

## ADVERTISEMENT INFORMATION ONLY

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

Solicitation Number: RFP 24-122; RFx 6100018243

Description: The purpose of this Request for Proposals (RFP) is to enable the City of San Antonio Animal Care Services Department (ACS) to obtain proposals from Respondents regarding the management and operation of two (2) new veterinary clinics. In particular, the City is looking for organizations that can manage the facilities, (1) Provide 6,500 low-cost spay/neuter surgeries annually and (2) Provide low-cost animal vaccination and wellness services for pets of San Antonio residents.

Applicable Product Categories: 96186 – Veterinary Services

**Date Issued: June 18, 2024**

**Due Date & Time: August 5, 2024, 11:00 a.m. Central Time**

**Pre-Submittal Conference:** Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on June 26, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

**2<sup>nd</sup> Pre-Submittal Conference:** A 2<sup>nd</sup> Pre-Submittal Conference will be held at 9:00 a.m., Central Time, on July 5, 2024, via WebEx. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Respondents may call the toll-free number listed below and enter access code to participate the day of the conference.

**Dial-In Number:** 1-415-655-0001 | **Access Code:** 2634 713 5229 | **Meeting Password:** COSA

**Join from the meeting link:**

<https://sanantonio.webex.com/sanantonio/j.php?MTID=mfa0db0866bb7ffd0ed6aaeca34817a40>

**Evaluation Committee Voting Members:**

David McCary, Assistant City Manager, City Manager's Office  
Shannon Oster-Gabrielson, Assistant to the Director, Animal Care Services Department  
Rita Braeutigam, Chair, Animal Care Services Department Advisory Board  
Bethany Colonnese, Chief Operations Officer, Animal Care Services Department  
Alyssa McMullin, Special Projects Manager, Animal Care Services Department  
Brad Davenport, Assistant Director, Animal Care Services Department

**Pursuant to Section 011 – Restrictions on Communication 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 Communication:

Respondents may submit written questions concerning this RFP to the Staff Contact Person listed below until **4:00 p.m., Central Time, on July 9, 2024**. Questions received after the stated deadline will not be answered.

All questions shall be sent by e-mail. Questions submitted and the City's responses will be posted with this solicitation.

**Stephen Muñoz, Procurement Specialist III**  
**City of San Antonio, Finance Department – Procurement Division**  
[stephen.muniz@sanantonio.gov](mailto:stephen.muniz@sanantonio.gov)

**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). Vendor Guides & Support can be accessed from this link: <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Resources/Guides-Support>

**TO REGISTER:** You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <https://www.sa.gov/Directory/Departments/Finance/About/Divisions/Procurement/Become-a-Vendor>. Questions regarding registration may be submitted to Vendor Support 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.

