



ADVERTISEMENT INFORMATION ONLY

**Solicitation Type and Name: Request for Proposals – Brooks Veterinary Clinic Facility Operations & Management**

**Solicitation Number:** RFP 23-051; RFx 6100016537

**Description:** Animal Care Services is seeking a partner to manage and operate the Brooks Veterinary Clinic located at 8034 City Base Landing. In exchange for leasing the facility, the selected vendor will pay rent in the amount of \$1.00 per year and will perform 6,500 spay/neuter surgeries per year. ACS will provide \$20,000 at the beginning of the initial lease to be used for capital equipment required for operations, such as computers and software. ACS may also provide up to \$30,000 per year if the selected vendor exceeds their targeted spay/neuter surgery amount.

**Applicable Product Categories: 96186 – Veterinarian Services**

**Date Issued: February 8, 2023**

**Due Date & Time: March 10, 2023, 11:00 a.m. Central Time**

**Pre-Submittal Conference: The conference will be held via WebEx call at 2:00 p.m., Central Time, on Wednesday, February 15, 2023. Attendance is optional, but highly encouraged. Respondents may call:**

**Toll Free Number: 1-415-655-0001**

**Meeting number (access code): 2460 351 1592**

**Meeting password: ZmF7rr9gxC8**

**Staff Contact Person:** Gregory Desir, Procurement Specialist III, [Gregory.desir@sanantonio.gov](mailto:Gregory.desir@sanantonio.gov)

**Evaluation Committee Voting Members:**

David McCary, Assistant City Manager, City Manager Office Department

Shannon Sims, Director, Animal Care Services Department

Rita Braeutigam, Chair Advisory Board, Animal Care Services Department

Bethany Colonnese, Chief Operations Officer, Animal Care Services Department

Shannon Oster-Gabrielson, Assistant to the Director, Animal Care Services Department

Dr. Marilyn Gotbeter, Special Projects Manager, Animal Care Services Department

**Pursuant to Section 011 – Restriction on Communications and in accordance with and as authorized by Section 2-61 of the City Code, the following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFP or proposal from the time the RFP has been released until the contract is posted for consideration as an agenda item during a meeting designated as an A session; and 2) City employees from the time the RFP has been released until the contract is approved at a City Council “A” session.**

**Exceptions to the Restrictions on Communications:**

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on Monday, February 20, 2023**. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

**Gregory Desir Procurement Specialist III**

**City of San Antonio, Finance Department – Purchasing Division**

**[Gregory.Desir@sanantonio.gov](mailto:Gregory.Desir@sanantonio.gov)**

Questions submitted and the City’s responses will be posted with this solicitation.

All proposals **must** be submitted electronically through the portal. **ONLY ELECTRONIC SUBMISSIONS WILL BE ACCEPTED.**

**To view this solicitation**, go to the SAePS portal; <https://supplierservice.sanantonio.gov/irj/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at [vendors@sanantonio.gov](mailto:vendors@sanantonio.gov) with "SAePS Portal" on the subject line so this can be expedited.