selected by the Animal Shelter for adoption provided that such procedure, in the opinion of the Veterinarian, can be safely performed.

c. Examining and promptly treating injured animals brought to the Animal Shelter during the Animal Shelter’s operating hours, which are Monday through Saturday, 8:00 am to 4:00 pm and Sundays 6:00 am to 2:30 pm.

d. All examinations or procedures may be performed either in the dedicated surgical facility located at the Animal Shelter, or at the Veterinarian’s facility. If the Veterinarian chooses to perform same at the Animal Shelter, the Veterinarian shall have full use of all Town equipment located therein. In addition, the Veterinarian is responsible for the cleaning of said facility.

e. The Animal Shelter shall provide transportation of animals to Veterinarian’s facility.

f. Administer all necessary vaccinations and medications as required to protect the health and well-being of other animals located at the Animal Shelter or under the control of the Town of Oyster Bay.

- g. Provide any additional veterinary services not specified above as requested by the Director of the Town of Oyster Bay Animal Shelter or his/her designee.
- h. Provide inoculations to dogs, cats and ferrets during the Town of Oyster Bay’s free rabies clinics.



Item No. 003: Afterhours Emergency Medical Care of Shelter Animals

- a. Provide afterhours emergency medical care to all animals from the Animal Shelter
- b. All examinations or procedures may be performed either in the dedicated surgical facility located at the Animal Shelter, or at the Veterinarian’s facility. If the Veterinarian chooses to perform same at the Animal Shelter, the Veterinarian shall have full use of all Town equipment located therein. In addition, the Veterinarian is responsible for the cleaning of said facility.
- c. The Animal Shelter shall provide transportation of animals to Veterinarian’s facility.



Item No. 004: Euthanasia Services

- a. Perform all euthanasia as requested by the Director of the Animal Shelter or his/her designee.
- b. Each animal will be euthanized with intravenous injection of a lethal dose of Sodium Pentobarbital. All syringes, needles, solutions and disposal of medical waste will be provided by the Veterinarian.
- c. All procedures may be performed either in the dedicated surgical facility located at the Animal Shelter or at the Veterinarian’s facility. If the Veterinarian chooses to perform same at the Animal Shelter, the Veterinarian shall have full use of all Town equipment located therein. In addition, the Veterinarian is responsible for the cleaning of said facility.
- d. The Animal Shelter will provide transportation of animals to Veterinarian’s facility.

Section II

In the event the veterinarian is unable to personally attend to his or her duties during the year due to reasonable vacation period, attendance at professional seminars, vacation or illness, he or she shall arrange at his or her own expense to provide a substitute veterinarian acceptable to the Town to perform his or her duties.

Section III

All medical supplies and medications including but not limited to antibiotics & immunizations shall be provided for the veterinarian at the Town’s expense (Excluding euthanasia solutions and supplies).

Section IV

USE OF OTHER LICENSED VETERINARIANS, VETERINARY TECHNICIANS AND/OR OTHER SUBORDINATE ENTITIES:

Prospective veterinarians are advised that the Town will entertain proposals that include the use of other licensed veterinarians, veterinary technicians (under supervision of a licensed veterinarian) and/or other subordinate entities. In such event, the veterinarian's proposal must clearly state the extent and nature of the work proposed to be delegated to the veterinarian, veterinary technician and/or other entity. The proposal must also specify the name, address and telephone number of each licensed veterinarian and other subordinate entities. If during the course of the contract, the veterinarian wishes to utilize the services of a licensed veterinarian, veterinary technician or subordinate entity other than that which was specified in the proposal and approved by the Town, written approval must be sought and obtained from the Town prior to using such veterinarian, veterinary technician and/or other entity. Failure to secure such approval shall result in the denial of such claims until such time as approval is received.

Section V

FORMAT FOR PAYMENTS AND CLAIMS:

The Town shall pay the veterinarian its negotiated fee upon submission of monthly claim vouchers provided by the Town Comptroller. In the event that the use of outside veterinarians, veterinary technicians and/ or other entities is approved, the actual cost for such services shall be reflected on the submitted claims. This claim for reimbursement shall include the Veterinarian's or other entities signed certification of services and copy of the actual bill.

Section VI

INSURANCE REQUIREMENTS:

The veterinarian shall procure at his or her cost and expense insurance to protect the veterinarian, the Town and the people of the Town of Oyster Bay and their officers and employees from any claims which may arise from his or her practice of veterinary medicine. Certificates of insurance shall be delivered to the Town prior to commencement of this agreement. Said insurance policies shall be subject to the approval of the Town Attorney and the Town's insurance agent for adequacy and form of protection. The insurance required under this agreement shall be as follows:

General comprehensive/General Liability with a combined single limit for bodily injury and property damage of at least Three Million (\$3,000,000) Dollars, with on-premises medical payments coverage of Ten Thousand (\$10,000) Dollars per person and One Hundred Thousand (\$100,000) Dollars aggregate. Said policy shall include coverage for a) premises liability b) completed operations, c) independent contracts, d) broad form property damage, e) personal injury liability, f) fire damage legal liability for replacement value. The Town shall be named as an additional insured.

The following endorsements shall be provided as part of the coverage:

Cross suit exclusion endorsement must be eliminated on primary and excess liability policies.

1. Malpractice insurance in the amount of One Million Dollars (\$1,000,000)

- 2. Workers' Compensation Insurance with coverage of at least the statutory minimum. Proof of Workers' Compensation insurance must be submitted to the Town as required under New York Law. The Veterinarian shall take out and maintain during the life of the Lease Agreement, Workers' Compensation for all his employees employed at the site of the Animal Clinic, and in case of any of the work being sublet, the subcontractor shall similarly be required to provide Workers' Compensation Insurance for all of the latter's employees, unless such employees are covered by the protection afforded by the Veterinarian.
- 3. Disability Benefits Liability Insurance with coverage of at least the statutory minimum.

Section VII

LICENSE REQUIREMENTS:

The veterinarian and any approved subcontractors or other subordinate entities shall have all licenses required by the State or other governmental bodies. The veterinarian is responsible to maintain the usual and customary professional standards expected in his profession.

Section VIII

CONFLICTS OF INTREST

Proposers submitting a response to this RFP must disclose any actual, apparent, direct or indirect, or potential conflicts of interest that may exist with respect to the firm, management, or employees of the firm or other persons relative to the services to be provided under the Agreement to be awarded pursuant to this RFP. If a firm has no conflicts of interests, a statement to that effect shall be included in the proposal. All responders must complete ONE of the Disclosure Affidavits. Enclosure.

Section IX

ADDITIONAL REQUIRMENTS:

In preparing its proposal, the veterinarian shall submit a copy of his or her curriculum vitae for review. A Minimum of three (3) letters of reference is required.

ITEM 001

FERAL CAT TRAP, NEUTER AND RETURN ("TNR") PROGRAM

COST PROPOSAL FORM

- Veterinarian fee per animal \$ _____

- Please indicate hours & days available below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:

ITEM 002

BASIC MEDICAL CARE OF SHELTER ANIMALS

COST PROPOSAL FORM

- Veterinarian fee per hour \$ _____

- Please indicate hours & days available below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:

ITEM 003

AFTERHOURS EMERGENCY MEDICAL CARE OF SHELTER ANIMALS

COST PROPOSAL FORM

• Veterinarian fee per hour \$ _____

• Please indicate hours & days available below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs:

ITEM 004

EUTHANASIA SERVICES

COST PROPOSAL FORM

- Veterinarian fee per animal \$ _____

- Please indicate hours & days available below:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hrs:	Hrs:	Hrs:	Hrs:	Hrs:	Hrs: