Docusign Envelope ID: 85874395-EA8C-462C-A0BB-75425055DC95

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 Low Income Families - ITB-16010-24

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 responsive, responsible bidder, First Coast No More Home Less 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 $300,000.00, for a total expenditure not to exceed $900,000.00 for the three (3) year period.
First Coast No More Homeless Pets will provide Spay & Neuter Surgeries for low-income families to help reduce dog/cat overpopulation.
October 1, 2024, through September 30, 2027.

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:	82	Responses Received:	1	Attachments:
Solicitation:	ITB - 16010 - 24			Procurement Contract #:	N/A - N/A	
Executed By:	Office of General Counsel					

PoP:Base:	3 years	Options:	two (2) additional one (1) year	Extension(s):	N/A
JSEB Rec.:	Encouragement	%:	0	Bonds Waived Pursuant To:	N/A

Fund:	11501	Center:	172104	Acct:	534100	Proj:	000000	Activity:	00000901	$	300,000.00
Fund:		Center:		Acct:		Proj:		Activity:		$	
Fund:		Center:		Acct:		Proj:		Activity:		$	

New NTE/GMP:	$ 900,000.00	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	10/15/2024
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:	DocuSigned by: B19F1D517352456... 10/16/2024
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.*

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Award Solicitation: Spay & Neuter for Low Income Families

Solicitation **ITB 16010-24.2** 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 **82** Will Participate **2** Responded **1**

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 Dog Spay 75 lbs and greater			First Coast No More Hom	Spend Authorized	Each	75		No		1	175.00		Order Remit	434028		992.06 Animal Care, Anim	Quantity
2 Dog Neuter			First Coast No More Hom	Spend Authorized	Each	900		No		1	130.00		Order Remit	434028		992.06 Animal Care, Anim	Quantity
3 Cat Spay			First Coast No More Hom	Spend Authorized	Each	1000		No		1	80.00		Order Remit	434028		992.06 Animal Care, Anim	Quantity
4 Cat Neuter			First Coast No More Hom	Spend Authorized	Each	870		No		1	65.00		Order Remit	434028		992.06 Animal Care, Anim	Quantity
5 Pre-adoption Services: Provide Spay			First Coast No More Hom	Spend Authorized	Each	500		No		1	0.01		Order Remit	434028		992.06 Animal Care, Anim	Quantity
6 Dog Spay under 75 lbs			First Coast No More Hom	Spend Authorized	Each	1000		No		1	165.00		Order Remit	434028		992.06 Animal Care, Anim	Quantity

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Award Solicitation: Spay & Neuter for Low Income Families

Solicitation **ITB 16010-24,2** 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 **82** Will Participate **2** Responded **1**

Overview

	First Coast No More Homeless Pets, Inc. **Response: 434028**
Business Relationship	Spend Authorized
Supplier Site	Order/Remit
Supplier Contact	Barker, Jennifer
Response Status	Active
Shortlist Status	Included
Response Amount	431,680.00
Total Award Amount	
Time of Response	9/26/2024 11:00
Response Valid Until	
Reference Number	
Note to Buyer	
Attachments	No

Requirements

Requirement	**Target Value**	**First Coast No More Homeless Pets, Inc.** **Response: 434028**
1. Affirmation		
1. Type name and title of person submitting bid in the comments box.		a. Acknowledge
Comments		Jennifer Barker, CEO
2. Type name of company 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. Acknowlege
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
Attachments		Yes
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).
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 procurement.		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.		a. Acknowledge
2. Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. See the attachment(s) for additional information. Animal Care and Protective Services requests the following scope of services to administer a spay and neuter program focused on serving dogs and cats of low-income families in Duval County. 1. Vendor will qualify pet owner by obtaining suitable verification of low-income status by providing evidence one of the following categories (or their current equivalent): a. Food Stamps b. Medicaid c. MediPass d. MediKids e. Health Ease f. Healthy Kids g. Kid Care h. JaxCare i. Shands Community Health j. Section8/Public Housing k. WIC l. SSI m. Fall under the current year's Poverty Guidelines using the income level of 250% based on the Federal Department of Health and Human Services. 2. Upon confirmation of qualifications, vendor will issue a certificate and copy of qualifying documentation for approval and authorization to proceed with sterilization. The certificate must be used within two months of issue. 3. Vendor to administer a spay/neuter program focused on dogs and cats of low-income families within Duval County. 4. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Regular audits will be performed on this contract. 5. 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 6. 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 and dogs, 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 meet its goals. d. Any other information necessary to communicate the program's progress and how the program is meeting its goals. e. This contract provides for up to 500 surgeries for pre-adoptive cats for the City of Jacksonville at no charge. 7. 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, qualification type and surgery type for each surgery paid for under the program. On occasion, Animal Care and Protective Services will audit invoices by selecting random certificate numbers and requesting copies of certificates and qualifying documentation. 8. Vendor will assure that all pets 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. 9. Vendor will not approve certificates or otherwise spay/neuter more than six (6) pets per household per month under the program.		a. Acknowledge
3. 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
4. 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.		a. No

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Award Solicitation: Spay & Neuter for Low Income Families

Solicitation **ITB 16010-24,2**	Responses Received **1**	Invited Suppliers **82**
Procurement BU **COJ BU**	Active Responses **1**	Will Participate **2**
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 Dog Spay 75 lbs and greater

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		175.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	75	
Award Amount		
Note to Buyer		
Attachments		No

2 Dog Neuter

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		130.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	900	
Award Amount		
Note to Buyer		
Attachments		No

3 Cat Spay

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		80.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	1000	
Award Amount		
Note to Buyer		
Attachments		No

4 Cat Neuter

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		65.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	870	
Award Amount		
Note to Buyer		
Attachments		No

5 Pre-adoption Services: Provide Spay/Neuter services and Rabies vaccinations for up to 500 adoption cats at no charge to the City of Jacksonville during the term of agreement

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		0.01
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	500	
Award Amount		
Note to Buyer		
Attachments		No

6 Dog Spay under 75 lbs

Line Type **Quantity**
Item
Item Revision
Category Name **962.06 Animal Care, Animal Health, Animal Shel**
UOM **Each**
Start Price
Current Price
Agreement Quantity
Award Amount
Savings
Savings

	Target Value	First Coast No More Homeless Pets, Inc. Response: 434028
Business Relationship		Spend Authorized
Supplier Site		Order/Remit
Response Status		Active
Shortlist Status		Included
Rank		1
Line Pricing		
Response Price		165.00
Unit Price Savings		
Unit Price Savings Percent		
Award Decision		
Award		No
Award Quantity	1000	
Award Amount		
Note to Buyer		
Attachments		No

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Scope of Services

Animal Care and Protective Services requests the following scope of services to administer a spay and neuter program focused on serving dogs and cats of low-income families in Duval County.

1. Vendor will qualify pet owner by obtaining suitable verification of low-income status by providing evidence one of the following categories (or their current equivalent):
   a. Food Stamps
   b. Medicaid
   c. MediPass
   d. MediKids
   e. Health Ease
   f. Healthy Kids
   g. Kid Care
   h. Jax Care
   i. Shands Community Health
   j. Section8/Public Housing
   k. WIC
   l. SSI
   m. Fall under the current year's Poverty Guidelines using the income level of 250% based on the Federal Department of Health and Human Services.

2. Upon confirmation of qualifications, vendor will issue a certificate and copy of qualifying documentation for approval and authorization to proceed with sterilization. The certificate must be used within two months of issue.

3. Vendor to administer a spay/neuter program focused on dogs and cats of low income families within Duval County.

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

5. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Regular audits will be performed on this contract.

6. 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

7. 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 and dogs, 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 meet its goals.
   d. Any other information necessary to communicate the program's progress and how the program is meeting its goals.
   e. This contract provides for up to 500 surgeries for pre-adoptive cats for the City of Jacksonville at no charge.

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8. 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, qualification type and surgery type for each surgery paid for under the program. On occasion, Animal Care and Protective Services will audit invoices by selecting random certificate numbers and requesting copies of certificates and qualifying documentation.

9. Vendor will assure that all pets 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.

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

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TERMS AND CONDITIONS

FY25 Spay/Neuter Program for Low Income Families

1. SCOPE

The Neighborhoods Department of the City of Jacksonville, Florida, for 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 Spay/Neuter Program for Low Income Families for the FY22 fiscal year.

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 $300,000.00 per year. Refer to scope of service for program details.

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.

7. PRICES

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TERMS AND CONDITIONS

FY25 Spay/Neuter Program for Low Income Families

All unit prices shall include freight, delivery and handling charges to the delivery locations as outlined in the bid documents.

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 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 pets 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 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. (7) Supplier will provide up to 500 spay/neuter surgeries on adoption cats for the City of Jacksonville at no charge.

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

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TERMS AND CONDITIONS

FY25 Spay/Neuter Program for Low Income Families

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 dogs and cats of low income families, 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

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, qualification type, 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. Refer to Scope of Services for invoicing details.

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. Refer to Scope of Services for requirements.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

*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.

Select one of the following:-

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

*2. Specifications: Provide all items or services as identified on each line or identified below in accordance with all other Terms and Conditions specified herein. See the attachment(s) for additional information.

Animal Care and Protective Services requests the following scope of services to administer a spay and neuter program

focused on serving dogs and cats of low-income families in Duval County.

1. Vendor will qualify pet owner by obtaining suitable verification of low-income status by providing evidence one of the following categories (or their current equivalent):

a. Food Stamps

b. Medicaid

c. MediPass

d. MediKids

e. Health Ease

f. Healthy Kids

g. Kid Care

h. Jax Care

i. Shands Community Health

j. Section8/Public Housing

k. WIC

l. SSI

m. Fall under the current year's Poverty Guidelines using the income level of 250% based on the Federal Department of Health and Human Services.

2. Upon confirmation of qualifications, vendor will issue a certificate and copy of qualifying documentation for approval and authorization to proceed with sterilization. The certificate must be used within two months of issue.

3. Vendor to administer a spay/neuter program focused on dogs and cats of low income families within Duval County.

4. Vendor will provide all accounting services for the program, including financial records, required documentation, and bookkeeping. Regular audits will be performed on this contract.

5. 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

6. 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 and dogs, 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 meet its goals.

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

e. This contract provides for up to 500 surgeries for pre-adoptive cats for the City of Jacksonville at no charge.

7. 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, qualification type and surgery type for each surgery paid for under the program. On occasion, Animal Care and Protective Services will audit invoices by selecting random certificate numbers and requesting copies of certificates and qualifying documentation.

8. Vendor will assure that all pets 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.

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

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 for Low Income Families 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.