

# ISSUING DEPARTMENT INPUT DOCUMENT

## CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New   
  OTR   
  Sole Source   
  Bid Waiver   
  Emergency   
 Previous Contract/Project No. None

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

Requisition No./Project No.: RTQ-01198   
 TERM OF CONTRACT 2 YEAR(S) WITH  YEAR(S) OTR

Requisition /Project Title: Veterinary Spay Neuter and Sterilization Services

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit for Spay, Neuter and Sterilization Services for Miami-Dade County (County) Animal Services Department. Placement in the Pool is NOT a contract between the

Issuing Department: ISD   
 Contact Person: Fred Taylor   
 Phone: 305-375-1078

Estimate Cost: \$20,000   
 Funding Source: GENERAL   
FEDERAL   
OTHER

General   
   

### ANALYSIS

<b>Commodity Codes:</b>	<span style="border: 1px solid black; padding: 2px;">961-86</span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>
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.				
	<b><u>EXISTING</u></b>	<b><u>2<sup>ND</sup> YEAR</u></b>	<b><u>3<sup>RD</sup> YEAR</u></b>	
<b>Contractor:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Small Business Enterprise:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Contract Value:</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	
<b>Comments:</b>	<span style="border: 1px solid black; padding: 2px;"></span>			

Continued on another page (s):     YES     NO

### RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
<b>SBE</b>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>	<span style="border: 1px solid black; padding: 2px;"></span>

Basis of Recommendation:

<b>Signed:</b> <span style="border: 1px solid black; padding: 2px;"></span>	Date sent to SBD: <span style="border: 1px solid black; padding: 2px;"></span>
	Date returned to SPD: <span style="border: 1px solid black; padding: 2px;"></span>

**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 for Spay, Neuter and Sterilization Services for Miami-Dade County (County) Animal Services Department. 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 services 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.

**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 Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the two year term.

**2.4 QUALIFICATION CRITERIA**

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

1. Vendor(s) shall provide a minimum of one signed professional reference on company letterhead. The reference shall demonstrate that the Vendor is regularly engaged in the business of providing spay, neuter and sterilization services. The County must be able to ascertain from the Vendor provided reference(s), to its satisfaction, that Vendor has sufficient experience and capacity in providing the needed services.
2. Vendor(s) shall provide a copy of their current State of Florida veterinary license from the Department of Business & Professional Regulation (DBPR). License(s) shall be maintained current during the term of this RTQ.

Vendor 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.

**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 that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

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

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.

- 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 - SCOPE OF WORK**

### **3.1 SCOPE OF WORK/TECHNICAL SPECIFICATIONS**

The County is looking for qualified Veterinarians with veterinary technician team, if available, to do a minimum /maximum of ~~25-35 spay/neuter surgeries per day~~125-175 spay/neuter/sterilization surgeries weekly on cats, Monday –Sunday, or as allowable by location schedules below. However, sterilization of dogs may also be required, if needed. Vets may also be required to do the ear tipping of community cats and administering the rabies vaccine to patients.

**Commented [PB(1)]:** How many days per week?

**Commented [LKR(2R1)]:** 7 days per week

The goal of the County is to reduce the Shelter's intake of surrendered and homeless pets through sterilization of owned and stray animals within Miami-Dade County. All medical and surgical supplies to render services will be provided the Animal Services Department.

Veterinarians may work at one or multiple locations through the week to meet the County's spay, neuter and sterilization goals. Hours are flexible and days and hours can be negotiated.

### **3.2 SERVICES TO BE PROVIDED**

1. Surgeons may use their own technician teams (of no more than two veterinary technicians)
2. Surgeons may also use Animal Services technicians if desired.

### **3.3 SERVICE LOCATIONS**

Pool members shall provide the requested services, at the direction of the Project Manager at any of the following locations:

#### **Pet Adoption and Protection Center**

3599 NW 79 Avenue, Doral, FL

Days and Hours of Operation: 7 days per week: 7:30am-1:30pm

#### **Homestead Spay/Neuter Clinic**

Please enter address 1034 NE 8 Street

Homestead, FL 33030

**Formatted:** Font: Not Bold, No underline, Font color: Black

**Mobile Animal Clinic (MAC)**-vehicle utilized at special outreach events in the community

Days and Hours of Operation: Once monthly Saturday or Sunday: 8am-4pm

Days and Hours of Operation: Quarterly Saturday and or Sunday 8am-4pm

DRAFT

**SECTION 4**  
**SUBMITTAL FORM**

VENDOR: \_\_\_\_\_

<b>QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS</b>		
Refer to Section 2.4, Qualification Criteria, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
2.4 (1)	Vendor(s) shall provide a minimum of one signed professional reference on company letterhead. The reference shall demonstrate that the Vendor is regularly engaged in the business of providing spay, neuter and sterilization services. The County must be able to ascertain from the Vendor provided reference(s), to its satisfaction, that Vendor has sufficient experience and capacity in providing the needed services.	<input type="checkbox"/>
2.4 (2)	Vendor(s) shall provide a copy of their current State of Florida veterinary license from the Department of Business & Professional Regulation (DBPR). License(s) shall be maintained current during the term of this RTQ.	<input type="checkbox"/>