



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Qualifications – Animal Care Services Surgery and Neuter Surgeries

Solicitation Number: RFQ 23-046; RFX 6100016436

Description: The City of San Antonio's Animal Care Services Department ("ACS") is releasing a Request for Qualifications (RFQ) to solicit proposals from multiple qualified organization(s) and/or licensed veterinarians who are interested in providing community spay-neuter surgeries beginning in Fiscal Year 2023. ACS is looking to enter into agreements with multiple organizations to provide multiple service options to residents of San Antonio and ensure convenient locations across the city. In particular, the City is looking for multiple organizations that can provide a total of approximately 12,500 spay-neuter surgeries annually and will be under a non-exclusive contract. Surgeries will be performed within your organization's private facility.

Applicable Product Categories: 96206 Animal Care, Animal Health, Animal Production (Breeding) and Animal Training Services
96186 Veterinary Services

Date Issued: January 27, 2023

Due Date & Time: February 27, 2023, 11:00 a.m. Central Time

Pre-Submittal Conference: The conference will be held via WebEx call at 3:00 p.m., Central Time, on Monday, February 6, 2023. Attendance is optional, but highly encouraged. Respondents may call:

Toll Free Number: 1-415-655-0001

Meeting number (access code): 2463 534 0846

Meeting password: CoSA2023

Staff Contact Person: Michael McCray, Procurement Specialist III, michael.mccray@sanantonio.gov or Yvonne Rodriguez, Procurement Specialist III, Yvonne.rodriguez@sanantonio.gov

Evaluation Committee Voting Members:

David McCary, Assistant City Manager

Shannon Sims, ACS Director

Brad Davenport, ACS Assistant Director

Marilyn Gotbeter, ACS Chief Veterinarian

Katherine Powell, CASA Manager

Rita Braeutigam, Chair of the Animal Control Services Advisory Board

Shannon Oster -Gabrielson, ACS Assistant to the Director

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 RFQ or proposal from the time the RFQ 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 RFQ 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 RFQ to the Staff Contact Person listed below until 2:00 p.m., Central Time, on Monday, February 13, 2023. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail to:

Michael McCray, Procurement Specialist III

City of San Antonio, Finance Department – Purchasing Division

Finance Department, Purchasing Division

PO Box 839966 ♦ San Antonio, TX 78283-3966 | Tel: 210-207-5734

michael.mccray@sanantonio.gov

and

Yvonne Rodriguez, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
yvonne.rodriguez@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 with "SAePS Portal" on the subject line so this can be expedited.