

**MOBILE COUNTY COMMISSION**

205 Government Street  
Mobile, Alabama 36644-1801

**REQUEST FOR PROPOSAL**

**NO. 2-2020**

**October 5, 2020**

In accordance with General Act No. 217, Special Session 1967, notice is hereby given that the Mobile County Commission, Mobile, Alabama, will receive Request for Proposals on the following items:

**VETERINARIAN SERVICES FOR MOBILE COUNTY ANIMAL SHELTER AS PER ATTACHED SPECIFICATIONS:**  
Any questions or comments concerning the proposal requirements must be brought to the attention of Douglas Hathcock, Public Services Director, 251-574-7951, [douglas.hathcock@mobilecountyal.gov](mailto:douglas.hathcock@mobilecountyal.gov), prior to the proposal opening or will be forever waived.

Out of State Corporations shall furnish a Certificate of Authority to transact business in the State of Alabama. Out of State limited liability companies shall provide proof of registration to transact business in this state. Alabama law requires that a successful bidder, if it has employees in the State of Alabama, provide proof of enrollment in E-Verify prior to the award of a contract. (See enclosed notice which must be completed signed and returned with your proposal).

If applicable to a contract resulting from this invitation, the successful bidder must comply with the Contractor Felony Investigation Policy, available in the Purchasing Department or at [mobilecountyal.gov](http://mobilecountyal.gov).

This inquiry is to establish a price and a source of supply for the purchase of the above listed items by Mobile County and the incorporated areas therein. Purchases by political subdivisions are optional with those agencies.

**THE MOBILE COUNTY COMMISSION DOES NOT DISCRIMINATE ON THE BASIS OF AGE, SEX, HANDICAPPED DISABILITIES OR ETHNIC ORIGIN.**

**REQUEST FOR PROPOSALS WILL BE RECEIVED UNTIL 10:00 A.M. November 4, 2020.**

**ALL PROPOSALS MUST BE SEALED, RFP NO. 2-2020 AND THE NAME OF THE ITEM MARKED ON THE OUTSIDE OF THE ENVELOPE. WITH ONE (1) ORIGINAL COPY, SO MARKED AND TWO (2) ADDITIONAL COPIES SO MARKED. PROPOSALS WILL BE RECEIVED BY THE RECEPTIONIST IN THE OFFICE OF THE COUNTY COMMISSION ADMINISTRATOR ON THE EIGHTH FLOOR OF THE MOBILE COUNTY GOVERNMENT PLAZA. FAILURE TO OBSERVE THE ABOVE INSTRUCTIONS WILL CONSTITUTE GROUNDS FOR REJECTION OF YOUR PROPOSAL. THE COMMISSION RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS.**

MOBILE COUNTY COMMISSION



\_\_\_\_\_  
GLENN L. HODGE, COUNTY ADMINISTRATOR

=====  
We propose to meet the above specifications for the sum

Of \$ PLEASE ATTACH.

Delivery can be made in \_\_\_\_\_ days from receipt of order.

RESPECTFULLY

BY \_\_\_\_\_



SAMPLE



Company ID Number: 477783

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer Mobile County Commission	
<b>Connie Hudson</b>	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Department of Homeland Security – Verification Division	
<b>USCIS Verification Division</b>	
Name (Please Type or Print)	Title
<i>Electronically Signed</i>	12/21/2011
Signature	Date

Information Required for the E-Verify Program

Information relating to your Company:	
Company Name:	Mobile County Commission
Company Facility Address:	205 Government Street
	8th Floor South Tower
	Mobile, AL 36644
Company Alternate Address:	
County or Parish:	MOBILE
Employer Identification Number:	836001644

**REQUEST FOR PROPOSAL FORM - MOBILE COUNTY COMMISSION**

*Date:*  
**REQUEST FOR PROPOSAL #2-2020**  
**VETERINARIAN SERVICES FOR MOBILE COUNTY ANIMAL SHELTER:**

Company \_\_\_\_\_

Company Representative \_\_\_\_\_  
(Print)

Company Representative \_\_\_\_\_  
(Signature)

Address \_\_\_\_\_

\_\_\_\_\_

Phone number ( ) \_\_\_\_\_ Fax number ( ) \_\_\_\_\_

Federal ID Number \_\_\_\_\_

Alabama License No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Web Address: \_\_\_\_\_

PLEASE SUBMIT A CURRENT W9

## **Request for Proposals RFP No. 2-2020**

### **Purpose**

The Mobile County Commission (hereinafter referred to as the MCC) is soliciting proposals for a part-time Veterinarian and licensed vet technician (hereinafter referred to as the LVT) team to provide professional services to the Mobile County Animal Shelter (hereinafter referred to as the MCAS). The LVT will be selected by and work for the Veterinarian. Part-time means 5-20 hours per week for the Veterinarian and 20 hours per week for the LVT.

### **Background**

The MCAS is charged with the responsibility of animal control in the unincorporated areas of Mobile County, along with providing animal housing and care of eight municipalities within the boundaries of Mobile County. The MCAS takes in approximately 2,700 dogs and cats annually, most of which are strays. Of that 2,700, approximately 2,100 or more are adopted or transferred to rescue organizations per year.

The MCAS moved into its current facility located at 7665 Howell's Ferry Road in 2009. The facility is approximately 11,000 square feet and contains four kennel rooms, a medical room, and intake kennel area, a food processing area, a front desk/lobby area, office spaces, and an area for the administrative staff. State law requires MCAS to hold all strays for 7 days prior to making them available for adoption or rescue or humanely euthanizing them. The facility has a population capacity of seventy living quarters for dogs and ten cages to house cats per day. The facility animal population can change each day based on animal size, litter size, and other factors that determine the number of animals housed in one living quarter space. The MCAS has an aggressive adoption/rescue program. All animals adopted from the MCAS are spayed/neutered, heartworm tested, rabies vaccinated, and microchipped before leaving the shelter. Every animal that enters the shelter receives a Dewormer, Bordetella (dogs/puppies only), and a 5 in 1 vaccine (dogs/puppies only) and 4 in 1 vaccine (cats/ kittens only). The MCC contracts with five local Veterinarians to provide spay/neuter services at their facilities. This contract arrangement will not change with the hiring of a Veterinarian/LVT team.

The MCAS staff consists of the County Humane Officer, an Animal Resource Supervisor, an Office Manager, six Kennel Technicians, an Animal Placement Specialist, an Office Assistant II, an Information Clerk/Receptionist, a Dispatcher, and six Animal Control Officers and 2 Part Time employees.

MCAS has an Advisory Board consisting of seven members that serve as liaisons among the Commissioners, County Administration, Animal Shelter staff, Rescue Groups, MCAS Placement Partners and the public-at-large. They also monitor the animal shelter policies, operational procedures, and recommends best practices to the MCC and means of improvement for compliance with statutory obligations for animal control, and the delivery of humane animal shelter services.

### **Pre-Conference**

**A mandatory pre conference will be held at the Mobile County Animal Shelter, 7665 Howells Ferry Rd., Mobile AL 36618 on Wednesday, October 21, 2020, 10:00 a.m.**

### **Scope of Services**

The Veterinarian/LVT team will be responsible for providing population-level healthcare to stray and unwanted animals housed at the MCAS, however, the veterinarian will make all medical decisions, as required by the Alabama State Board of Veterinary Medical Examiners (Board). Health care will focus on 'herd' health principles as well as individual animal care with an emphasis on disease control, sterilization, improvement of health and quality of life, and/or alleviation of suffering to include the following:

- The Board requires that the veterinarian set the time and days of work at the MCAS, including those for the LVT; please note, however, daily rounds between 12:30 p.m. – 4:30 p.m. are preferred by MCC
- Daily rounds to perform animal examinations; initiate and follow up on treatment plans; ensure that staff is following the appropriate protocols and treatment plans and that animal records are being documented.
- Initiate and manage appropriate disease control protocols within the shelter population that are based on current knowledge and recommendations developed specifically for animal shelters.
- Review and update medical protocols and/or standard operating procedures based on changes within the industry or office environment.
- Spend at least 2-3 hours per week to educate and train staff regarding animal disease and veterinary treatments.
- Perform quality of life assessments for shelter animals and attend at least 1 meeting per week to help decide the appropriate disposition of animals which could be adopted to the public, transferred to a Placement Partner, or euthanized.
- Provide guidance and training on the euthanasia process.
- Oversee the security and dispensing of controlled substances restricted to Veterinarian dispensing only in accordance with state and federal regulations.
- Assist in the humane movement of animals through the shelter.
- Use Chameleon (shelter operating software) to document all medical findings daily in a timely manner set forth by the management of the facility.
- Work within the limited financial resources of the MCAS.
- Work in partnership with the County Humane Officer in carrying out the veterinary duties.
- Participate as a member of the MCAS Advisory Board.
- Respond to public adopters inquiries concerning the animal's medical condition as needed.

### **Qualifications**

- Veterinarian and LVT must be currently licensed in the State of Alabama.
- Veterinarian must have a Mobile Premise Permit
- As required by the Board, Veterinarian must have his or her base at his or her veterinary clinic or another veterinary clinic nearby the MCAS
- Veterinarian must be qualified and eligible to obtain DEA license.
- Veterinarian must have at least 3 years of experience with at least 1 year of shelter medicine experience.
- Prefer LVT to have at least 3 years of experience. At least 1 year of shelter medicine experience preferred.

- Desire to implement efficiencies on an on-going basis
- Veterinarian must be available for telephone consultation on emergency cases and field investigation cases.

### **Knowledge and Skills**

- Knowledge of current shelter medicine principles and practices.
- Knowledge of disease recognition in shelter setting required.
- Effective decision-making and diagnostic skills with an interest in pursuing treatment options with limited funding.
- Strong customer service, oral and written communication skills and an interest in networking with other professionals.
- Computer skills.
- Able to work well under pressure.
- Able to deal with staff and volunteers in a professional manner.

### **Working Conditions**

This is a part-time position for a veterinarian and LVT team. The veterinarian will work under the general management authority of the Director of Public Services but must maintain effective communications with the County Humane Officer who oversees the daily operations of the animal shelter. The LVT will be hired by and report directly to the veterinarian but also must maintain effective communications with the County Humane Officer.

- Work is performed in an animal shelter with limited office space
- Potential for exposure to dangerous and fractious animals, high noise levels, hazardous chemicals, anesthetics and sharp objects
- Field conditions may be encountered

### **Insurance Requirements**

Veterinarian, at his/hers sole expense, shall obtain and maintain in full force the following insurance to protect the Veterinarian and MCC at limits and coverages specified herein. These limits and coverages specified are the minimum to be maintained and are not intended to represent the correct insurance needed to fully and adequately to protect the Veterinarian.

The Veterinarian shall require any and all subcontractors and sub-subcontractors to maintain the same insurance as specified.

All insurance will be provided by insurers licensed to conduct business in the State of Alabama and shall have a minimum A.M. Best rating of A- VII and must be acceptable to MCC. Self-insured plans and/or group funds not having an A.M. Best rating must be submitted to MCC for prior approval.



Deductible or Retention not to exceed \$10,000 without prior written approval of MCC.

### **Certificate of Insurance**

A Certificate of Insurance evidencing the above minimum requirements must be provided to and accepted by MCC **PRIOR** to commencement of any work on the contract. Each policy shall be endorsed to provide thirty (30) days written notice of cancellation to the MCC.

### **Terms of Resulting Contract**

- The contract will be with the Veterinarian who will hire the LVT.
- The veterinarian will be an independent contractor, not a salaried employee of the MCC
- Neither the veterinarian nor the LVT will be entitled to benefits provided to MCC employees
- The contract will be for an initial one (1) year term; upon mutual agreement, the contract may be extended up to two (2) additional one-year terms.
- Monthly invoices shall be payable within thirty (30) days after receipt. No interest will accrue on unpaid balances.

### **Format for Proposals**

Please format your response on separate paper and in the following order to facilitate comparisons between respondents. Mark each response with the item number below:

1. Describe your veterinary experience including number of years in practice; level of services provided including preventative medical care, surgical procedures, emergency medical treatment and shelter medicine provided, in particularly for a municipality.
2. Describe any current or prior agreements with a municipality, humane society or society against the prevention of cruelty to animals where you have provided professional veterinary services.
3. Describe any pending regulatory censure or litigation or any such action occurring within the past ten (10) years related to services you provide.
4. Provide a narrative of your business philosophy on how you and your LVT can fulfill the unique role of a veterinary service provider who operates in conjunction with a public animal shelter.
5. Describe your experience educating or training your staff or others.
6. Describe the experience of the LVT who will be working with you including the following:
  - a. Years of experience working with a Veterinarian
  - b. Years of experience as a LVT
  - c. Level of services provided
  - d. Experience with shelter medicine
  - e. Experience dealing with people

7. Please describe any extra value your team would bring to the MCAS.

**Submission Requirements**

Proposals shall be submitted in a sealed envelope and must be received in the Office of Mobile County Commission, 205 Government Street, 8<sup>th</sup> Floor, South Tower, Mobile, Alabama. Proposals will be received until 10:00 a.m. November 4, 2020. The submission should include an original and two copies. The envelope must be plainly marked on the outside as follows:

PROPOSAL:	Veterinarian/LVT Services
NUMBER:	RFP 2-2020
DATE:	November 4, 2020

The proposal shall be signed by a Representative who is authorized to contractually bind the proposer.