

**REQUEST FOR PROPOSALS  
CITY OF ALVIN, TEXAS**



**REQUEST FOR PROPOSALS  
VETERINARY SERVICES**

**PROPOSAL OPENING DATE:  
JULY 17, 2018**

**CONTRACT DOCUMENTS AND TECHNICAL SPECIFICATIONS**

**FOR**

**CITY OF ALVIN**

**REQUEST FOR PROPOSALS  
VETERINARY SERVICES**

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**PROPOSAL OPENING DATE:  
JULY 17, 2018**

**REQUEST FOR PROPOSALS  
SCHEDULE SUMMARY**

Sunday	July 1, 2018	RFP Documents Released and 1 <sup>st</sup> Legal Advertising for RFP
Sunday	July 8, 2018	2 <sup>nd</sup> Legal Advertising for RFP
Monday	July 16, 2018	Last day for inquiries and clarifications
Tuesday	July 17, 2018 2:00pm	Deadline for Submission of Proposals

Note: This schedule is preliminary and may be modified at the discretion of the City.

**REQUEST FOR PROPOSALS  
CITY OF ALVIN VETERINARY SERVICES  
INVITATION TO SUBMIT PROPOSALS**

The City of Alvin invites the submission of proposals from experienced, veterinary practices and/or individuals to provide sterilization and associated services for the Alvin Animal Adoption Center. The City will select one respondent to provide these services for the City.

**PROPOSALS MUST BE RECEIVED BY THE CITY SECRETARY OF THE CITY OF ALVIN NO LATER THAN 2:00 P.M. ON TUESDAY, JULY 17, 2018. NO PROPOSALS WILL BE ACCEPTED AFTER THAT DATE AND TIME. ALL PROPOSALS RECEIVED AFTER THAT DATE AND TIME WILL BE CONSIDERED UNRESPONSIVE.**

RFP documents may be downloaded from the City of Alvin's website at [www.alvin-tx.gov](http://www.alvin-tx.gov) or obtained in person at Alvin City Hall: 216 West Sealy, Alvin, Texas 77511. Minority and small business vendors or contractors are encouraged to submit bids or proposals on any and all City of Alvin projects.

All proposals submitted for City consideration must include six copies, one electronic copy, be clearly marked on the outside of the sealed envelope with the words "Request for Proposals, City of Alvin Veterinary Services, Attention: City Secretary", and must contain the name of the company submitting the Proposal.

The City reserves the right to reject any or all proposals and waive any or all irregularities or to proceed otherwise when in the best interest of the City. Proposals shall be valid for a period of sixty (60) days from the date proposals are opened.

1st Advertisement: Alvin Sun News, July 1, 2018

2nd Advertisement: Alvin Sun News, July 8, 2018

**REQUEST FOR PROPOSALS  
CITY OF ALVIN VETERINARY SERVICES  
SCOPE OF SERVICES AND SPECIAL CONDITIONS**

**I. Introduction**

The Alvin Animal Adoption Center (AAAC) is a progressive, municipal animal shelter, partnering with the community and multiple adoption agencies with a goal of placing all adoptable animals. The center also contracts with other municipalities without shelters, to provide those shelter services. The AAAC champions programs designed to reduce stray and feral animal populations through the promotion of sterilization.

The City of Alvin, through the AAAC, is issuing a Request for Proposals from interested veterinary practices and/or individual veterinarians, for in-shelter sterilization services for felines and canines, including AAAC animals as well as privately-owned animals, to aid in the reduction of feral/stray populations.

**II. Background**

The AAAC accepts over 700 cats and 900 dogs per year. Approximately half of those are adopted out or released to rescues, both of which require sterilization. Current practice requires transportation of those animals to and from the Houston Humane facility, approximately twenty-five miles away, by AAAC personnel for those procedures. This results in significant lost time for personnel and increased expenses, such as fuel, for the center.

The Center has previously worked with mobile veterinary service providers, but those services have been historically inconsistent, making it difficult to reliably care for the number of animals the AAAC intakes.

Sterilization procedures performed “in-house” in an AAAC examination room would eliminate the need for transport, allowing for less stress on the animals and greater numbers of AAAC animals to be sterilized during a given period. This will also provide an opportunity to provide any “excess availability” to the public, promoting sterilization for privately-owned pets to help slow the growth of the stray and feral population.

**III. Scope of Work**

The AAAC seeks a partner to provide sterilization services on site at the Alvin Animal Adoption Center, 550 West State Highway 6, Alvin, Texas 77511.

Provide spay and neutering services for AAAC cats and dogs. Services may include rabies vaccine as required by statute. Services are to be provided in an AAAC examination room with supplies and equipment provided by veterinary practice. Services shall be provided one (1) day per week on a recurring basis. Scheduling of animals shall be maintained by AAAC personnel. Available slots not utilized for AAAC animals may be scheduled for the public for sterilization services only.

Services shall be invoiced weekly for AAAC animals. For privately-owned animals, payment will be made directly to provider on day of service.

Bidders may contact Autumn Miller, Alvin Animal Adoption Center (281) 388-4331, to schedule a site visit to view the examination room.

**REQUEST FOR PROPOSALS  
CITY OF ALVIN VETERINARY SERVICES  
INSTRUCTIONS TO BIDDERS/PROPOSERS**

**READ THIS ENTIRE DOCUMENT CAREFULLY AND FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS STATED HEREIN. THE INSTRUCTIONS AND CONDITIONS APPLY TO ALL BIDS/PROPOSALS AND BECOME A PART OF THE TERMS AND CONDITIONS OF ANY BID/PROPOSAL SUBMITTED AND ANY AGREEMENT ENTERED INTO SUBSEQUENT THERETO, UNLESS EXCEPTION IS TAKEN IN WRITING BY BIDDER WHEN SUBMITTING BID/PROPOSAL.**

**1. BIDS/PROPOSALS, PREPARATION AND SUBMITTAL**

All proposals submitted for City consideration must include six (6) copies, one electronic copy, be clearly marked on the outside of the sealed envelope with the words "Request for Proposals, City of Alvin Veterinary Services, Attention: City Secretary", must contain the name of the company or individual submitting the bid, and be delivered prior to the response due date and time as described in the Invitation to Bidders. Failure to submit a bid/proposal in accordance with these instructions may result in the bid/proposal being declared unresponsive to specification and may not be further evaluated.

All bids/proposals must be submitted in a sealed envelope and must contain the following:

- 1) Company Overview: Introduce your practice and provide a general description of your qualifications and experience. Please include a staffing plan and a point of contact for inquiries;
- 2) Name and license number of the veterinarian(s) performing this work.
- 3) Proposed schedule of Work
- 4) Fee Schedule (AAAC animals and privately-owned animals). All fees shall include labor and supplies.
- 5) Documentation of insurance coverage.
- 6) A completed Conflict of Interest Disclosure form as provided with this RFP;
- 7) A list of at least three (3) references including names, positions and telephone numbers for the individuals identified in the qualifications. Note: If the telephone numbers are incorrect the firm will receive zero points for that reference.

Bidders must provide all documentation required with the bid/proposal response. Failure to provide this information may result in rejection of bid. For additional instructions related to Bid/Proposal Preparation, please see the General Conditions of Bidding contained herein.

**2. INTENT OF BID DOCUMENTS**

Bidders should fully inform themselves as to all conditions and matters that can in any way affect the costs thereof. Should a bidder find discrepancies in, or omission from, the bid documents, or should there be any doubt as to a document's meaning and intent, the Bidder should notify the City at once and obtain clarification prior to submitting a bid.

The submission of a bid/proposal by Bidder shall be conclusive evidence that the Bidder is fully acquainted with and satisfied as to character, quality and quantity of equipment and/or services to be furnished.

**3. DELIVERY OF BIDS/PROPOSALS**

Bids/proposals received prior to the time of the opening will be kept securely unopened. Bids/proposals received after the time specified in the Invitation to Bid shall be considered late. The person whose duty it is to open the bids/proposals will decide when the specified time has arrived for the opening of the bids/proposals. No responsibility will be attached to an officer of the City for the premature opening of a bid not properly addressed and identified. No oral, telegraphic, telephonic, e-mailed, or facsimile bids/proposals will be considered.

#### **4. SIGNATURES**

All bid/proposal responses are required to be signed by an authorized representative of the bidding entity. Bid/proposal responses received unsigned will result in the bid being declared unresponsive to specification and may not be further evaluated.

#### **5. BID/PROPOSAL ALTERATION/WITHDRAWAL**

Bids/proposals cannot be altered or amended after the submission deadline. The signer of the bid, guaranteeing authenticity, must initial any interlineations, alteration, or erasure made before bid opening time. Bids/proposals may be withdrawn by written request signed by the bidder prior to the time fixed for bid opening; however, such written request must be received by the City in the normal course of business and prior to the time fixed for bid opening. Negligence on the part of the bidder in preparing the bid/proposal represents no right for withdrawal after the bid is opened. No bids/proposals may be withdrawn or canceled for a period of sixty (60) calendar days after opening of the bids/proposals.

#### **6. DISQUALIFICATIONS OF BIDDERS**

- The bidders may be disqualified and their bids/proposals not considered for the following reasons, including, but not limited to:
- Bid received after the time set for receiving bids as stated in the advertisement;
- Reason for believing collusion exists between bidders;
- The bidder, sub-contractor or supplier being an interested party in any litigation against the City;
- Uncompleted work which in the judgment of the City will prevent or hinder the prompt completion of additional work, or having defaulted on a previous contract;
- Lack of competency as revealed by reference checks, experience and equipment, questionnaires, or qualification statement;
- Failure to comply with any of the requirements contained herein;
- Lack of signature by an authorized representative on the Bid Form or Proposal;
- Bidder is indebted to the City.

#### **7. BID OPENINGS**

All bids/proposals submitted will be opened publicly in the City Hall Council Chambers, at the date and time shown in the Invitation for Proposals. However, the reading of a bid at bid opening should not be construed as a comment on the responsiveness of such bid or as any indication that the City accepts such bid as responsive.

The City will make a determination as to the responsiveness of bids/proposals submitted based upon compliance with all applicable laws, City of Alvin Purchasing Guidelines, and project documents, including, but not limited to, the project specifications and contract documents. The City will notify the successful bidder upon award of the contract, and, according to State law, all bids/proposals received will be available for inspection at that time, unless otherwise provided by law.

#### **8. PROPOSAL EVALUATION AND SELECTION**

The City will conduct a comprehensive, fair, and impartial evaluation of all proposals received in response to this RFP. Each proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the following items:

- Years of relevant experience of firm or individual: 20%
- Number of procedures to be completed weekly: 30%
- Cost effectiveness: 50%

## **9. BASIS OF AWARD**

It is the intent of the City to award a Contract to one Respondent submitting the most efficient and/or most economical proposals for the City. Selection shall be based on all factors, which have a bearing on price and performance of the items in the user environment. All bids/proposals are subject to re-tabulation. Compliance with all bid requirements, delivery and needs of the using department are considerations in evaluating bids/proposals.

The bid award will be made within sixty (60) days after the opening of bids. No award will be made until after investigations are made as to the responsibilities of the best bidder.

The City of Alvin reserves the right to award bids whole or in part when deemed to be in the best interest of the City. Bidder shall state on the bid/proposal if their bid/proposal is "all or none"; otherwise, it shall be considered as agreeing with this section.

The City of Alvin reserves the right to contact any bidder at any time, to clarify, verify or request information with regard to any bid. Unless stipulated in the attached bid specifications, the contract will be awarded to the lowest responsible bidder or to the bidder who provides goods and services specified herein at the best value for the City of Alvin in compliance with Section 252.043 of the Texas Local Government Code. The City reserves the right to waive any formality or irregularity, to make awards to more than one offer or, to reject any or all bids/proposals.

## **10. BID TABULATION**

Bidders desiring a copy of the bid tabulation may request it by enclosing a self-addressed, stamped envelope with the bid. **BID RESULTS WILL NOT BE GIVEN BY TELEPHONE.**

## **11. PROTESTS**

All protests regarding the bid solicitation process must be submitted in writing to the City Secretary within five (5) working days following the opening of the bids/proposals. This includes all protests relating to advertising of bid notices, deadlines, bid opening, and all other related procedures under the Texas Local Government Code, as well as any protests relating to alleged improprieties or ambiguities in the specifications.

This limitation does not include protests relating to staff recommendations as to award of this bid. Protests relating to staff recommendations may be directed to the City Secretary within five (5) working days of the staff recommendation to the City Council. Unless otherwise provided by law, all staff recommendations will be made available for public review by inclusion in the agenda packet for the City Council meeting at which the bid/proposal will be considered.



**REQUEST FOR PROPOSALS  
CITY OF ALVIN VETERINARY SERVICES  
GENERAL CONDITIONS OF BIDDING**

This Bid does not commit the City of Alvin to award a contract or to pay any costs incurred as a result of preparing such a response. The City reserves the right to accept or reject any and all responses received in response to this request, to negotiate with all qualified respondents or to cancel in part or in its entirety this Bid if it is in the best interests of the City.

Upon award of bid, the specifications and provisions of this bid document shall constitute a contract between the City of Alvin and the successful bidder.

**BIDDING**

1. **PRICING:** Price(s) quoted must be held firm for a minimum of 120 days from the date of bid closing. In the case of estimated requirement contract bid, the prices must remain firm for the period as specified in the bid. "Discount from list" bids/proposals are not acceptable unless specifically requested in the bid.
2. **QUANTITIES:** In the case of estimated requirements, contract bid quantities appearing are estimated as realistically as possible. However, the City reserves the right to increase, decrease or delete any item or items of material to be furnished while continuing to pay the price quoted on this bid regardless of quantity. The successful bidder shall have no claim against the City for anticipated profits for the quantities called for, diminished, or deleted.
3. **ERROR-QUANTITY:** Bids/proposals must be submitted on units of quantity specified, extended, and show total. In the event of discrepancies in extension, the unit prices shall govern.
4. **EXCEPTIONS/SUBSTITUTIONS:** All submittals meeting the intent of this bid/request for proposal will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the qualifications. The absence of such a list shall indicate that the Bidder has not taken exceptions and shall hold the Bidder responsible to perform in strict accordance with the specifications of the invitation. The City of Alvin reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the City.
5. **PROPRIETARY INFORMATION:** If a bid contains proprietary information, the Bidder must declare such information as proprietary if Bidder does not want information to become public. Any proprietary information must be indicated in the index and clearly identified in the qualifications.
6. **CORRESPONDENCE:** The bid name assigned to this Project must appear on ALL correspondence, inquiries, bid submittal documents, etc. pertaining to this Invitation for Bid.
7. **ADDENDA:** Any interpretations, corrections or changes to this Invitation for Bid and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Alvin City Secretary. An attempt will be made to mail, or e-mail any addenda to all who are known to have received a copy of this Invitation for Bid. Bidders shall acknowledge receipt of all addenda in the designated area on the bid document. It is the responsibility of the bidder to ensure receipt of all addenda and to include the changes in this bid document.
8. **CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing to the City.

9. **INQUIRIES:** Any inquiries concerning the bid documents shall be addressed to Dixie Roberts, City Secretary, by e-mail droberts@cityofalvin.com. Any attempt on the part of a bidder or his representative to contact an elected official of the City regarding this bid or its award will disqualify the bidder.

## **PERFORMANCE**

1. **MINIMUM STANDARDS FOR RESPONSIBLE PROSPECTIVE BIDDERS:** A prospective bidder must affirmatively demonstrate bidder's responsibility. In addition to the factors identified in Section 8 of the Instructions to Bidders herein, a prospective bidder must meet the following requirements:
- A. Have adequate financial resources or the ability to obtain such resources as required;
  - B. Be able to comply with the required or proposed delivery schedule;
  - C. Have a satisfactory record of performance;
  - D. Have a satisfactory record of integrity and ethics; and
  - E. Be otherwise qualified and eligible, as determined by the City, to receive an award.

The City may request representation and other information sufficient to determine bidder's ability to meet these minimum standards listed above.

2. **ETHICS:** The bidder shall not offer or accept gifts or anything of value nor enter into any business arrangement with any employee, official or agent of the City of Alvin.

**APPLICATION**  
City of Alvin Request for Proposals  
Construction Management & Inspection Services

RESPONDENT NAME: \_\_\_\_\_  
(Give exact legal name as it will appear on the contract, if awarded.)

PRINCIPAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY# or FEDERAL EMPLOYER IDENTIFICATION#: \_\_\_\_\_

BUSINESS STRUCTURE OF RESPONDENT: (Please check a box)

Individual or Sole Proprietorship. If checked, list Assumed Name, if any: \_\_\_\_\_

Partnership

Corporation. If checked, check one:  For Profit  Nonprofit Also, check one:  Texas Corporation  Foreign Corporation

Other. If checked, list type of business structure: \_\_\_\_\_ (LP, LLC, LLP, etc.)

PRINTED NAME OF PERSON TO SIGN CONTRACT: \_\_\_\_\_

CONTACT INFORMATION: List the one person who the City may contact concerning this proposal or setting dates for meetings.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

IS RESPONDENT AUTHORIZED AND/OR LICENSED TO DO BUSINESS IN TEXAS?

YES  NO IF "NO", PROVIDE EXPLANATION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

HAS THIS RESPONDENT OR ANY OF ITS PRINCIPALS BEEN SUSPENDED FROM CONTRACTING WITH ANY PUBLIC ENTITY?

YES  NO If "YES," please identify the public entity and the name and current phone number of a representative with that public entity familiar with the suspension, and state the reason for or circumstances surrounding the suspension, including, without limitation, the period of time for such suspension:

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HAS THE RESPONDENT EVER DECLARED BANKRUPTCY OR FILED FOR PROTECTION FROM CREDITORS UNDER STATE OR FEDERAL PROCEEDINGS?

YES  NO IF "YES," STATE THE DATE, COURT, JURISDICTION, AND CAUSE NUMBER OF ANY SUCH PROCEEDING:

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IS THE RESPONDENT CURRENTLY INVOLVED IN ANY LITIGATION?

YES  NO IF "YES," PROVIDE EXPLANATION:

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PROVIDE ANY OTHER NAMES UNDER WHICH RESPONDENT HAS OPERATED IN THE LAST 10 YEARS:

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The undersigned certifies that (s)he is authorized to submit this Proposal on behalf of the entity named below:

\_\_\_\_\_  
Responding Entity Name

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**CONFLICT OF INTEREST QUESTIONNAIRE**

**CONFLICT OF INTEREST QUESTIONNAIRE**

**FORM CIQ**

OFFICE USE ONLY

This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with the City of Alvin and the person meets the requirements under Section 176.006(a).

Date Received:

By law this questionnaire must be filed with the City Secretary of the City of Alvin not later than the 7<sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

**1. Name of person who has a business relationship with the City of Alvin.**

2.  **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the City Secretary not later than the 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

**3. Name of local government officer with whom filer has employment or other business relationship.**

Name of Officer

This section must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of questionnaire?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not from the City of Alvin?

Yes \_\_\_\_\_ No \_\_\_\_\_

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes \_\_\_\_\_ No \_\_\_\_\_

D. Describe each employment or business relationship with the local government officer named in this section.

4.

\_\_\_\_\_  
Signature of person doing business with the government entity

\_\_\_\_\_  
Date

**REQUEST FOR PROPOSALS  
CITY OF ALVIN VETERINARY SERVICES  
BIDDER REMINDER LIST:**

**REQUIRED DOCUMENTATION INCLUDED?**

**SIX COPIES INCLUDED?**

**ALL BLANKS COMPLETED ON APPLICATION FORM AND SIGNED?**

**COMPLETE SUPPLEMENTAL INFORMATION?**

**COMPLETE CONFLICT OF INTEREST QUESTIONNAIRE?**