Docusign Envelope ID: 23F2DFD4-BC74-4820-A599-4C29D2AEA3F2

City of Jacksonville, Florida
Procurement Award Form (PAF)

Part 1: Form Type JPAC Award Request and Administrative Details

Goods and/or Services: Spay/Neuter for Feral Cats

Requested Action/Authority:

Recommend approval to retroact the period of service from October 1, 2024 to date of executed contract. Recommend approval of award to the sole lowest, responsive, responsible bidder, First Coast No More Homeless Pets. Period of service will be date of executed contract through September 30, 2027, with two (2) one (1) year renewal options.

Justification/Explanation:

Total annual award is $232,402.00, for a total expenditure not to exceed $697,206.00 for the three (3) year period. First Coast No More Homeless Pets will provide Spay & Neuter Surgeries for Duval County feral cats to help reduce overpopulation.

Legal Contract #:	N/A	Contract Date:	10/01/2024	Change Order/AMD #:	N/A	
PO/Release #:	N/A	Bid Date:	09/30/2024	Awarded Supplier:	First Coast No More Homeless Pets	
Licenses Verified:	N/A	Effective Date:	10/24/2024	Basis of Award:	LPTA	
Federally Funded:	N/A	No. Invited:	83	Responses Received:	1	Attachments:
Solicitation:	ITB - 16005 - 24			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	3 years	Options:	Two (2) Additional One (1) year periods	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	11501	Center:	172104	Acct:	534100	Proj:	000000	Activity:	00000901	$	232,402.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 697,206.00	Contingent Amount:	$ 0	DMP/ODPO Amount:	$ 0

Using Agency/BU:	ERAC:ANIMAL_CARE_AND_PROTECTIVE_SERVICES_DIVISION			
Concurrence:	Signed by: Richard, Richard 3196CA8D7311495...	Title:	OFFICE OF ADMINISTRATIVE SERVICES MANAGER	10/16/2024
Concurrence:	Signed by: Nasr, Daniel FC41FE608BA04E8...	Title:	NEIGHBORHOODS FINANCE AND OPERATIONS MANAGER	10/16/2024
Concurrence:		Title:		
Concurrence:		Title:		

Procurement Analyst/Buyer:	Signed by: Warchol, LeeAnn 72F42AB443D04B7...	Chief of Procurement:	Signed by: Robert Waremburg, for Dustin Freeman 4912CA1D431247A... 10/21/2024
Name:	Warchol, LeeAnn	Name:	Dustin L. Freeman

Part 2: JPAC Actions on Above Requests/Recommendations
All Award Actions Subject to Lawfully Appropriated Funds

Members Who Approve:	
Members Who Disapprove:	
Other Action:	

Date:

Part 3: Final Awarding Authority Action

Action:

Date:

Signature:

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PAF Instructions

Form Type: Select the type of award from the dropdown options. This form will be used for all Procurement awards (Administrative Awards and JPAC Requests).

Goods and/or Services: Enter a brief description of the types of goods and services included in the request.

Requested Action/Authority: Enter a brief description of the requested action or authority being sought. i.e.; *request permission to award to the lowest, responsive responsible bidder for ITB or award the highest ranked supplier for an RFP*.

Justification/Explanation: Enter a brief justification or explanation for the requested action. Use this box to add any additional information such as additional account strings, or other information essential for contract execution.

Legal Contract Number: Provide the existing City contract number if applicable. This will be the same number as your POA number.

Contract Date: Select the effective date for the contract using the calendar option in the form. Leave blank for contracts to become effective on the execution date.

Change Order/AMD #: Provide the applicable Change Order or Amendment number represented by this request.

Date: Enter the date of PAF submission.

Effective Date: Enter the effective date of requested authority and/or action.

Solicitation: Select the competitive procurement method used (1Cloud generated prefix), enter the 1Cloud generated numbering sequence, and 1Cloud generated fiscal year of solicitation

Basis of Award: Select from Lowest Price Technical Acceptable (LPTA), Highest Price Technical Acceptable (HPTA),

Procurement Contract #: This is your PO number. Select Type, Enter Number

PO/Release Number: Enter PO Release Number

Awarded Supplier: Enter Awarded Supplier Name

Federally Funded: Select yes or no from dropdown if Federal Funds will be used.

Responses Received: This is the number of responses received.

No Bids Received: The number of responses received that indicated supplier would not bid.

Executed By: Select whether executed by OGC or JPAC / Chief of Procurement

PoP Base: Select the Period of Performance for the initial period.

Options: Period for each renewal period i.e. one (1) two (2) year.

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Extensions: How many extensions have we preformed after the initial base period and option periods have been completed?

JSEB Goal: Select the percentage established by JSEB.

JESB Other: Select Encouragement or Set Aside Option

Bonds Waived Pursuant to: Select authority allowing bonds to be waived.

Funding Source: Fund/Center/Account/Project/Activity, all fields are required even if zeros.

New NTE/GMP: Enter the new total not to exceed the amount. Note, this should match the contract maximum indebtedness, if applicable**.**

Contingent Amount: If your agency requests an allowance for unforeseen additional expenses, then specify the amount of your requested increase and new NTE that represents the contingency allowance. This is over and above any quote.

DMP/ODPO Amount: Enter the total Direct Materials Purchase/Owner Direct Purchase Order amount for project.

Attachments: Name any attachments included as supplemental information to the PAF.

Using Agency/BU: This should be the requesting agency/requirement owner.

Concurrence: Electronic Signature

Title: Enter the title of person electronically signing form.

**Any fields where there is no data available, or no entry is required, either leave it blank or enter N/A. Any fields where there is known data, include for informational purposes. Any changes to an original award should contain the data that is being changed and any other relevant data required for JPAC review and approval.*

Docusign Envelope ID: 23F2DFD4-BC74-4820-A599-4C29D2AEA3F2

Award Solicitation: Spay& Neuter Services for Feral Cat Sterilization

Solicitation **ITB 16095-24**	Responses Received **1**	Invited Suppliers **83**
Procurement BU **COJBU**	Active Responses **1**	Will Participate **1**
Close Date **9/30/2024 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Line Summary

Line	Item	Item Revision	Supplier	Business Relationship	UOM	Estimated Quantity	Total Amount	Award	Agreement Quantity	Rank	Response Price	Response Minimum Release Amount	Supplier Site	Response	Target Minimum Release Amount	Category Name	Line Type
1 Spay/Neuter Program for Cats In/Out			First Coast No More Hom	Spend Authorized	Each	4469		No		1	60.00		Order Remit	433994		952.06 Animal Care, Anim	Quantity

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Docusign Envelope ID: 23F2DFD4-BC74-4820-A599-4C29D2AEA3F2

Award Solicitation: Spay & Neuter Services for Feral Cat Sterilization

Solicitation **ITB 16005-24** Procurement BU **COJ-BU** Close Date **9/30/2024 16:00** Solicitation Currency **USD**	Responses Received **1** Active Responses **1** Shortlisted Responses **1**	Invited Suppliers **83** Will Participate **1** Responded **1**

Overview

	First Coast No More Homeless Pets, Inc. **Response: 433994**
Business Relationship	Spend Authorized
Supplier Site	Order/Remit
Supplier Contact	Barker, Jennifer
Response Status	Active
Shortlist Status	Included
Response Amount	258,140.00
Total Award Amount	
Time of Response	9/25/2024 12:44
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	No

Requirements

Requirement	Target Value	First Coast No More Homeless Pets, Inc. Response: 433994
1. Affirmation		
1. Type name and title of person submitting		a. *Acknowledge*
Comments		Jennifer Barker, CEO
2. Type name of signing in the comments box		a. *Acknowledge*
Comments		First Coast No More Homeless Pets
3. No Alterations: Bidder has not altered the original Solicitation Document in any way and further understands that any such alteration of the original solicitation document may result in rejection of the bid.		a. *Acknowledge*
4. Solicitation Silence: The Solicitation Silence policy is in effect for this solicitation and all communications related to this solicitation must be in writing to the designated procurement representative. Violations of the solicitation silence policy may result in the rejection/disqualification of the submission.		a. *Acknowledge*
5. Legal authorization and solicitation specific minimum requirements: All bidders must be legally authorized to do business in Duval County and shall comply with all minimum requirements for this bid. Failure to submit evidence for meeting any of these requirements may be grounds for rejection. Vendor shall provide proof of applicable local business licenses and particulars such as specific licensure, experience on similar projects, years of expertise in the area etc.		a. *Acknowledge*
Comments		First Coast No More Homeless Pets has successfully partnered with ACPS on Spay and Neuter programs for over a decade and has a proven track record of maintaining high standards of veterinary care, adhering to the contractual agreements, as well as the ability to handle the volume of services required under this agreement. First Coast No More Homeless Pets License Number is 609773 (Health Care Clinic Establishment). FCNMHP is a leading provider of feral cat programs and the organization's work has helped control cat overpopulation and has helped reduce cat/kitten admissions at the shelter.
6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.		a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.
Attachments		Yes
7. Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of		a. *Acknowledge*
8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.		a. *Acknowledge*
2. General Requirements		
1. Scope of Services: The Procurement of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided. See the attachment(s) for additional information. Animal Care and Protective Services requests the following scope of services be open for bid to fulfill the Spay/Neuter Program for Cats: 1. Vendor to administer a spay/neuter program focused on cats within the entire area of Duval County. 2. Vendor will issue a certificate with qualifying documentation for the approval and authorization to proceed with sterilization within two (2) months. Only completed, documented sterilizations will qualify for payment. 3. Vendor will assure that all owned cats spayed or neutered under this program are licensed and registered for rabies protection. Cost for city license and rabies vaccination will be at the expense of the pet owner and not the responsibility of the City of Jacksonville. Owners are not authorized to decline to purchase a city license upon receipt of services under the program. 4. The vendor will assure that all feral/community cats are ear tipped in accordance with city ordinance Sec 462.312 item (b)(3) which states that all cats that are part of a community cat management program must be sterilized, vaccinated against the threat of rabies, and ear-tipped for easy identification; if these requirements are met the community cat is exempt from licensing. 5. Vendor will not approve certificates or otherwise spay/neuter cost under the program for more than six (6) pets per household per month. 6. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. 7. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program 8. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program. Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include: A list of surgeries performed on cats within Duval County, including death under the program, the required baseline spay/neuter statistics, a description of activities, website promotion, and advertising undertaken by the vendor to help the program meet its goals. Any other information necessary to communicate the program's progress and how the program is meeting its goals. 9.Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include: a. A list of surgeries performed on cats, including death under the program b. The required baseline spay/neuter statistics c. A description of activities, website promotion, and advertising undertaken by the vendor to help the program meets its goals. d. Any other information necessary to communicate the program's progress and how the program is meeting its goals.		a. *Acknowledge*
2. Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection. a. Supplier shall provide proof of applicable local business license if located within Duval County. b. Vendor's veterinarians engaged in the program must be licensed in the State of Florida and insured.		a. *Acknowledge*
3. Even though a particular manufacturer's name or brand is specified, bids will be considered on other brands or on the products of other manufacturers unless notified otherwise. On all such bids, Bidder must clearly indicate the product (brand and model number) on which it is bidding and will supply sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacture specified. Are you bidding any		a. *No*

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Award Solicitation: Spay & Neuter Services for Feral Cat Sterilization

Solicitation **ITB 16005-24**	Responses Received **1**	Invited Suppliers **83**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **1**
Close Date **9/30/2024 16:00**	Shortlisted Responses **1**	Responded **1**
Solicitation Currency **USD**		

Lines

Number of Awarded Lines **0**
Number of Awarded Suppliers **0**

Total Award Amount

1 Spay/Neuter Program for Cats In Duval County in accordance with the specifications

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shelter,**

UOM **Each**
Start Price
Current Price

Agreement Quantity
Award Amount
Savings
Savings

	Target Value	**First Coast No More Homeless Pets, Inc. Response: 433994**
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		60.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	4469	
Award Amount		
Note to Buyer		
Attachments		No

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TERMS AND CONDITIONS

1. SCOPE

Animal Care and Protective Services is currently accepting bids to obtain source(s) of supply for the item(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide the item(s) and to obtain pricing commitments for the Spay/Neuter Program for Cats within Duval County pre the attached specifications.

2. AWARD

Award will be ALL OR NONE to the lowest responsive, responsible bidder. Bidders must bid on all items to be considered for award. All awards are subject to the availability of funds.

3. TERM OF AGREEMENT

The resulting agreement for services will be effective for the period beginning on October 1, 2024, and continue through September 30, 2027 unless earlier terminated as provided herein. The city has the option to renew this agreement for two (2) additional one (1) year-periods at the same terms and conditions outlined here in.

The vendor may choose not to renew with the City provided we have written notice ninety (90) days prior to our fiscal year starting on October 1st for each term renewal.

The amendments to extend the Continuing Services Contract will be issued once the city has exercised the option to renew. A Continuing Services Contract as a result of the solicitation, shall be deemed effective only to the extent of appropriations available to the City Agency at any time during the Continuing Services Contract period. The yearly expenses will not exceed $232,402.00 per year.

4. PRE-BID CONFERENCE

Not Applicable

5. STATE CONTRACTS

The City reserves the right to utilize contracts established by the State of Florida and or other governmental agencies for item(s)/service(s) covered under this bid. The City reserves the right to cancel this contract in whole or in part for such item(s)/service(s).

6. QUANTITIES

Quantities indicated reflect the estimated quantities to be acquired throughout the contract period and are subject to fluctuation in accordance with actual requirements, depending upon the severity of an event. The City reserves the right to add or delete the volume of services required or not to make any purchase against this bid if it so deems necessary anytime during the contract period. See Scope for Work for program details

7. PRICES

All unit prices shall include freight, delivery and handling charges to the delivery locations as outlined in the bid documents. See Scope for Work for program details.

8. ESCALATION/DE-ESCALATION

All pricing submitted shall remain firm for the initial term period. Upon renewal (if applicable), a supplier may submit in writing a request for price escalation/de-escalation for the percentage of change as listed in the Consumer Pricing Index (CPI) and/or documentation notifying of an industry-wide

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increase. The City reserves the right to decline any price increase request. Refer to Scope of services for program details.

9. DELIVERY

Refer to Scope of services for program details.

10. PICK UP AND RETURNS

The City reserves the right to refuse payment for any incomplete, non-compliant spay/neuter services. Only completed services will quality for payment. Refer to Scope of Services for details.

11. PROGRAM COMPIANCE

Each Supplier Vendor will assure that all cats spayed or neutered under this program are licensed and registered for rabies protection. The vendor will assure that all feral/community cats are ear tipped in accordance with city ordinance Sec 462.312 item (b)(3) which states that all cats that are part of a community cat management program must be sterilized, vaccinated against the threat of rabies, and ear-tipped for easy identification; if these requirements are met the community cat is exempt from licensing. Cost for city license and rabies vaccination will be at the expense of the cat owner and not the responsibility of the City of Jacksonville. Owners are not authorized to decline to purchase a city license or rabies vaccination upon receipt of services under the program. Each Supplier will not approve certificates or otherwise spay/neuter more than six (6) pets per household per month under the program. Refer to Scope of services for program details.

12. COMPLIANCE WITH SPECIFICATIONS

The bidder, by affixing their signature to the bid form submitted, agrees to provide items(s) in accordance with the bid documents provided. Bid only a single offering for each bid item. Multiple offerings, alternates (unless stated) and or stipulations may be cause for bid rejection. Bid only on forms provided herein unless otherwise stated. Bid submissions shall be in ink or typewritten. All corrections must be initialed.

13. SUPPLIER ACCESSIBILITY

The City or its representative must be able to contact, during normal business hours, by telephone or email any supplier providing goods or services to the City or its agencies. Any supplier accessibility requirements outlines in the specifications supersede this section.

14. REPORTING

Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program. Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include: A list of surgeries performed on cats within Duval County, including death under the program, the required baseline spay/neuter statistics, a description of activities, website promotion, and advertising undertaken by the vendor to help the program meet its goals. Any other information necessary to communicate the program's progress and how the program is meeting its goals.

Refer to Scope of Services for reporting details.

15. INVOICING

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Submissions for payments will be made on a monthly basis in accordance with the City's standard protocol for payment, listing the unique certificate number, owner's last name, first name, zip code, license number, and surgery type for each surgery paid for under the program. All original invoices shall be submitted to: City of Jacksonville, Animal Care and Protective Services, 2020 Forest Street, Jacksonville FL 32204.

16. INSURANCE / INDEMNIFICATION

Each supplier shall maintain, for the entire term of this bid, current insurance coverage as stated in the bid documents. **Vendor's veterinarians engaged in the program must be licensed in the State of Florida and insured.**

All insurance certificates shall list the City of Jacksonville as an additional insured. **A copy of the insurance certificate must be submitted within ten (10) days of award notice.** Bid number should be listed on the insurance certificate.

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SCOPE OF SERVICES

Animal Care and Protective Services requests the following scope of services be open for bid to fulfill the Spay/Neuter Program for Cats:

1. Vendor to administer a spay/neuter program focused on cats within the entire area of Duval County.

2. Vendor will issue a certificate with qualifying documentation for the approval and authorization to proceed with sterilization within two (2) months. Only completed, documented sterilizations will qualify for payment.

3. Vendor will assure that all owned cats spayed or neutered under this program are licensed and registered for rabies protection. Cost for city license and rabies vaccination will be at the expense of the pet owner and not the responsibility of the City of Jacksonville. Owners are not authorized to decline to purchase a city license upon receipt of services under the program.

4. The vendor will assure that all feral/community cats are ear tipped in accordance with city ordinance Sec 462.312 item (b)(3) which states that all cats that are part of a community cat management program must be sterilized, vaccinated against the threat of rabies, and ear-tipped for easy identification; if these requirements are met the community cat is exempt from licensing.

5. Vendor will not approve certificates or otherwise spay/neuter cost under the program for more than six (6) pets per household per month.

6. Vendor's veterinarians engaged in the program must be licensed in the State of Florida and insured.

7. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping.

8. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program

9. Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include:

   a. A list of surgeries performed on cats, including death under the program
   b. The required baseline spay/neuter statistics
   c. A description of activities, website promotion, and advertising undertaken by the vendor to help the program meets its goals.
   d. Any other information necessary to communicate the program's progress and how the program is meeting its goals.

10. Submissions for payments will be made on a monthly basis in accordance with the City's standard protocol for payment, listing the unique certificate number, owners last name, owners first name, zip code, license number, and surgery type for each surgery paid for under the program.

Bid Proposal Form

Spay/Neuter Program for Cats in Duval County

ITEM	DESCRIPTION	QTY-Estimate Only	UOM	UNIT PRICE	EXTENDED TOTAL
1	Spay/Neuter Program for Cats in Duval County in accordance with the specifications	4,469	EA	$	$
				Grand Total:	**$**

Company Name:

Signature:

*6. Certification of No Conflict of Interest: Supplier certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Supplier's company. Supplier must complete and submit the attached Conflict of Interest Statement fully detailing any potential conflicts.

Attachments:

File Name or URL	Type	Description
CONFLICT OF INTEREST CERTIFICA	File	

Select one of the following:-

☐ a. Contractor certifies that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.*(Response attachments are optional)*

☐ b. Contractor cannot certify that no official or employee of the City or independent agency requiring the goods or services described in the specifications has a material financial interest in the Contractor's company.*(Response attachments are required)*

*7.

Equal Business Opportunity Program: Pursuant to Part 6 of Chapter 126, Jacksonville Ordinance Code, the City of Jacksonville encourages the utilization and participation of Jacksonville Small and Emerging Businesses (JSEBs) in its contract awards based upon availability. It is the City's intent in adopting this program to reflect the philosophy with regards to enhancing participation of JSEBs in all areas of procurement.

Attachments:

File Name or URL	Type	Description
JSEB Project Goals Language.pd	File	

Select one of the following:-

☐ a. Acknowledge*(Response attachments are optional)*

*8. Electronic Signature: I understand this acknowledgment serves as my electronic signature and has the same force and effect as my manual signature.

Select one of the following:-

☐ a. Acknowledge *(Response attachments are optional)*

2.2 General Requirements

*1. Scope of Services: The Procurement of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s) or service(s) as outlined in the bid documents provided. See the attachment(s) for additional information.

Animal Care and Protective Services requests the following scope of services be open for bid to fulfill the Spay/Neuter Program for Cats:

1. Vendor to administer a spay/neuter program focused on cats within the entire area of Duval County.

2. Vendor will issue a certificate with qualifying documentation for the approval and authorization to proceed with sterilization within two (2) months. Only completed, documented sterilizations will qualify for payment.

3. Vendor will assure that all owned cats spayed or neutered under this program are licensed and registered for rabies protection. Cost for city license and rabies vaccination will be at the expense of the pet owner and not the responsibility of the City of Jacksonville. Owners are not authorized to decline to purchase a city license upon receipt of services under the program.

4. The vendor will assure that all feral/community cats are ear tipped in accordance with city ordinance Sec 462.312 item (b)(3) which states that all cats that are part of a community cat management program must be sterilized, vaccinated against the threat of rabies, and ear-tipped for easy identification; if these requirements are met the community cat is exempt from licensing.

5. Vendor will not approve certificates or otherwise spay/neuter cost under the program for more than six (6) pets per household per month.

6. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping.

7. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program

8. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Vendor will provide a budget including all costs associated with the administration of the program, cost for surgeries, and any and all other costs associated with the program. Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include: A list of surgeries performed on cats within Duval County, including death under the program, the required baseline spay/neuter statistics, a description of activities, website promotion, and advertising undertaken by the vendor to help the program meet its goals. Any other information necessary to communicate the program's progress and how the program is meeting its goals.

9.Vendor will provide cumulative quarterly reports as to the progress of the program. Quarterly reports will include:

a. A list of surgeries performed on cats, including death under the program

b. The required baseline spay/neuter statistics

c. A description of activities, website promotion, and advertising undertaken by the vendor to help

the program meets its goals.

d. Any other information necessary to communicate the program's progress and how the program is meeting its goals.

10. Submissions for payments will be made on a monthly basis in accordance with the City's standard protocol for payment, listing the unique certificate number, owners last name, owners first name, zip code, license number, and surgery type for each surgery paid for under the program.

Select one of the following:-

☐ a. Acknowledge

*2. Bidders should submit or comply with the following requirements. Failure to submit any of these requirements may be grounds for rejection.

a. Supplier shall provide proof of applicable local business license if located within Duval County.

b. Vendor's veterinarians engaged in the program must be licensed in the State of Florida and insured.

Select one of the following:-

☐ a. Acknowledge

*3.

Even though a particular manufacture's name or brand is specified, bids will be considered on other brands or on the products of other manufacturers unless notified otherwise. On all such bids, Bidder must clearly indicate the product (brand and model number) on which it is bidding and will supply sufficient data in detail to enable an intelligent comparison to be made with the particular brand or manufacture specified.

Are you bidding any alternates to the lines listed on this solicitation? If yes, indicate which line and attach data as requested.

Select one of the following:-

☐ a. No

☐ b. Yes*(Response attachments are required)*

A. Solicitation Overview

A.1. Scope of Work

The Animal Care and Protective Services of the City of Jacksonville, Florida is currently accepting bids to obtain source(s) of supply for the item(s)/service(s) as outlined in the bid documents provided. The purpose of this bid invitation is to obtain information about your firm and its ability to provide these item(s)/service(s) and to obtain pricing commitments for Spay & Neuter Services for Feral Cat Sterilization as listed in the bid documents.

A.2. Award

Award will be **ALL OR NONE** to the lowest responsive, responsible bidder(s) subject to the Buy American Preference clause described below. Bidders must bid on all items to be considered for award. The City reserves the right to reject any or all bids. **ALL** awards are subject to the availability of funds.

A.3. Term of Agreement

The period of service will be for the initial period of three years, with two, one-year renewal options. Renewal options subject to approval with supplier and City of Jacksonville.

A.4. Quantities

Quantities indicated reflect the estimated quantities to be purchased throughout the contract period and are subject to fluctuation in accordance with actual requirements. The City reserves the right to purchase more than the estimated quantities listed or not to make any purchase against this bid if it so deems necessary anytime during the contract period. The City reserves the right to add or delete items during the contract period. The City will order on an as needed basis.