

City of Coquitlam

Request for Expressions of Interest
RFEI No. 22-034

Veterinary Services

Summary of Key Information

RFEI Reference	RFEI No. 22-034 Veterinary Services
Overview of the Opportunity	The purpose of this RFEI is to obtain submissions from interested and qualified veterinarians to provide Veterinary Services at the rates provided. This RFEI is a three (3) year extension to RFEI 19-08-01 Veterinary Services.
Closing Date and Time	Applications will be accepted on an ongoing basis.
Instructions for Submission	<p>Responses are to be consolidated into one PDF file and uploaded electronically through QFile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFEI Number and Name 2. Add file in PDF format and Send (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) <p>Or sent by email to: bid@coquitlam.ca referencing the RFEI number and name.</p> <p>Phone 604-927-3037 should assistance be required.</p>
Obtaining RFEI Documents	The RFEI Document is available for downloading from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities
Instructions to Proponents	The guidelines for participation that will apply to this RFEI are posted on the City’s website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFEI number and name sent to email: bid@coquitlam.ca
Addenda	Respondents should check the City’s website for any updated information and addenda issued at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the closing date and time.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

Submissions 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, 2025.

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.

This RFEI is a three (3) year extension to RFEI 19-08-01 Veterinary Services.

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: [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 Respondent 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 EXPRESSIONS OF INTEREST

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Applications will be accepted on an ongoing basis

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: qfile.coquitlam.ca/bid

1. In the “Subject Field” enter: RFEI Number and Name

2. Add files in .pdf format and “Send”

(Ensure your web browser remains open until you receive 2 emails from QFile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

Legal Name of Proponent	
Contact Person and Title	
Business Address	
Telephone	
Email Address	

1. Fees for Basic Treatment Services	
Veterinary Service	Price
Canine – Spay	\$
Canine – Neuter	\$
Feline – Spay	\$
Feline – Neuter	\$
Mature Canine – Spay	\$
Mature Canine – Neuter	\$
Mature Feline – Spay	\$
Mature Feline – Neuter	\$
X-Rays	State Discount:
Sedation Level 1	\$
Sedation Level 2.	\$
Euthanasia	\$
IV Fluids Setup	\$
Dental – Scaling, Excluding anesthesia	\$
Grooming (i.e. matt removal / lion shave)	\$
Blood Draw Fee	State Discount:
Rabbit Spay	\$
Rabbit Neuter	\$
Exam of Shelter Animals	Included in Service or \$
Vaccines	State Discount:
Prescribed Medication	State Discount:
Medical Products & Supplies	State Discount:
Other Services as Required	State Discount:

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

3. State operating hours of the Veterinary Clinic:

Monday to Friday	
Saturday	
Sunday	
Public Holidays	
Emergency	

4. 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.

5. 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

Attention Purchasing Manager:

1. **I/We, the undersigned duly authorized representative of the Proponent**, having received and carefully reviewed all of the Proposal documents, including the RFEI and any issued addenda posted on the City’s website www.coquitlam.ca/Bid-Opportunities, and having full knowledge of the Site, and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services; submit this Submission to the RFEI.
2. **I/We** agree to the rules of participation outlined in the [Instructions to Proponents](#) and should our Submission be selected, agree to the City’s [Standard Terms and Conditions - Purchase of Goods and Services](#) and will accept the City’s Contract as defined within this RFEI document.
3. **I/We confirm** that, if I/we am/are awarded the Agreement, I/we will at all times be the “Prime Contractor” as provided by the Worker's Compensation Act (British Columbia) with respect to the Services. I/we further confirm that if I/we become aware that another contractor at the place(s) of the Services has been designated as the “Prime Contractor”, I/we will notify the City immediately, and I/we will indemnify and hold the City harmless against any claims, demands, losses, damages, costs, liabilities or expenses suffered by the City in connection with any failure to so notify the City.
4. **I/We acknowledge** receipt of the following Addenda related to this Request for Expressions of Interest and have incorporated the information received in preparing this Submission.

Addendum No.	Date Issued

This Submission is submitted this ___ day of _____, 20_____.

I/We have the authority to sign on behalf of the Respondent and have duly read all documents.

Name of Proponent	
Signature(s) of Authorized Signatory(ies)	1.
	2.
Print Name(s) and Position(s) of Authorized Signatory(ies)	1.
	2.