

## VETERINARIAN SERVICES

### SCOPE OF SERVICES AND SPECIFICATIONS

The Vendor shall provide Veterinarian Services, more specifically, including but not limited to:

- A. **Background:** The Levy County Animal Control Services located at 12055 NE 69<sup>th</sup> Lane, Bronson, FL 32621 provides Basic Medical and Surgical services to the animals at Levy County Animal Services (“LCAS”). These services include spay or neuter of domesticated animals (“pets”) residing at the Levy County Animal Services Shelter (“Shelter”). The majority of the pets receiving these services shall be canines and felines.
  1. Vendor will be licensed to practice veterinary medicine in the State of Florida.
  2. Vendor will provide a copy of all current licenses, credentials, or certifications required by law for the services hereunder, upon execution of the resulting contract to the Animal Services Representative. All licenses, credentials, or certifications required shall remain valid for the duration of the resulting contract on file with the Animal Services Representative.
- B. **Spay and Neuter Veterinary Services:** Procedure states that any authorized adoption requires that a veterinarian perform the spay/neuter procedure on the subject feline or canine prior to transfer of ownership. Any emergency situation involving a feline or canine may also require attention from a licensed veterinarian. These services will ensure efficient flow of healthy adopted pets to Levy County Citizens. Veterinarian services may include, but is not limited to, providing history and physical to spay/neuter pets, performing lab work related to spay/neuter pets, performing spay and neuter surgeries to pets of Levy County, providing guidance to staff on follow-up treatment, diet, and behavioral issues. Weekly services may include approximately 5 to 7 per day spay/neuter clinic surgeries, medical exams of spay/neuter clinic patients and lab work related to spay/neuter clinic patients.
- C. **General Veterinary Services:** General exams shall include but are not limited to, administering vaccinations including rabies, microchipping, and spay/neuter.
  1. VENDOR WILL ACKNOWLEDGE ON APPENDIX “A” IF THEY OFFER VETERINARY SERVICES FOR NON-DOMESTICATED ANIMALS, INCLUDING LIVESTOCK AND EXOTIC ANIMALS.
- D. **Training Shelter Staff:** Vendor shall provide training to Shelter staff and enforcement officers in the areas of basic animal first aid, signs of neglect, treatment of infectious diseases, and animal husbandry on a semi-annual basis.
- E. **Co-Sign for the Shelters Controlled Drugs:** Vendor must be licensed to act as co-signer for the purchase of controlled drugs at LCAS as required by the Federal Drug Enforcement Administration (“DEA”). Vendor will supervise the handling and recording of controlled substances. Vendor must maintain a current Controlled Substance Licensure issued by the DEA which must be kept on file with the Animal Services Representative.
- F. **On-Site Veterinary Services:** Vendor will specify on Appendix “A” if offering mobile veterinary services or if a room is needed at the Shelter. LCAS has one 1 room available at the Shelter and will provide the following under the resulting contract if applicable:
  1. Facility/Surgery Room
  2. Secure location for Schedule II & III (as defined by the DEA) medication storage.
- G. **Off-Site Veterinary Services:** Vendor will specify if offering on Appendix “A” off-site veterinary services at their own facility.

- H. **Schedule:** Vendor may be on-site veterinary services at the Shelter or off-site veterinary services at their own facility. Vendors shall specify on Appendix "A" their availability for the amount of time it takes to perform approximately 25 to 35 (depending on gender and type of animal) surgeries per week.
- I. **Business Hours and Holidays:**
1. These services shall be conducted during the hours of Monday through Friday between 8:00 AM and 5:00 PM Est., unless prior arrangements are agreed upon by both parties.
  2. These services shall follow the County's Holiday schedule. To view the County's current Holiday Schedule, including the days of observance, please visit the County's website: <https://www.levycounty.org/calendar.php>.
    - i. The following is a list of holidays on which contract services will not be performed unless advanced, written approval is provided to the Vendor from the County:
      - New Year's Day
      - Martin Luther King Day
      - Presidents Day
      - Good Friday
      - Memorial Day
      - Independence Day
      - Labor Day
      - Veteran's Day
      - Thanksgiving Day
      - Friday after Thanksgiving Day
      - Christmas Eve
      - Christmas Day
- J. **After Hours/Emergency Veterinary Services:** VENDOR SHALL ACKNOWLEDGE ON APPENDIX "A" IF THEY OFFER AFTER HOURS VETERINARY SERVICES.
1. Vendor shall provide emergency Veterinary services on twenty-four (24) hours seven (7) days a week basis.
  2. These services shall be defined as the hours outside of Monday through Friday 8:00 AM and 5:00 PM Est., following the County's Holiday schedule as referenced above. These services shall be billed in lieu of non-emergency veterinary services.
  3. Vendor shall maintain twenty-four (24) hours, seven (7) days a week afterhours/emergency response telephone number that is staffed by a person and not an answering machine.
- K. **Cost:** Prices shall be deemed to provide full compensation to the Vendor for labor, equipment use, travel time, and any other element of cost or price. The Vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and the resulting contract, and any other applicable laws of the State of Florida.
- L. **Equipment:**
1. The equipment used must be in good, safe operating condition at all times. The County may inspect the equipment prior to awarding the bid, and anytime during the course of the resulting contract. All safety devices shall be properly installed and maintained at all times the equipment is in use.

2. Vendor shall be responsible for the security of all equipment, tools, and materials left at the work site (if applicable).

**M. Specifications:**

1. Prior to commencing work, the vendor shall document all pre-existing damages in the area of work to be performed and submit documentation to the Animal Services Representative.
2. All precautions must be taken to ensure no damage to surrounding area will occur.
3. Work shall be scheduled with minimal disruption to the surrounding area, as determined by the County.

**N. County's Responsibilities:**

1. County will provide contact person(s) name, phone number, and email address for the vendor to report all problems noted.
2. County will provide the Vendor with an executed work authorization or purchase order of work requested to be performed under this contract.
3. All work shall be done subject to the supervision and direction of the Animal Services Representative who shall have access to all of the work.
4. County will have the authority to suspend the work wither wholly, or in part, due to failure to carry out provisions of the resulting contract; for failure to carry out orders; or for conditions or reasons deemed to be in the public interest.
5. County will have the authority to require the immediate removal of any person employed by the Vendor who appears to be incompetent or to act in a disorderly or improper manner.
6. County shall be responsible for removing all property from each location prior to the commencement of work.
7. Program Evaluation: The County reserves the right to evaluate the programs in progress in terms of effectiveness and safety, and to require such changes as are indicated. Vendor shall take prompt action to correct identified program deficiencies.

**O. Vendor's Responsibilities:**

1. Vendor shall provide a trained staff of competent personnel for the performance of the services described.
2. Vendor shall always provide supervision of all work crews while performing work under the resulting contract.
3. Vendor shall be responsible and liable for all injuries or damages to persons or property that occur as a result of their fault or negligence in connection with the work assigned. Vendor's personnel shall immediately report any such injuries, damage, abnormalities to Animal Services Representative as soon as possible.
4. Vendor's personnel shall be readily identifiable by wearing uniforms that clearly designate their company's name. Similarly, service vehicles shall clearly designate the company's name.
5. Vendor shall provide a contact phone number and email for invoicing issues. Call shall be returned within twenty-four (24) hours, Monday through Friday between 8:00 AM and 5:00 PM Est., unless prior arrangements are agreed upon by both parties.
6. In case of an emergency which threatens injury or loss of property and/or injury to life, persons or animals, the Vendor shall promptly take such action, without previous

instructions from the Animal Services Representative as the situation may reasonably warrant. Vendor shall notify the Animal Services Representative immediately thereafter and any additional compensation claimed by the Vendor therefore, together with evidence of the expense incurred in acting in such emergency, shall be submitted to the County and the amount of compensation due, if any, shall be determined by mutual agreement.

7. Vendor must abide by any local, state, or federal laws and regulations.
8. Vendor shall obtain all necessary permits and pay any associated fees at their own expense.

**APPENDIX "A"**

**FEE SCHEDULE**

Vendor shall provide Veterinarian Services in accordance with the Scope of Services at the price(s) below:

<b>SURGERIES</b>	
<b>DESCRIPTION:</b>	<b>PRICE:</b>
Dog Spay < 40 lbs.	\$
Dog Spay > 40 lbs.	\$
Dog Neuter < 40 lbs.	\$
Dog Neuter > 40 lbs.	\$
Cat Spay	\$
Cat Neuter	\$
Cat Spay (Feral)	\$
Cat Neuter (Feral)	\$
<b>VACCINATIONS</b>	
Bordetella	\$
DHPP, Primary	\$
FELV	\$
FVRCP, Primary	\$
FVRCP, Annual	\$
Lepto	\$
Rabies, 1 Year	\$
<b>OTHER ROUTINE SERVICES</b>	
FIV/FELV/HW Test	\$
Heartworm Test	\$
Parvo Test	\$
Fecal Test	\$
Fecal Float	\$
Microchip	\$
Cremation – No Return	\$
Euthanasia	\$
Office Visit – Exam	\$
Office Visit – Feral Exam	\$

- A. Will you be offering on-site veterinary services?  Yes  No
  - 1. If yes, will you be providing mobile veterinary services?  Yes  No
  - 2. If yes, will you require a room for use?  Yes  No
- B. Will you be offering off-site veterinary services at your own facility?  Yes  No
  - 1. If yes, what is the location/address of the facility where you will be offering these services?

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C. What percentages discount can you offer the County on the veterinary services you provide NOT listed above in the Fee Schedule? \_\_\_\_\_%

D. Do you offer veterinary services for non-domesticated animals (including livestock and exotic animals)?  Yes  No

E. Please provide what days and hours are you available to provide veterinary services:

Monday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Tuesday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Wednesday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Thursday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Friday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Saturday \_\_\_\_\_ AM to \_\_\_\_\_ PM

Sunday \_\_\_\_\_ AM to \_\_\_\_\_ PM

F. Do you offer after hours/emergency veterinary services?  Yes  No

1. What percentage discount can you offer the County on after hours/emergency veterinary services? \_\_\_\_\_%

G. Do you offer pet transportation services?  Yes  No  N/A

1. If yes, what is the associated costs: \$ \_\_\_\_\_

H. Are you able to travel to provide veterinary services?  Yes  No

1. If yes, what is the associated costs: \$ \_\_\_\_\_

I. Do you offer additional veterinary services NOT listed above?  Yes  No

1. If yes, please provide a Fee Schedule for those services no listed.