

## City of Coquitlam

Request for Expressions of Interest  
RFEI No. 19-08-01

## Veterinary Services

### Summary of Key Information

<b>RFEI Reference</b>	<b>RFEI No. 19-08-01 Veterinary Services</b>
<b>Overview of the Opportunity</b>	The purpose of this RFEI is to obtain submissions from interested and qualified veterinarians to provide <b>Veterinary Services</b> at the rates provided.
<b>Closing Date and Time</b>	<b>Applications will be accepted on an ongoing basis.</b>
<b>Instructions for Submission</b>	<p>Responses are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at <a href="http://qfile.coquitlam.ca/bid">qfile.coquitlam.ca/bid</a></p> <ol style="list-style-type: none"> <li>1. <b>In the "Subject Field" enter:</b> RFEI Number and Name</li> <li>2. <b>Add file in PDF format and Send</b> (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete and was sent to the correct email: bid@coquitlam.ca)</li> </ol> <p>Or sent by email to: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> referencing the RFEI number and name.</p> <p>Phone 604-927-3060 should assistance be required.</p>
<b>Obtaining RFEI Documents</b>	The RFEI Document is available for downloading from the City of Coquitlam's website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Instructions to Proponents</b>	The guidelines for participation that will apply to this RFEI are posted on the City's website: <a href="#">Instructions to Proponents</a>
<b>Questions</b>	Questions are to be submitted in writing quoting the RFEI number and name sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a>
<b>Addenda</b>	Respondents should check the City's website for any updated information and addenda issued at the following website: <a href="http://www.coquitlam.ca/BidOpportunities">www.coquitlam.ca/BidOpportunities</a>
<b>Withdrawal of Submission</b>	Proposals may be withdrawn by written notice only, made by an authorized representative of the Proponent sent to email: <a href="mailto:bid@coquitlam.ca">bid@coquitlam.ca</a> prior to the closing date and time.

## **1.0 REQUEST FOR EXPRESSIONS OF INTEREST**

### **1.1 Purpose**

The City of Coquitlam (“City”) is seeking submissions from professional, qualified and licensed veterinarians to provide **Veterinary Services** on an “as needed and when requested” basis.

Successful respondents shall provide Veterinary Services to assist the City’s Animal Shelter staff and provide compassionate and humane animal care to:

- a) Animals at the animal shelter
- b) Animals brought to their clinic by:
  - I. Animal shelter staff
  - II. Newly adopted animal owners. At the time of adoption the newly adopted animal owners will be given a list of all veterinary clinics who participate in this program.

### **1.2 Closing Date and Time**

Applications will be accepted on an ongoing basis.

### **1.3 Prices**

All prices in the submission form are in Canadian funds and shall remain FIRM until August 30, 2022.

### **1.4 Term**

The term of this contract is three (3) year with an option to extend for additional terms, as mutually agreed to between the parties.

### **1.5 Advertisement**

Respondents shall not advertise their relationship with the City without prior written consent from the City.

## **2.0 GENERAL CONDITIONS**

### **2.1 Rules for Participation**

Respondents are advised that the rules for participation that will apply to this RFEI are posted on the City’s website: [City of Coquitlam Instructions to Proponents](#)

By submission of a response, the Respondent agrees and accepts the rules by which the process will be conducted.

### **2.2 Terms and Conditions**

The City’s Standard Terms and Conditions – Purchase of Goods and Services, as published on the City’s website [Standard Terms and Conditions - Purchase of Goods and Services](#), the Conditions listed in this RFEI, along with the accepted Submission Form, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

### **3.0 SCOPE OF SERVICES**

#### **3.1 Scope of Services**

The Proponent will provide veterinarian services as needed and when requested when the animal is brought to the veterinary facility, or where the animal cannot be transported to the veterinary facility and an in-house examination/treatment may be required. There may be the need for occasional telephone consultations.

Veterinarians are expected to provide the minimum standard of care outlined in the bylaws and policies of the Canadian Veterinary Medical Association (CVMA) Code of Ethics and BC Veterinarians ACT SBC 2010.

The City will contact the participating Veterinarian's offices to book appointments or services when necessary.

Veterinarian services may include, but are not limited to:

- Routine Health Exams
- Perform examination, diagnosis and treatment as authorized by the City
- ID Tattoos and/or Microchips
- Surgical Spay & Neuter – Canine, Feline, and Rabbit
- Euthanizations
- Various other surgical and medical treatments
- Dispense Vaccines, Products & Medications
- Provide Guidance, Education and Training for Shelter staff in areas of medical interventions and animal care procedures and protocols.
- Possible topic: "How to Vaccinate" This assistance could be in form of a consultation, or a brief training session.
- Provide reasonably detailed care records for each animal treated using the Coquitlam Animal Shelter's unique log number, date of treatment or exam.
- Provide instructions and guidance for on-going treatment regimens for injured or sick animals.



City of Coquitlam  
**REQUEST FOR EXPRESSION OF INTEREST**  
**RFEI No. 19-08-01**

**VETERINARY SERVICES**

**Applications will be accepted on an ongoing basis**

**INSTRUCTIONS FOR SUBMISSION**

Submissions are to be consolidated into one PDF file and uploaded electronically through Q-file, the City's file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

- 1. In the "Subject Field" enter:** RFEI Number and Name
- 2. Consolidate files into one PDF file and "Send"**  
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

If assistance is required please phone 604-927-3060.

**SUBMISSION FORM**

**Complete and return this section**

**Submitted by:** \_\_\_\_\_  
(Company Name)

**1. Fees for Basic Treatment Services**

<b>Veterinary Service</b>	<b>Recommended Price list</b>
Canine – Spay	\$144.00
Canine – Neuter	\$118.00
Feline – Spay	\$100.00
Feline – Neuter	\$61.00
Mature Canine – Spay	\$202.00
Mature Canine – Neuter	\$137.00
Mature Feline – Spay	\$113.00
Mature Feline – Neuter	\$66.00
X-Rays	\$105.00
Sedation 0-30 lbs.	\$50.00
Sedation 30-75 lbs.	\$65.00
Sedation >75 lbs.	\$81.00
Euthanasia 0-30 lbs.	\$53.00
Euthanasia 30-75 lbs.	\$63.00
Euthanasia >75 lbs.	\$69.00
Administer IV Fluids	\$95.00
Dental – Scaling	\$50.00 + Anesthetic Quote
Dental – Extractions	According to Quote
Grooming (i.e. matt removal / lion shave)	\$69.00
Blood Draw Fee	\$16.00
Rabbit Spay	\$116.00
Rabbit Neuter	\$95.00
Rabbit Anesthesia	According to Quote
General Anesthesia	According to Quote
<b>Complimentary Services</b>	
Exam of Shelter Animals	No Charge
ID Tattoo (with another Anesthetic procedure)	No Charge
Initial Wellness Check	No Charge
Nail Trims	No Charge (already sedated/anesthetized)

**1. Fees for Basic Treatment Services Continued**

Other Services	
Vaccines	25% Discount
Prescribed Medication	25% Discount
Medical Products & Supplies	25% Discount
Other Services as Required	25% Discount

Please describe any alternative proposals that would reduce or eliminate Dispensing Fees.

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**2. Summary Overview of Veterinary Clinic and Specialty services**

Describe regular operating hours of the Veterinary Clinic:

Monday to Friday		
Saturday		
Sunday		
Public Holidays		
Emergency		

Please provide an overview of the Veterinary Clinic's facilities and service capabilities. Also describe all specialized care capability or animal specialties that the Veterinarian & clinic offers i.e. birds, rabbits, other small animals, reptiles etc.

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**3. Staffing**

Please provide information as to the number and qualifications/job titles (vets, vet techs, vet assistants, receptionists etc.) of your current staff.

	Name	Position	Qualifications
1.			
2.			
3.			
4.			

#### 4. **Authorization**

We hereby submit our RFEI for the services as specified and undertake to carry out the work at prices above for the term of the contract and in strict accordance with all referenced Terms & Conditions, Regulations and Codes, applicable to this RFEI; with the understanding there is no guarantee of services.

<b>Company Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>GST Registration No.:</b>	
<b>Project Contact:</b> Name and Title of Individual <i>for communication related to this RFEI</i> (please print)	
<b>Contact Email:</b>	
<b>Name &amp; Title of Authorized Signatory:</b> (please print)  <b>Signature:</b>	
<b>Date:</b>	

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFEI, electronic signatures will be accepted.