



# CITY OF HOUSTON

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March 26, 2015

**SUBJECT:** Letter of Clarification No. 2 to Invitation to Bid No. S19-L25375 for Spay and Neutering Services for the Administration and Regulatory Affairs Department

**TO:** All Prospective Bidders:

This Letter of Clarification is issued for the following reasons:

- Respond to questions posed by perspective bidders:

1.) The following questions and City of Houston responses are hereby incorporated and made part of the invitation to bid.

**Question No 1:** For section 2.1 for the qualified residents, does the scope of work include specific targeted neighborhoods or offered to provide a subsidy to any qualified resident, or both.

**Answer:** Qualified residents are pet owners that live within the city limits, and no subsidy is provided. All surgeries are at no cost to City residents.

**Question No 2:** For section 3.2.1 for the microchips, is this requirement based on cost savings, how will the microchips be delivered to the contractor and how often, are pet owners required to register their pet themselves, is there a process for relaying the microchip information to the city for registration, and is there a telephone number pet owners call at the city to follow-up on registration.

**Answer:** The City will provide all microchips to the chosen contractor(s) at no cost. BARC will deliver microchips to the contractor(s). The microchips are self-registering upon BARC entering the rabies certificates into the city's system; no action is required is required by the contractor or City resident. The cost savings the City obtains is from the government rate price.

**Question No 3:** For section 3.3.1 for rabies vaccination, is this requirement based on cost savings, who manufactures the rabies vaccinations the City will provide to the contractor(s), is there an established ordering procedure, and how will the rabies vaccinations be delivered to the contractor(s).

**Answer:** The City shall deliver and provide rabies vaccinations to the contractor(s) at no cost. There is no particular manufacturer for the City's rabies vaccinations. The cost savings the City obtains is from the government rate price.

**Question No 4:** For section 3.4.1 for the flea and tick medication, is this requirement based on cost savings, which products will the city provide to the contractor(s), is there an established ordering procedure and how will the flea and tick medication be delivered to the contractor(s).

**Answer:** The City will provide and deliver the flea and tick medication at no cost to the contractor(s). The City provides various brands for the flea and tick medications. The cost savings the City obtains is from the government rate price.

**LETTER OF CLARIFICATION 2**  
**Spay and Neutering Services for the Administration and Regulatory Affairs Department**  
**SOLICITATION NO. S19-L25375**

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

*Roy Korthals*

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**END OF LETTER OF CLARIFICATION 2**

**REVISED 3/26/2015**  
**SECTION B**  
**SCOPE OF WORK**  
**FOR**  
**SPAY AND NEUTERING SERVICES**

**1.0 SCOPE OF SERVICES:**

- 1.1 The Contractor shall be required to furnish all labor, materials, equipment, tools, supervision, and transportation necessary to perform spay and neutering services on feline and canine animals at no cost to qualifying Houston residents in accordance with the City's requirements as part of the City's spay/neuter initiative.

**2.0 QUALIFIED RESIDENTS:**

- 2.1 Clients delivering dogs and cats for low cost spay and neutering services to the Contractor's clinic will be considered qualified residents upon providing proof of residence within the corporate limits of the City of Houston. Proof of residence shall be in the form of a valid Texas Driver License or any other form of State or Federal Identification accompanied by a recent water utility bill with a current address.

- 2.2 All spay and neutering surgeries are at no cost and no subsidies shall be provided to City residents.**

**3.0 CONTRACTOR RESPONSIBILITIES:**

3.1 Spay/Neuter Operations

- 3.1.1 Contractor shall perform spay/neuter operations on dogs and cats, including, without limitation, a complete surgical suite in a mobile and/or brick-and-mortar clinic, anesthesia, surgical instruments, suture, medications, which will include pre-medication, induction medication, anesthetic gas, oxygen, antibiotics, and pain medication, and such other equipment as is necessary to safely and effectively complete surgical operations on dogs and cats.
- 3.1.2 The surgical suite shall provide a sterile environment for the performance of all surgeries.
- 3.1.3 Contractor shall provide a veterinarian licensed and in good standing with the Texas State Board of Veterinary Medical Examiners.
- 3.1.4 Contractor shall provide a qualified veterinary technician at all times to assist the veterinarian in surgery and to perform other such duties as may be required by the veterinarian. The qualified veterinary technician shall be present on the premises at all times until each animal upon which surgery has been performed has fully recovered from anesthesia.
- 3.1.5 Contractor shall clip the left ear of all feral cats and the clip the left ear of all unowned free roaming cats spayed/neutered as a part of the BARC Trap, Neuter, and Return (TNR) program.
- 3.1.6 Contractor shall provide each citizen who receives service under this contract with a 24-hour emergency number in the event a pet has complications after a surgery

3.2 Microchip

- 3.2.1 The City shall supply and Contractor shall administer microchips.
- 3.2.2 The City shall provide the microchips to the Contractor(s) at no cost.**
- 3.3.3 The microchips are self-registering upon BARC entering the rabies certificates in the City's system; no action is required by the Contractor or City resident.**
- 3.3.4 The cost savings the City obtains is from the government rate price.**

3.3 Rabies Vaccination

- 3.3.1 The City shall supply and Contractor shall administer rabies vaccinations.
- 3.3.2 The City shall provide the rabies vaccinations to the Contractor(s) at no cost.**
- 3.3.3 The manufacturer that the City provides varies.**
- 3.3.4 The cost savings the City obtains is from the government rate price.**

3.4 Flea and Tick Medication

- 3.4.1 The City shall supply and Contractor shall administer flea and tick medication.
- 3.4.2 The City shall provide the flea and tick medications to the Contractor(s) at no cost.**
- 3.4.3 The City provides various brands for the flea and tick medications.**
- 3.4.4 The cost savings the City obtains is from the government rate price.**

**4.0 REIMBURSEMENT:**

- 4.1 Contractor shall be reimbursed per spay/neuter surgery determined by the sex and size of the dog or cat. Charges for the initial spay/neuter services will be the responsibility of the City of Houston. Any additional charges incurred shall be the responsibility of the individual animal owner/custodial caretaker.
- 4.2 All work performed by the Contractor shall be performed to the satisfaction of the Director or designee. The determination made by the Director or designee shall be final. BARC shall be under no obligation to pay for any work performed by the Contractor which is not satisfactory to the Director or designee or is not in accordance with this proposal.

**5.0 REPORTING REQUIREMENTS:**

- 5.1 Contractor shall generate a report to accompany each invoice submitted to the City that contains the following information regarding the citizens who receive services:
  - 5.1.1 The citizen's name and address
  - 5.1.2 The date of service
  - 5.1.3 The pet's name
  - 5.1.4 A description of the pet
  - 5.1.5 The pet's license number, if available
  - 5.1.6 A copy of the pet's rabies certificate
- 5.2 Contractor shall also submit a completed BARC Feral/Free Roaming Cat Colony Manager Application (Exhibit BB) from each citizen or group for each trapping site that will maintain feeding stations for all cats spayed/neutered as a part of the BARC TNR program.

**6.0 PUBLICITY:**

- 6.1 Contractor shall provide positive press at all times regarding BARC. Any publicity efforts by Contractor related to its collaboration with the City or activities at a City facility or function shall be submitted by Contractor to the City for review and approval not less than 48 hours in advance of the proposed dissemination date. Materials may not be disseminated without the express approval of the City, which approval will not be unreasonably withheld.

**7.0 REQUIREMENTS:**

- 7.1 Contractor shall demonstrate at least one or more years of experience spaying and neutering dogs and cats.
- 7.2 Contractor shall be able to perform a minimum of 5,000 spay/neuter operations each year.
- 7.3 Contractor shall maintain insurance on all vehicles, people, and property associated with this proposal.
- 7.4 Contractor shall treat each animal in its care humanely, providing enough food, water,