

COUNTY OF FRESNO

ADDENDUM NUMBER: ONE (1)

RFP NUMBER: 962-5354

ANIMAL CONTROL SERVICES

June 8, 2015

PURCHASING USE
hrs

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SERVICES\962-5354 ADD 1.DOC

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, Purchasing
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON JUNE 23, 2015.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Gary E. Cornuelle, phone (559) 600-7114,**
e-mail CountyPurchasing@co.fresno.ca.us.

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 962-5354 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

- Delete in its entirety the Cost Proposal on pages 33 and 34 of the RFP and replace with the attached "Revised Cost Proposal".
- Please see the following questions and answers.

ACKNOWLEDGMENT OF ADDENDUM NUMBER ONE (1) TO RFP 962-5354

COMPANY NAME: _____
(PRINT)

SIGNATURE: _____

NAME & TITLE: _____
(PRINT)

Cost Proposal

Q1. Employee benefits shall be limited to a maximum of 20% of salaries. What is included in benefits?

A1. Common employee benefits include: health insurance, retirement, unemployment insurance, and OASDI. Bidders including addition to these should identify them in the proposal. Exceptions to the 20% cap may be made with County approval.

Q2. Is the 15% administrative cost limit based on program gross costs or personnel costs?

A2. Refer to page 1D, item 24 of the RFP - Administrative Policy Number 5. "Contractors shall be limited to a maximum of 15% administrative costs as compared to the total program budget..."

Q3. Do we need to follow the cost proposal exactly?

A3. Additional detail and line items may be added to the cost proposal; however, the cost proposal categories (shelter operations, field services, and emergency vet services) should be clearly separated. The budget proposal has been updated (see attached revised pages 33 & 34). Bidders shall detail equipment items over \$500 in cost and a separate Vehicle Budget is required of bidders.

Q4. Current cost per animal for adoptions?

A4. The previous vendor was adopting at \$100 per animal, but often had specials at a lower rate.

Q5. What is the current cost/animal given in the last vendor's budget?

A5. The prior vendor's overall program budget was \$750,000 annually.

Vehicles

Q6. Are the current County fleet vehicles available to the contacted vendor?

A6. No. vendors are responsible for obtaining their own vehicles to carry out the scope of work.

Q7. Are the County vehicles owned/leased?

A7. The County vehicles are owned, not leased.

Q8. How many County vehicles are currently used by the vendor?

A8. The current animal control vendor uses four vehicles and one horse trailer.

Q9. Is the County interested in selling their animal control vehicles?

A9. Selling the County vehicles is not an option.

Q10. Is fuel and vehicle maintenance provided by the County?

A10. No. The vendor must include fuel and vehicle maintenance costs in their proposal. The budget proposal has been updated (see attached revised pages 33 & 34). Bidders shall include a Vehicle Budget.

Q11. Was the total mileage of all 4 vehicles 103,000 miles per year.

A11. Yes

Shelter Facility

Q12. Are utilities/basic costs covered by County?

A12. The County is responsible for providing water and utilities at the County's shelter.

Q13. Will the County provide computers and networking?

A13. Vendors will be responsible for providing computers, cellphones, copier, fax machine, and internet services. The County will provide telephone services and the facility has internet capability.

Q14. Any more equipment details? What office equipment is included or not?

A14. See page 25 of the RFP. Additional clarification regarding office equipment: The vendor shall be responsible for providing necessary office equipment, i.e. copier, fax machine, laptops. Office furniture provided by the County includes desks, tables, chairs, file cabinets, desk phones.

Q15. How will dead animal disposal be handled?

A15. The selected vendor will be responsible for contracting with a disposal service. The current service is through D&D Disposal, Inc. Bidders should include disposal cost in their budgets.

Q16. Is the large walk-in freezer on site a part of the existing shelter facility?

A16. No, this equipment is owned by D&D Disposal.

Scope of Work

Q17. When would services initiate?

A17. October 1, 2015 or possibly sooner.

Q18. Can vendors provide services to other entities (i.e. incorporated city) and enter into an MOU with the County to house the animals at the County facility and share costs and profits?

A18. Such an arrangement may be possible. It would require the County enter into an Agreement with the City. Also, the vendor would be responsible for ensuring County

resources and funds be used only for County services and not mingled with other agency contracted services.

Q19. Can dog food donations be accepted to offset program costs?

A19. The County has an administrative policy relative to donations to the County. Donations such as dog food require Board of Supervisors approval. If a bidder has arranged for food donations to the County and the Board of Supervisors approves, compensation for dog food would not be included in the subsequent contract.

Q20. Would the vendor be allowed to apply for and receive grants?

A20. If the grant is applicable to the contracted scope of service, the County will need to be involved. If the grant is for a purpose outside the contracted scope of service, the County does not need to be involved.

Q21. How many cattle/horses have been handled? How many reclaimed, auctioned?

A21. Bidders may assume handling approximately 12 horses annually and holding for the 10 day hold period. The County's experience is that most horses are neither reclaimed nor auctioned. One bull was found running at large.

Q22. What is considered Livestock?

A22. Cattle and horses running at large and in community. Horses need to be brought in by vendor and there is a 10 day holding period after which time the horse can be adopted, auctioned, or euthanized.

Q23. Recommended to put in a daily charge for horse care.

A23. The vendor may build this cost in their budget for consideration by the County.

Q24. What about other animals i.e. sheep; goats, poultry, pigs..... separate daily charge or is this under brand inspector like the cattle? Are there adequate holding facilities for other animals or do we need to provide? What about birds ie parrots, cockatiels, others?

A24. At this time, facilities include the County shelter and Kearney Park amenities. Vendors are not responsible for finding other shelter facilities for holding animals handled in the scope of work. Amenities do not include holding parrots or cockatiels. The County will work with the successful vendor for special situations as they arise.

Q25. Any info on detailed Animal Control reports of numbers of animals brought in?

A25. See RFP, Attachment A

Q26. Does the current vendor have an Adoption Coordinator?

A26. The current vendor has made efforts to keep an adoption coordinator on staff working to release animals.

Q27. Is the County opposed to the vendor taking animals outside the County for adoption or rescue?

A27. No.

Q28. Would the County allow the vendor to use an off-site adoption location, i.e. store-front?

A28. Yes, a vendor may propose this in their bid.

Q29. What is the current population of the non-incorporated areas of the County? Can we get information regarding the demographics of the unincorporated county areas to be serviced? In the most general sense, what is the (human) population?

A29. Approximately, 170,000 in unincorporated Fresno County.

Q30. Does the current vendor provide custom demographic reports? More specifically, do you have access to any data regarding past service calls for animal control by region?

A30. Data is provided in the detail contained in Attachment A of the RFP. Specific data relative to region is not available.

Q31. What has been the County vendor's staffing pattern?

A31. Staffing has generally been as follows: Adult offenders through County Probation have been used to provide general kennel cleaning. Note: This information shall be used as reference only.

1 program services manager

1 HR Director/manager

1 veterinarian

5 animal control officers

2.5 kennel staff

2.5 front office staff

Q32. Are cats included in the RFP?

A32. The contracted vendor will be responsible for emergency veterinary care to injured cats running at large, with no owner.

Q33. When was the last time the County Ordinance relative to animal control amended?

A33. In 2006.

Q34. Enforcement and policy involving illegal sale?

A34. Complaints are received and enforcement action is coordinated through the Department of Public Health.

Q35.What is the County's hearing process?

A35. Cases are prepared by the County Counsel. The County has a designated Hearing Officer and appeal process. The animal control contractor provides information relative to the case and holds the animal until the appeal process is completed.

Q36.Is the SPCA doing investigations for animal cruelty/abuse?

A36. Yes, the County refers animal cruelty/abuse cases to the SPCA, including horse cruelty cases.

Q37.What is the current fee for re-claims?

A37. The County will determine the re-claim fee. The subsequent contract will include a fee schedule and procedure.

Q38.What is the County's policy with quarantining pets?

A38. The County prefers and encourages individuals keep pets quarantined at home for the required quarantine period. If this is not an available option, the County shelter may be used.

Q39.Is the County interested in mandating spaying and neutering?

A39. Spaying and neutering is not currently mandatory in Fresno County.

Q40.Will the contracted vendor be required to respond to cockfighting and dogfighting cases?

A40. This situation would be considered outside the contracted scope of work; however, as the County's animal control contractor, the vendor may be requested to respond to these situations at the request of the Department or Sheriff's office. The contract terms will include a provision to allow the vendor to separately bill the County for costs relative to these type activities.

Q41.The current management does not allow public volunteers or fosters. Is this a county policy, or can it be worked into a proposal with appropriate insurance coverage?

A41. The County does not permit public volunteers at the shelter at this time. The vendor may propose a foster program in its proposal for County consideration.

Q42.Can photos of the horse corral area near Kearney Park be included in the addendum for reference? What is the address of the property?

A42. See attached photos of corrals located at Fair and Kearney.

Q43.Cost of injured animals? Cost of specialized veterinarian care?

A43. There is a separate section in the cost proposal. The vendor is responsible for providing emergency veterinarian costs. In the awarded contract, a budget specific for emergency

veterinary care will be defined and actual emergency vet care costs will be billed monthly by the vendor to the County. The ultimate cap of emergency veterinary care will be negotiated between the successful vendor and County.

Q44. Can donations be accepted for a specific animal's medical care?

A44. It has not been the practice of the County to accept donations specific to animal care and the County does not anticipate instituting such a program at this time. This is not a requirement of the RFP; however, a vendor may propose a program for County consideration.

Q45. What are the requirements for animal medical care? Costs vs. Euthanizing?

A45. Vendors should consult with a California Licensed Veterinarian for best practices in delivery of emergency veterinary care as required in this RFP.

Q46. ER care of animals - they want a separate section on documenting how much this will cost and facilities?

A46. Bidders should include the cost of delivering emergency veterinary care as described the RFP.

Q47. Hours of operation and open to the public during what hours of the week?

A47. See page 28 of the RFP

Q48. What shelter software is the current vendor using?

A48. Microsoft Office Programs

**Q49. Breakdown of last vendor salaries, benefits and hourly wages of all staff.
Insurance costs in details - what worker's comp rates, what other insurances and amounts were included in that contract?**

A49. This information is not relevant to this RFP.

**Four Horse Corrals located at Kearney Park
6725 W Kearney Blvd, Fresno, CA 93706**





REVISED COST PROPOSAL

The bidder's cost proposal should itemize pricing separately for each service category (shelter operations, field services, emergency veterinary care) for each budget year. Include all costs necessary to provide services described in the Scope of Work section of this RFP. Present your budget in the format provided, additional rows will be necessary. Where necessary, provide a brief justification.

Shelter Operations: Include and describe all costs associated with animal intake, shelter operations, quarantine, adoption/placement of animals, pet licensing, and euthanasia.

Field Services: Include and describe all field service response and leash law costs.

Emergency Veterinary Services: Include veterinary care costs associated with the care of injured animals where no owner is identified.

Equipment: Itemize each piece of equipment valued over \$500.

Vehicle Budget: Provide a separate vehicle budget for each year in the following format. Transfer the TOTAL cost to the Field Services Section of the overall budget (revised pg. 34).

	Year 1		Year 2		Year 3	
Lease/Purchase	\$	-	\$	-	\$	-
Fuel	\$	-	\$	-	\$	-
Maintenance/Repair	\$	-	\$	-	\$	-
TOTAL						

ANIMAL CONTROL SERVICES	Year 1	Year 2	Year 3
Shelter Operations			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -
Field Services			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
Vehicle Costs (from Vehicle Budget)			
TOTAL	\$ -	\$ -	\$ -
Emergency Vet Services			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -
Shelter/Field/Emergency Vet Grand TOTAL	\$ -	\$ -	\$ -

¹Provide a staffing plan to include all staff classifications necessary to provide the required services. The following must be detailed: position titles, number of positions, differentiate between full-time and part-time; salaries and benefits by position.

²Other: Itemize and describe each item and associated cost.