

REQUEST FOR QUALIFICATIONS



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

DATE ADVERTISED: July 21, 2011

RFQ Title: **Veterinary Services**

Requesting Dept./ Div.: **King County Department of Executive Services – Records and Licensing Services Division**

RFQ Number: **1358-11-RLD**

Due Date: **August 16, 2011 – no later than 2:00 P.M.**

Buyer: Roy L. Dodman, roy.dodman@kingcounty.gov, 206-263-9293

There will be no pre-submittal conference for this RFQ.

Sealed Submittals are hereby solicited and will **ONLY** be received by

King County Procurement Services Section
The Chinook Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104-2333

Office Hours - 8:00 a.m. - 5:00 p.m.
Monday - Friday

SUBMITTERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name		
Address		City/State/Zip Code
Signature	Authorized Representative / Title (Please Print Name and Title)	
E-mail	Phone	Fax
Office Use Only: NUM 3 CD-ROM 1 CON FED N TERM/YR Y/3-1		

This Request for Qualifications will be provided in alternative formats such as Braille, large print, audio cassette or computer disk for individuals with disabilities upon request.

Sealed qualification submittals are hereby solicited and will be received only at the office of the King County Procurement Services Section at 401 Fifth Avenue, 3rd Floor, Seattle, Washington, 98104 no later than 2:00 p.m. on the date noted above regarding *Veterinary Services for the King County Department of Executive Services – Records and Licensing Services Division*. These services shall be provided to King County in accordance with the following and the attached instructions, requirements, and specifications.

Submittal: King County requires the Submitter to sign and return *this entire Request for Qualification (RFQ) document*. The Submitter shall provide *one unbound original* and *three (3) copies* of the submittal response, data or attachments offered, for *four (4) items* total. The original in both cases shall be *noted or stamped "Original"*. In addition, provide *one (1) CD-ROM*, with either *one (1) pdf version* of the submittal, *one (1) Microsoft Word version* of the submittal (2000-2005 edition), or both.

Questions: Submitters will be required to present any questions in writing prior to the close of business Monday, August 1, 2011 in order for staff to prepare any response required to be answered by Addendum. Questions are best received and most quickly responded to when sent via e-mail directly to the following King County procurement personnel: *Primary* – Roy L. Dodman, Supervisor roy.dodman@kingcounty.gov / *Secondary* – Cathy M. Betts, Buyer cathy.betts@kingcounty.gov. Questions may also be sent via email to the address above.

SECTION I - General Information

- A. King County is an Equal Opportunity Employer and does not discriminate against individuals or firms because of their race, color, creed, marital status, religion, age, sex, national origin, sexual orientation, or the presence of any mental, physical or sensory handicap in an otherwise qualified handicapped person.
- B. All submitted qualifications and evaluation materials become public information and may be reviewed by appointment by anyone requesting to do so at the conclusion of the evaluation and selection process.
- C. King County reserves the right to reject any or all submittals that are deemed not responsive to its needs.
- D. In the event it becomes necessary to revise any part of this RFQ, addenda shall be created and posted at the King County Procurement web site. Addenda will also be conveyed to those potential submitters providing an accurate e-mail address. If desired, a hard copy of any addenda may be provided upon request.
- E. King County is not liable for any cost incurred by the Submitter prior to issuing a selection notice.
- F. News releases pertaining to this RFQ, the services, or the project to which it relates, shall not be made without prior approval by, and then only in coordination with, the King County Department of Executive Services.
- G. King County Code 4.16.025 prohibits the acceptance of any bid, proposal, or submittal after the time and date specified on the Request for Qualifications. There shall be no exceptions to this requirement.
- H. King County agencies' staffs are prohibited from speaking with potential Submitters about the project during the solicitation.

Please direct all questions to:

Roy L. Dodman, Supervisor
206-263-9293
roy.dodman@kingcounty.gov

and

Cathy Betts, Buyer
206- 263-9291
cathy.betts@kingcounty.gov

NOTE: Documents and other information is available in alternate formats for individuals with disabilities upon advance request by calling the Procurement Receptionist at 206-263-9400 or TTY711.

- I. Protest Procedure - King County has a process in place for receiving protests based upon either submittals or contract awards. If you would like to receive or review a copy, please contact the Buyer named on the front page of this document or call Procurement Services at 206-263-9400.
- J. Term Service Requirement

If a contract is awarded based on this RFQ, it may contain the following provision:

Contract Extension

The initial selection period will be for one (1) year. The selection term of the may be extended in one (1) year increments for two (2) additional one-year periods for a total duration of three (3) years, in accordance with the County's best interest and at the sole option of the County.

- K. Electronic Commerce and Correspondence. King County is committed to reducing costs and facilitating quicker communication to the community by using electronic means to convey information. As such, most Invitations to Bid, Requests for Proposal, and Requests for Qualifications as well as related exhibits, appendices, and issued addenda can be found on the King County Internet Web Site, located at <http://www.kingcounty.gov/operations/procurement>. Current bidding opportunities and information are available by accessing the **"Solicitations"** tab in the left hand column.

King County Procurement Services features an **Online Vendor Registration (OVR)** program that permits vendors, consultants and contractors to register their business with the County. This OVR system allows interested parties to either directly register their firm by creating a unique User ID, or to visit the website as a guest. Information regarding bid documents will be available to all users; however, site visitors accessing the site as a guest will not be able to document their interest in a project or add their name to the document holder's list. They will receive no automatic notification of issued addenda. As such, the County encourages full registration in order to directly communicate with document holders regarding any issued addenda or other important information concerning the solicitation.

After submittals have been opened in public, the County will post a listing of the businesses submitting submittals, and any final award determination made.

Full information on vendor registration is available at the website.

If you are viewing a paper version of this RFQ, you may download this document at <http://www.kingcounty.gov/operations/procurement>. Navigate to the "Solicitation" web page. There you can view the web pages either as a guest or by logging-in as a registered vendor. Search for 1358-11RLD to access documents specifically for this solicitation and follow the resulting link to navigate to the "Solicitation Details" web page.

- L. Unless otherwise requested, letters and other transmittals pertaining to this RFQ will be issued to the e-mail address noted in our files, and after submittal, noted on the first page of this document. If other personnel should be contacted via e-mail in the evaluation of this submittal, or to be notified of evaluation results, please complete the information in the table below.

Contact Name	Title	Phone	E-mail address

- M. Washington State Public Records Act (RCW 42.56) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged.
- N. Qualifications submitted under this RFQ shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public. King County may request an electronic copy of your submittal response at a later time for this purpose. This copy may be requested in MS Word format, and delivered either by e-mail or directly delivered on CD.

If a Submitter considers any portion of his/her submittal to be protected under the law, the Submitters shall clearly identify on the page(s) affected such words as "CONFIDENTIAL," "PROPRIETARY" or "BUSINESS SECRET." The Submitter shall also use the descriptions above in the following table to identify the effected page number(s) and location(s) of any material to be considered as confidential (attach additional sheets as necessary). If a request is made for disclosure of such portion, the County will determine

whether the material should be made available under the law. If the material is not exempt from public disclosure law, the County will notify the Submitter of the request and allow the Submitter ten (10) days to take whatever action it deems necessary to protect its interests. If the Submitter fails or neglects to take such action within said period, the County will release the portion of the submittal deemed subject to disclosure. By submitting qualifications, the Submitter assents to the procedure outlined in this paragraph and shall have no claim against the County on account of actions taken under such procedure.

Type of exemption	Beginning Page / Location	Ending Page / Location

- O. Submitters are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFQ.
- P. Bid Identification Label: Please see the Bid Identification Label on the last page of Section II.

SECTION II - PROJECT SPECIFICATIONS AND SCOPE OF WORK

PART 1 - Background

Regional Animal Services of King County (RASKC or the County) provides animal sheltering and control services for unincorporated King County and 26 contract cities in an area encompassing over 2,000 square miles. RASKC also provides veterinary service to injured or sick animals in our care. Two (2) full-time (40 hour per week) veterinarians, and three (3) licensed veterinary technicians provide medical assessments, surgery, and care for the animals at the Regional Animal Services of King County – Kent Shelter seven (7) days per week from 7:00am to 6:00pm, excluding holidays. The veterinary staff focus is on shelter medicine, which includes conducting intake exams, providing spay and neuter procedures for animals prior to adoption, and diagnosing a variety of illnesses and injuries.

The shelter has an ongoing need for emergency care during off-hours, vacation/sick days, holidays and other times when our veterinary staff is unavailable. In addition, there are instances where responsible humane care for an animal requires more immediate or specialized care than can be provided at the shelter.

PART 2 – Objectives

RASKC seeks to identify local veterinary practices or hospitals to provide emergency, supplementary and/or specialty veterinary medical services and monitoring, especially during off hours or at other times when RASKC is unable to respond to the needs of injured or sick animals. Veterinary care may include euthanasia, if medically necessary.

The intent of this Request for Qualifications (RFQ) is to receive proposals from qualified veterinary facilities to provide additional services for animals in the care and custody of the County. We are seeking care for services in the following eleven (11) service categories:

1. Emergency After-Hours Care for Animals in Foster Care
2. Emergency Care for Animals from Field Services or RASKC Shelter
3. Medical Care for General Shelter Animals
4. Specialty Care for Shelter Animals – Parvovirus Treatment
5. Specialty Care for Shelter Animals – Orthopedic Assessments and/or Surgery
6. Specialty Care for Shelter Animals – Dental Surgery and Oral Care
7. Specialty Care for Shelter Animals – Ophthalmologic Assessments and/or Surgery
8. Specialty Care for Shelter Animals – Radioactive Iodine Therapy
9. Specialty Care for Shelter Animals – Soft Tissue Surgery
10. Medical and/or Emergency Care for Large Animals
11. Medical and/or Emergency Care for Avians and/or Exotics

Veterinarians are invited to submit proposals for one or more of the above listed service categories.

Animals under our care that may need services include, but are not limited to, domestic animals, including livestock and exotic animals. Depending upon the service category, services provided for the treatment of animals may include, but are not limited to, emergency calls during normal working hours and emergency calls after hours. Routine and emergency calls during normal working hours or after-hours are performed in either the Veterinarian's office or, for livestock, offsite at a specified location. Given our expansive service area we are interested in contracting for services with veterinarians throughout King County and those in neighboring counties, Pierce and Snohomish, whose offices are near the King County border.

PART 3 – Scope Of Services

This scope of services is a general guide to the work the County expects to be performed, and is not a complete listing of all services that may be required or desired.

Each Proposer should demonstrate its capabilities by providing summaries of prior experience and willingness to provide services for one or more of the service categories listed above. The County will negotiate the specific scope of services, budget, deliverables, and timeline with the Proposers selected for contract negotiations. There is no guarantee of a minimum amount of work any Proposer(s) selected for contract negotiations. Multiple contracts will result from this request, as no one single proposer is likely to meet all of the needs outlined.

Proposers representing a diversity of specialized care, convenient locations, and days and/or hours of service are encouraged to submit.

General requirements for all service categories:

- The Veterinary services providers “Contractors” will provide services as approved by the County in each of the categories contracted to provide.
- All veterinarians shall be appropriately licensed as required by the State of Washington and DEA as applicable.
- Each veterinary facility will be asked to provide a list of fees associated with each type of service if selected to move to the contract negotiation phase as a result of this solicitation.

The following are work tasks assumed necessary to provide supplemental veterinary medical care. Proposers may suggest a modified scope as part of their proposal.

A. Emergency After-Hours Care for Animals in Foster Care

Each selected contractor would work closely with RASKC veterinary and management staff to provide veterinary assessment and treatment to animals in need of emergency care during the hours the County's veterinary clinic is closed. The care would include stabilizing the animal until the County's veterinary clinic is open, assessing and discharging animals not deemed to be emergencies, and euthanasia if the animal is deemed to be suffering or beyond any reasonable expectation for meaningful recovery. Contractor must seek prior approval from the County if the cost of care is over \$200 per animal.

RASKC will maintain a medicine formulary that lists medications available at the Kent Shelter for foster caretakers to receive. It will also list preferred medications for clinical illness, and recommended substitutions to prevent drug resistant infection from developing in a shelter setting.

B. Emergency Care for Animals from Field Services or RASKC Shelter

Contractors would work closely with RASKC staff to provide veterinary medical treatment to animals picked up in the field by RASKC in need of immediate veterinary care. The care would include stabilizing the animal until RASKC staff has an opportunity to research ownership of a domestic animal or the ability to care for the animal(s) at the RASKC animal shelter or euthanasia if the animal is deemed to be suffering or beyond any reasonable hope of meaningful recovery. Additionally, during regular business hours, RASKC veterinary or supervisory staff may refer animals from the RASKC shelter needing overnight monitoring at Contractor's hospital.

Examples of medical intervention typically required are emergency examinations and stabilization and possible euthanasia of sick or injured animals. The County encourages consideration of palliative care, as appropriate. Contractor must seek prior approval from the County if the cost of care is over \$200 per animal.

When necessary, Contractor must be willing to euthanize animals when it is considered most humane to do so by the Contractor's veterinarian and protected under Washington law. RASKC staff will provide transportation to and from Contractor's site. Contractor will prepare stabilized animals for pick up for transfer back to the County shelter by RASKC Officers. Any animal whose health would be compromised by transfer would need to stay at Contractor's facility through an agreed upon time or until final disposition of the animal could be determined.

The following are work tasks assumed necessary to provide emergency medical attention for sick or injured animals when the RASKC veterinarian is not available or is beyond the scope of our abilities to care for sick and injured animals. Proposing teams are encouraged to suggest a modified scope as part of their proposal, if they are not able to provide the full scope of services as a part of their business.

1. Provide prompt and appropriate veterinary service 24 hours a day, 7 days a week, 365 days per year.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.

3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

C. Veterinary Care for Shelter Animals

The following are work tasks assumed necessary to provide medical attention for sick or injured animals RASKC that may be sent by RASKC to the Contractor. Proposing teams may suggest a modified scope as part of their proposal.

1. Provide prompt and appropriate veterinary service as approved by the RASKC veterinarian or management staff.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

D. Specialty Care for Shelter Animals – Parvovirus Treatment

1. Provide services for Parvovirus treatment, limited to IV catheter and fluids, antibiotics, and anti-emetics.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

E. Specialty Care for Shelter Animals – Orthopedic Assessments and/or Surgery

1. Provide specialized orthopedic services as approved by the County's veterinarian.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.

6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

F. Specialty Care for Shelter Animals – Dental Surgery and Oral Care

1. Provide specialized dental and oral services as approved by the County's veterinarian.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

G. Specialty Care for Shelter Animals – Ophthalmologic Assessments and/or Surgery

1. Provide specialized ophthalmologic services as approved by the County's veterinarian.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

H. Specialty Care for Shelter Animals – Radioactive Iodine Therapy

1. Provide specialized radioactive iodine services as approved by the County's veterinarian.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

I. Specialty Care for Shelter Animals – Soft Tissue Surgery

1. Provide specialized soft tissues surgery as approved by the County's veterinarian.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.

5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

J. Medical and/or Emergency Care for Livestock

1. Provide veterinary and/or after-hours emergency care for large animals as approved by the RASKC veterinarian or management staff.
2. Provide board and care to animals that cannot be moved to County's shelter or alternate location without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

K. Medical and/or Emergency Care for Avians and/or Exotics (Rabbits, Pocket Pets, Reptiles)

1. Provide veterinary and/or emergency care for avians and/or exotics (generally rabbits, pocket pets, reptiles) as approved by the RASKC veterinarian or management staff.
2. Provide board and care to animals that cannot be moved to County's shelter without compromising their health.
3. Prepare animals for safe transport to the County's shelter.
4. Euthanize animals whose prognosis is very poor and when it is most humane to euthanize a sick or injured animal.
5. Clearly articulate in writing the condition, diagnosis, options considered and treatment of an animal cared for by the vendor and (if necessary) testify in court as to the condition and treatment of an animal when required.
6. Provide information necessary to link treatment costs, notes, and procedures to specific RASKC animal and/or case numbers for accounting purposes.

PART 4 – Responsibilities

A. Veterinary Facility (Contractor) Responsibilities:

- Keep animal medical records on file as required by state law.
- Perform examination, diagnostics, and treatment as indicated and approved by RASKC.
- Notify County by phone when ill or injured stray animals are brought in to veterinary clinics by private citizens. Inform pet owners that owner-surrendered animals must be brought to the County Kent Shelter during regular business hours. Contractor cannot accept surrendered animals on behalf of County.
- Promptly notify RASKC when treatment has been completed and pick up is needed.
- Provide a written prescription for medications available at RASKC or dispense appropriate medication and written instructions with animal at time of discharge.
- Provide written medical records to the RASKC Animal Control Officer at the time of discharge.
- Submit invoices and a statement of the invoices to RASKC on a monthly basis. Each invoice must contain the animal's unique RASKC identification number.
- Process payments against the individual invoices as paid by RASKC. Contractor must apply payments as requested by RASKC and not use the "FIFO", oldest invoices paid first method.

- Provide a contact person name, e-mail address, and telephone number for billing purposes and bill resolution. As a matter of preference, e-mail should be used where possible to communicate issues with billing and payment.
- Provide records and testimony in legal proceedings related to care provided under this request as needed.
- Notify RASKC if they are unable to fulfill, either temporarily or permanently, any of the services submitted for under this request.

B. County Responsibilities:

- Assign unique identification number to each animal.
- Provide the Contractor with each animal's unique identification number.
- Determine ownership status of the animal.
- Deliver animal to Contractor (calling for permission when possible).
- Maintain a formulary of medications available at the Kent Shelter for foster care takers, preferred and mandatory medications for treatment indicated.
- Complete necessary approvals and documentation of treatment authorization and consent forms.
- Transport the animal to the RASKC shelter in a timely manner at the request of the RASKC veterinarian.
- Pay for services rendered pursuant to this request on a monthly basis.
- Provide prompt notification of any legal proceeding that may require discovery, records or testimony of care provided under this request.

PART 5 – Submittal Format

Submitters shall utilize the RFQ Submittal Template, included with this document as Exhibit A. Included in Exhibit A are the service categories that submitters may declare an interest in.

PART 6 – Evaluation Criteria

The following evaluation criteria shall be used in evaluating and awarding agreements for these services:

- | | |
|--|-----------|
| A. The ability of the submitter to service this account based on the stated scope of work and services, and capacity to meet expected levels and volumes of business | 25 points |
| B. Named individuals hold current DVM licenses..... | 25 points |
| C. Value of submitted pricing elements for the services to be performed | 10 points |
| D. Past performance with work provided to the County, if applicable | 5 points |

Total Written Evaluation Points: 65 Points

If awards are not made based on the written evaluations alone, Oral Interviews may be conducted with the top-ranked submitters. If interviews are conducted, they will have a value of 30 points. Final award would then be based on the Written Evaluation and Oral Interview totals. King County may elect to issue multiple awards to the most qualified submitters.

Total Written Evaluation Points: 65 Points

If awards are not made based on the written evaluations alone, Oral Interviews may be conducted with the top-ranked submitters. If interviews are conducted, they will have a value of 25 points. Final award would then be based on the Written Evaluation and Oral Interview totals. King County may elect to issue multiple awards to the most qualified submitters.

PART 7 - Insurance

The selected Consultants shall furnish, at a minimum, Commercial General Liability, to include Products and Completed Operations, in the amount of \$1,000,000 combined single limit; \$2,000,000 aggregate. In addition,

evidence of Workers' Compensation and Stop-Gap Employer's Liability for a limit of \$1,000,000 shall be provided. Professional Liability, Errors & Omissions coverage is also required, with a limit of \$1,000,000 per claim and in the aggregate.

Such policy/policies shall endorse King County, and its appointed and elected officials, officers, agents and employees as additional insureds.

King County reserves the right to approve deductible/self-insured retention levels and the acceptability of insurers.

PART 8 – Submittal Checklist

- A. One (1) signed copy of entire RFQ package.
- B. One (1) signed copy of any Addendum that was issued. (If it has signature box at bottom of first page, it must be returned.)
- C. One (1) original and Three (3) copies of the RFQ Submittal Form (Exhibit A)
- D. Complete the Bid Identification Label below (or reasonable facsimile) and attach it to a prominent place on the exterior of the submission envelope, box, etc.

URGENT – SEALED BID ENCLOSED Do Not Delay – Deliver Immediately	
URGENT	 King County King County Procurement & Contract Services Section Chinook Bldg, 3 rd Floor, 401 Fifth Avenue CNK-ES-0340 Seattle, WA 98104-2333
	Bid No. RFQ 1358-11RLD
	Bid Title Veterinary Services
	Due Date
	Vendor
URGENT	

RFQ Submittal Template

Please follow this format, and provide the appropriate information in your submittal:

A. Name, address, and phone number of the individual or firm submitting qualifications. Please complete information below:

Name: _____ Mailing Address: _____

City: _____ ST: _____ Zip: _____
Telephone: _____

B. Address where the animals will be cared for.

Address: _____
City: _____ ST: _____ Zip: _____

C. Service Categories & Qualifications: Please identify, from the following list, the service categories your firm is interested in performing under this RFQ by checking the box to the left of the description. You may check as many or as few as your firm is qualified for and interested in providing. You must check at least one.

Service Category

- | | |
|--------------------------|---|
| ☐ | Medical Care for General Shelter Animals
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Medical Care for Large Animals
Required qualifications: DVM License; willing to travel to locations throughout King County to treat animals; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Medical Care for Avians and/or Exotics
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Emergency After-Hours Care for Animals in Foster Care
Required qualifications: DVM License; accessibility for 24/7 care; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Emergency Care for Animals from Field Services or RASKC Shelter
Required qualifications: DVM License; accessibility for 24/7 care; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Emergency Care for Large Animals
Required qualifications: DVM License; accessibility for 24/7 care; willing to travel to locations throughout King County to treat animals; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Emergency Care for Avians and/or Exotics
Required qualifications: DVM License; accessibility for 24/7 care; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Specialty Care for Shelter Animals – Parvovirus Treatment
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington |
| ☐ | Specialty Care for Shelter Animals – Orthopedic Assessments and/or Surgery
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington |

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- ☐ **Specialty Care for Shelter Animals – Dental Surgery and Oral Care**
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington
-
- ☐ **Specialty Care for Shelter Animals – Ophthalmologic Assessments and/or Surgery**
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington
-
- ☐ **Specialty Care for Shelter Animals – Radioactive Iodine Therapy**
Required qualifications: DVM License; must hold specialty license for Radioactive Iodine Therapy; service location in King, Pierce, or Snohomish County, Washington
-
- ☐ **Specialty Care for Shelter Animals – Soft Tissue Surgery**
Required qualifications: DVM License; service location in King, Pierce, or Snohomish County, Washington
-

D. For the list below, please enter your price for each applicable service that you would provide for King County. This list is a representation of the services we intend to use from this solicitation. It is not intended to be an inclusive list of all services. Estimates for services requested, but not listed below, will be requested at the time the service is needed.

Service	Estimated Cost ¹
Office Visit	
SQ Fluids	
IV catheter	
IV Fluid Therapy	
Pain medication - oral/injectable	
Radiographs (+/- consultation)	
Bloodwork	
Urinalysis	
Euthanasia	
Overnight hospitalization	
Antibiotic injections	
Dentals	
Extractions	
Dental Radiographs	
Basic Parvo treatment (IV catheter, fluids, antiemetics, antibiotics, hospitalization) maximum 3 days treatment	
FHO	
Luxating Patella repair	
CCL repair	
Amputation (cat/dog, front/hind leg)	
Fracture repair	
Dislocated hip	
Enucleation	
Tonopen	
Grid keratotomy	
Schirmers Tear Test	
I ¹³¹	

¹ A price range is acceptable.

Service	Estimated Cost ²
GDV	
Splenectomy	
Cystotomy	
Perineal urethrostomy	

- E. Please provide any service limitations, additional services, or other information you feel is relevant to your submittal:

- F. Please complete the table below for each veterinarian to perform services for King County under this RFQ:

Name	Washington State License Number	Special Licensures Held	List All License Restrictions

- G.

² A price range is acceptable.