

ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: **Request for Qualifications – Feral Cat Neuter/Spay Surgeries**

Solicitation Number: RFQ 24-035; RFX 6100017592

Description: The City of San Antonio's Animal Care Services Department (ACS) is releasing a Request for Qualifications (RFQ) to solicit proposals from qualified organizations and/or licensed veterinarians who are interested in providing spay/neuter surgeries for feral cats in the San Antonio community beginning in Fiscal Year 2024. The City is looking for multiple organizations who can provide a total of approximately 1,100 spay-neuter surgeries annually. Surgeries will be performed at selected vendors' private facilities.

Applicable Product Categories: 96206 + ANIMAL CARE, ANIMAL SHELTER, ANIMAL PRODUCTION, ANIMAL TRAIN

Date Issued: December 22, 2023

Due Date & Time: February 2, 2024, 11:00 a.m. Central Time

Pre-Submittal Conference: Pre-Submittal Conference will be held at **9:00 a.m., Central Time, on January 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:** 2631 201 9842 | **Meeting Password:** COSA

Join from the meeting link:

<https://sanantonio.webex.com/sanantonio/j.php?MTID=m49c5f6af72aff195ff85e94c4416d535>

Staff Contact Person: Stephen Muñoz, Procurement Specialist III, stephen.muniz@sanantonio.gov

Evaluation Committee Voting Members:

David McCary, Assistant City Manager, City Manager's Office

Shannon Sims, Director, Animal Care Services Department

Bethany Colonnese, Chief Operations Officer, Animal Care Services Department

Chelsea Arch, Clinic Manager, Animal Care Services Department

Rita Breautigam, ACS Advisory Board Chair, Animal Care Services Department

Shannon Oster-Gabrielson, Assistant to the Director, 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 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 **4:00 p.m., Central Time, on January 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

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/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 with "SAePS Portal" on the subject line so this can be expedited.

