SUBJECT: Spay/Neuter Program for Cats in Duval County

BID #: SC-0236-20 **OPEN DATE:** 9/25/19

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: October 1, 2019 through September 30, 2020

AGENCY: Animal Care and Protective Services

BASIS OF AWARD: All or None, to the lowest responsive, responsible bidder

NUMBER OF BIDS INVITED: 5 **NUMBER RECEIVED:** 2 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2019 to date of award.

Recommend approval of award to the lowest responsive, responsible bidder, First Coast No More Homeless Pets, Inc., to provide spay and neuter services for cats in Duval County. Period of service is from date of award through September 30, 2020. Total expenditure amount not to exceed $125,840.00.

Funding Source: ERAC011-03410 – To be executed by formal contract through the Office of General Counsel

Attachments: Recommendation Memo, Tabulation and Terms and Conditions

Analyst: _____
Annette Burney

RESPECTFULLY SUBMITTED: _____
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Bryan Mosier, Director, Neighborhoods Department

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(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

City of Jacksonville, Florida

Lenny Curry, Mayor

Neighborhoods Department
Ed Ball Building
214 N. Hogan Street
7th Floor Ed Ball
Jacksonville, FL 32202
(904) 255-7099

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

DATE: **October 15, 2019**

TO: **Gregory Pease, Chief, Procurement Division**
Finance Department

THROUGH: **Bryan Mosier, Director**
Neighborhoods Department

10/22/19 10:05:47
Procurement

FROM: **Daniel Nasr, Finance Manager**
Neighborhoods Department

SUBJECT: **Request for Administrative Award for the Spay/Neuter Program for Cats in Duval County**

Animal Care and Protective Services request the following vendor be awarded the Spay/Neuter Program for Cats in Duval County:

Lowest Bidder: First Cost No More Homeless Pets, Inc.

Period of Service: October 1, 2019 through September 30, 2020

Award Amount: $125,840.00

Index Code ERAC011

Sub-Object 03410

TITLE: Spay/Neuter Program for Cats in Duval County

BID NO.: SC-0238-20

OPEN DATE: September 25, 2019 @ 2 p.m.

ANALYST: Annette Burney

No. Invited: (5) No. Received (2) No Bids: (0)

Recorded By: Renata Barnett Announcer: Olive Wallace-Cohen

ITEM	DESCRIPTION	EST. QTY	UNIT	First Coast No More Homeless Pets, Inc. UNIT PRICE	First Coast No More Homeless Pets, Inc. EXTENDED TOTAL	Jacksonville Humane Society, Inc. UNIT PRICE	Jacksonville Humane Society, Inc. EXTENDED TOTAL	UNIT PRICE	EXTENDED TOTAL
1	Spay/Neuter Program for Cats in Duval County in accordance with the specifications	2860	EA	$ 44.00	$ 125,840.00	$ 58.00	$ 165,880.00		$ -
			Total Price :	$	125,840.00	$	165,880.00	$	-
			TERMS:	N/A		Net 30 Days			
			DELIVERY (Business Days):	N/A		Not Stated			
			CONFLICT OF INTEREST:	Yes		Yes			
			ADDENDUM(1):	Yes		Yes			

TERMS AND CONDITIONS

1. SCOPE

Animal Care and Protective Services is currently accepting bids to obtain source(s) of supply for the item(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide the item(s) and to obtain pricing commitments for the Spay/Neuter Program for Cats within Duval County pre the attached specifications.

2. AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The term of this agreement is from **October 1, 2019 through September 30, 2020**.

4. PRE-BID CONFERENCE

Not Applicable

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be acquired throughout the contract period and are subject to fluctuation in accordance with actual requirements, depending upon the severity of an event. The City reserves the right to add or delete the volume of services required or not to make any purchase against this bid if it so deems necessary anytime during the contract period. See Scope for Work for program details

7. PRICES

All unit prices shall include freight, delivery and handling charges to the delivery locations as outlined in the bid documents. See Scope for Work for program details.

8. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide increase. The City reserves the right to decline any price increase request. Refer to Scope of services for program details.

9. DELIVERY

Refer to Scope of services for program details.

10. PICK UP AND RETURNS

The City reserves the right to refuse payment for any incomplete, non-compliant spay/neuter services. Only completed services will quality for payment. Refer to Scope of Services for details.

11. PROGRAM COMPIANCE

Each Supplier Vendor will assure that all cats spayed or neutered under this program are licensed and registered for rabies protection. Cost for city license and rabies vaccination will be at the expense of the cat owner and not the responsibility of the City of Jacksonville. Owners are not authorized to decline to purchase a city license or rabies vaccination upon receipt of services under the program. Each Supplier will not approve certificates or otherwise spay/neuter more than six (6) pets per household per month under the program. Refer to Scope of services for program details.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlines in the specifications supersede this section.

14. REPORTING

Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program. Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include: A list of surgeries performed on cats within Duval County, including death under the program, the required baseline spay/neuter statistics, a description of activities, website promotion, and advertising undertaken by the vendor to help the program meet its goals. Any other information necessary to communicate the program's progress and how the program is meeting its goals.

Refer to Scope of Services for reporting details.

15. INVOICING

Submissions for payments will be made on a monthly basis in accordance with the City's standard protocol for payment, listing the unique certificate number, owner's last name, first name, zip code, qualification type, license number, and surgery type for each surgery paid for under the program. All original invoices shall be submitted to: City of Jacksonville, Animal Care and Protective Services, 2020 Forest Street, Jacksonville FL 32204.

16. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. **Vendor's veterinarians engaged in the program must be licensed in the State of Florida and insured.**

All insurance certificates shall list the City of Jacksonville as an additional insured. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate.