

ISSUING DEPARTMENT INPUT DOCUMENT
CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New OTR Sole Source Bid Waiver Emergency Previous Contract/Project No. BW-10083

Contract
 Re-Bid Other – Access of Other Entity Contract LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2100235 TERM OF CONTRACT 3 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Veterinarian Wellness Services

Description:
 It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing general veterinary services to the Miami-Dade Animal Services Department (ASD), on an as needed basis. General veterinary services include but are not limited to minor surgical procedures, vaccines, annual exams, routine care, dental cleaning; provision of flea, tick and heartworm medications; imaging services; hospitalization and nursing care; laser therapy; and emergency on call treatment including after hours.

Issuing Department: ISD Contact Person: Enke Plasari Phone: 305-375-3905

Estimate Cost: 600,000 GENERAL FEDERAL OTHER
 Funding Source: General

ANALYSIS

Commodity Codes:	<u>96186</u>	<u>541940</u>	<u> </u>	<u> </u>
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:	<u>AVG Derks; AWS of Flori</u>	<u> </u>	<u> </u>	
Small Business Enterprise:	<u> </u>	<u> </u>	<u> </u>	
Contract Value:	<u>200,000</u>	<u> </u>	<u> </u>	
Comments:	<u> </u>			
Continued on another page (s): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Basis of Recommendation: <u> </u>				
Signed: <u>Enke Plasari</u>		Date sent to SBD: <u>9/03/2021</u>		
		Date returned to SPD: <u> </u>		

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit general veterinary services, for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

2.2 DEFINITIONS

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 TERM

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Purchase Order issued by the County. The Pool shall expire on the last day of the three year term.

2.4 QUALIFICATION CRITERIA

Vendors shall meet the following criteria to be considered for placement in the Pool and for participation in future solicitations:

Qualification Criteria

2.4.1 Vendors shall provide evidence (copies of licenses) that the Vendor is or has on staff at the facility a Veterinarian licensed to practice veterinary medicine in the State of Florida. The license shall be maintained throughout the term of this RTQ.

2.4.2 Vendors shall provide evidence (copies of licenses) that the Vendor is licensed as a Veterinary Establishment (Premises Permit) in the State of Florida.

- 2.4.3 Vendors shall provide evidence (copies of licenses) that the Vendor is licensed by the U.S Drug Enforcement Administration (DEA), Office of Diversion Control, as a controlled substances veterinary provider. One license shall be required for each location listed in the Vendor's submittal.
- 2.4.4 Vendors shall provide a signed statement detailing that the Vendor can accommodate both dogs and cats; have onsite radiographic equipment and capability to run CBC/Chemistry panels; have kennels or otherwise adequate caging for hospitalization; and have sufficient support staff to safely and humanely treat and provide care to dogs and cats.
- 2.4.5 Vendors shall provide the contact information of a designated representative to provide the County with support and information concerning orders placed and to receive future spot market competitions from 8:00am to 5:00pm., Mondays to Fridays. Vendors shall provide the representative's name, phone number, and email address.
- 2.4.6 Vendors shall provide three (3) signed references on the referenced company's letterhead, to demonstrate that the Vendor has experience providing veterinary services similar to those described in this RTQ. References must be from customers/clients that are currently receiving or have recently received (in the past three (3) years) similar services from the Vendor. These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise providing the required services.

Vendors shall provide all of the specified information, documents and attachments listed above with their Submittal as proof of compliance with the requirements of this RTQ. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement or supply the required documents throughout the term of the RTQ. It shall be the sole right of the County to determine the number of Vendors which will be included in the Pool. During the term of the RTQ, the County reserves the right to add or delete Vendors as it deems necessary, and in its best interest.

2.5 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.6 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The spot market competition will be in the form of an ITQ or WOPR that will include the specific goods required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

SECTION 3
TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

It is the intent of this solicitation to identify and make available to the County, Vendors capable of providing general veterinary services to the Miami-Dade Animal Services Department (ASD), on an as needed basis. General veterinary services include but are not limited to minor surgical procedures, vaccines, annual exams, routine care, dental cleaning; provision of flea, tick and heartworm medications; imaging services; hospitalization and nursing care; laser therapy; and emergency on call treatment including after hours.

3.2 SERVICES/GOODS TO BE PROVIDED

The services and goods needed may include, but not be limited to, General Consultations, Dental Proceedings, Dental Meds, Anesthesia for Dental, Extractions, Hospitalization, Radiography, Electrocardiogram, Fungal Culture, Skin Scrapes, Skin Medications, Snap Tests, Pain Injection, Antibiotics, Antibiotics Injections, Pharmacy Fees, Bio Medical Waste, etc.