

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
CITY OF CARSON CITY**

THIS IS NOT AN ORDER

**ADVERTISED SOQ#: 1314-139
CITY OF CARSON CITY Veterinarian Services**

RELEASE DATE: January 16, 2014

Carson City (City) invites interested individuals and firms to submit Statement of Qualifications (S.O.Q.) to perform the City's Veterinarian Services. The selected individual or firm will perform veterinary services as directed by Carson City Health & Human Services Director.

The Board of Supervisors may satisfy the requirements to appoint a City Veterinarian by entering into a contract with an independent contractor **(CONTRACTOR)**.

STATEMENT OF QUALIFICATIONS shall be submitted to **CARSON Finance Department – Purchasing and Contracts**, 201 N. Carson Street, Suite 3, Carson City, Nevada 89701, by no later **than 5:00 p.m. on January 30, 2014.**

FINAL SELECTION will be made by the Carson City Health & Human Services Department. Once a selection is made and a contract is negotiated, the results will be posted on www.carson.org/index.aspx?page=998.

1. INTRODUCTION (General Information)

- 1.1 Carson City (City) invites interested individuals and firms to submit Statement of Qualifications (S.O.Q.) to perform the City's Veterinarian Services function. The selected individual or firm will perform veterinarian services as directed by the Carson City Health & Human Services Director.

The Board of Supervisors may satisfy the requirements to appoint a City veterinarian by entering into a contract with an independent contractor **(CONTRACTOR)**.

- 1.2 A Carson City Health & Human Services Department will evaluate the S.O.Q. submittals.
- 1.3 During evaluation, Carson City Health & Human Services Department reserves the right, where it may serve the City's best interest, to request additional information or clarification from the Individual, or to allow corrections of errors or omissions. Oral interviews may be conducted by the Carson City Health & Human Services Department for the Individuals who submit an S.O.Q. and were short listed.
- 1.4 Submission of an S.O.Q. indicates acceptance by the Individual of the conditions contained in this Statement of Qualification, unless clearly and specifically noted in the S.O.Q. submitted and confirmed in the resultant contract between Carson City and the Individual selected.

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
CITY OF CARSON CITY**

- 1.5 There is no expressed or implied intent or obligation for Carson City to reimburse responding individuals for any expenses incurred in preparing S.O.Q. submittals as well as travel expenses during interviews in response to this Statement of Qualifications.
- 1.6 Carson City shall reserve the right to terminate any agreement resultant from this solicitation and subsequent action for cause but not limited to inadequacy of performance.

2 CARSON CITY CONTACT PERSON:

- 2.2 Until the receipt and opening of S.O.Q. submittals, the contractor's' principal contact with Carson City will be as listed below. All questions are to be submitted in writing and potential contractor will receive copies of all questions and answers except for the questions that are considered proprietary. Questions that are considered proprietary by Health will only be answered to the contractor who asked the question. Questions will only be received through 12:00 p.m. on January 27, 2014.

Kim Belt
Carson Finance Department – Purchasing and Contracts
201 N. Carson Street, Suite 3
Carson City, NV 89701
775-283-7137
E-mail: KBelt@carson.org
FAX: 775-887-2107

- 2.2 All contacts regarding the S.O.Q. should be with the above-named individual only. Contractor's contacting other City staff or City officials may be disqualified for doing so.

3 BACKGROUND INFORMATION:

3.1 Introduction and Background:

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide veterinary services to the Carson City Health & Human Services Department Animal Control Program.

4 SCOPE OF WORK:

4.1.1 Contractor shall provide and perform the following services for and on behalf of City hereinafter referred to as “**Services**.”

4.1.2 Act as the Carson City Veterinarian; duties include medical consultation advice for the Animal Services department and medical referrals to local veterinary hospitals.

4.1.3 Advise animal services staff of the parameters of when to call when a medical emergency situation arises.

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
CITY OF CARSON CITY**

4.1.4 Advise the Carson residents by public news media regarding matters concerning veterinary public health concerns. Administrative support will be provided by Carson City Health & Human Services (CCHHS).

4.1.5 Provide consultation on care of animals in custody, both adoptable and those on stray hold at Carson City Animal Shelter.

4.1.6 Provide rabies vaccinations to adoptable animals at the shelter.

4.1.7 Review and approve animal care protocols and provide treatment orders as necessary; review and approve treatment protocols performed by the city staff as needed. Authorize medications to be kept on site for treatment purposes.

4.1.8 Provide, as needed, assistance in the investigation of reportable diseases.

4.1.9 Conduct on-site rounds of the animal kennels with the animal services manager on a frequency to be determined by the veterinarian and the animal services manager.

4.1.10 Familiarize self with nationally recognized shelter medicine policies.

4.1.11 Provide input to the public health preparedness program on veterinary disaster response. Review and approve shelter evacuation policies.

4.1.12 Familiarize self with Nevada law and Carson City Municipal Code in regards to animal abuse and documentation requirements for court cases.

5 S.O.Q. REQUIREMENTS

5.1 GUIDELINES FOR SUBMITTING STATEMENT OF QUALIFICATIONS:

- All questions regarding the Statement of Qualifications will be submitted in writing by mail, e-mail, or fax to Kim Belt, Purchasing and Contracts Manager, 201 North Carson Street Suite 3, Carson City, NV 89701 775-283-7137/ FAX 775-887-2107 kbelt@carson.org

- The **CONTRACTOR'S** Statement of Qualifications will be in a single sided, 8 1/2 x 11 in. format and limited to 10 pages. The Statement of Qualifications will include the following information :

- a. Introductory cover letter.
- b. Experience relevant to the type of work requested by Carson City.
- c. Certifications of Individual duly licensed by Carson City for the purposes of performing the **SERVICES**.
- d. References that can be contacted by staff to confirm information presented on the S.O.Q.

- The contractor shall submit one (1) original of the Statement of Qualifications and three (3) copies of the Statement of Qualifications to:

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
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Suite 3, Carson City, NV 89701 775-283-7137/ FAX 775-887-2107
kbelt@carson.org.

6 EVALUATION OF S.O.Q.:

6.1 S.O.Q. submittals will be evaluated by Carson City Health & Human Services Department.

6.2 The Carson City Health & Human Services Department may call for **oral interviews**. The City reserves the right to retain all S.O.Q. submittals and use any idea in an S.O.Q. regardless of whether or not said S.O.Q. is selected.

6.3 **The following categories will be evaluated in the selection process:**

- Qualifications of Firm/Individual to provide service
- Professional training certifications of individuals

7 RIGHT TO REJECT S.O.Q.:

7.1 Submission of S.O.Q. indicates acceptance by the Consulting Firm of the conditions contained in this S.O.Q. unless clearly and specifically noted in the S.O.Q. submitted and confirmed in the subsequent contract between Carson City and the Consulting Firm selected.

7.2 Carson City reserves the right to reject any or all S.O.Q. and to award to the **CONTRACTOR** whom the City deems most qualified and whose award of the contract will accrue to the best interests of the City.

7.3 **Late S.O.Q. Submittals will not be accepted.** Prospective **CONTRACTOR** is held responsible that their S.O.Q. Submittals arrive at the Carson City Finance Department – Purchasing & Contracts on or before the designated time and date.

8 WITHDRAWAL OF S.O.Q.:

8.1 Requests to withdraw S.O.Q. submittals received after the time and date set for opening and acknowledging S.O.Q. submittals will not be considered.

9 CONTRACT TERMINATION:

9.1 Carson City reserves the right to terminate the contract if the Contractor does not perform as required by the terms of the contract. Reasons for termination may include, but are not limited, to the following:

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
CITY OF CARSON CITY**

- 9.1.A Failure to provide sufficient personnel as identified in the S.O.Q.
- 9.1.B Failure to provide the principal Team as submitted.
- 9.1.C Substitution of the Team or other identified personnel without prior approval of Carson City.

10 INSURANCE

10.1 General Liability:

10.1.A The successful **CONTRACTOR** shall be required to furnish and maintain throughout the term of the proposed Agreement, such general liability and property damage insurance as shall protect him/her and any sub-contractor, agents, and employees performing work covered by the proposed Agreement from claims for, but not limited to, bodily injury, sickness, disease, death, or property damage arising or resulting from the contractors performance, or by any sub-contractor, person, firm, or employee directly or indirectly employed by him/her. The successful **CONTRACTOR** shall furnish the City a certificate of said insurance, with limits no less than – Two Million Dollars (\$2,000,000) – General Aggregate; Two Million dollars – (\$2,000,000) – Products and Completed Operations Aggregate; One Million Dollars (\$1,000,000) combined single limit per occurrence for bodily injury, personal injury as well as property damage and with the City added as a co-insured.

10.2 Veterinarian Professional Liability Insurance:

10.2.A The **CITY**, at its own expense, shall provide a policy of Veterinarian Professional Liability Insurance to provide coverage for the professional liability of the **CONTRACTOR'S** duties under the Contract.

10.3 Worker's Compensation and Employer's Liability Insurance:

10.3.A The successful **CONTRACTOR** shall provide workers' compensation insurance as required by Nevada Revised Statutes (NRS) Chapters 616A and 616D inclusive and Employer's Liability insurance with a minimum of \$550,000 each

**REQUEST FOR STATEMENT OF QUALIFICATIONS (S.O.Q.)
CITY OF CARSON CITY**

employee per accident for bodily injury by accident or disease.

- 10.3.B **CONTRACTOR** shall purchase and maintain throughout the term of the contract such Industrial Insurance (SIIS) as will protect him from claims which may arise out of or result from the Contractor's execution of the work on this project, whether such execution be by the Contractor or by any sub-contractor, or by anyone directly or indirectly employed by any of the contractor, or by anyone for whose acts any of them may be liable.

11 OBJECTION BY UNSUCCESSFUL CONTRACTOR:

11.1 Any unsuccessful Contractor may file an objection to the City regarding the selection of Carson City Health & Human Services Department by following the procedure outlined in Paragraph 11.2 below. Information on the results of the City's evaluation may be obtained on www.carson.org.

11.2 Any objection shall be written and submitted to the Finance Department before the recommendation shall be scheduled to be heard by the Board of Supervisors. The objection will be placed on the next available Board of Supervisors meeting agenda.

***** END OF DOCUMENT*****