

**City of South Salt Lake  
Request for Proposals (RFP)  
Veterinary Services Pool**

**1. Project Overview and Introduction**

The City of South Salt Lake (“CITY”) is seeking multiple qualified Veterinary Service Providers to form the Veterinary Services pool. The selected proposers must have an on-staff veterinarian who is licensed in Utah to provide medical services and veterinary care for shelter animals. Services may be on a scheduled basis or an emergent on-call basis.

The City reserves the right to select a Proposer(s) and to require the selected Proposer(s) to coordinate with the City, external agencies, and other contractors.

**2. Background and Scope of Work**

South Salt Lake City Intends to create a Veterinary Services Pool consisting of one or more qualified veterinary service provider, so as to not have to go through the contracting process whenever there is a need for veterinary services. This pool will expire every 5 years after which the pool will undergo the RFP process again for pre-qualifying.

In order to ensure fairness in selecting providers from the pre-qualified pool, the City will employ a rotation system for the pool with the order being randomly generated.

Qualified candidates will be selected for a pool of non-exclusive service providers that can be retained on a scheduled or as-needed basis. Candidates may provide one or more of the requested services:

1. Standard Veterinary Care
  - a. At a private clinic (within Salt Lake County) - during business hours
  - b. At CITY Animal Shelter - during business hours
    - i. In shelter medical room or Mobile Clinic
2. Emergency Veterinary Care
  - a. At private clinic (within Salt Lake County) - after hours
  - b. At a Mobile Clinic (within Salt Lake County) - after hours

Responses should include all medical services and medicine necessary to care for the animals in shelter custody. Veterinarian responses should address their ability to provide the following services:

- Quality care and treatment of animals in various behavioral states
- Consultation and assessment
- Preliminary examinations and health checks
- Prescribe and administer prescription and non-prescription medications
- Administer vaccines
- Minor and major surgeries, including sterilization
- Provide X-ray, ultrasound, and laboratory services

### **3. Qualifications of Proposers**

Proposers to this RFP need to be licensed and insured veterinary practitioners within the State of Utah.

### **4. Contents of Proposal**

Proposals are limited to 10 pages and should be submitted as a single PDF. Multiple attachments will not be accepted. Proposals will be evaluated based on the criteria listed below (“Selection Criteria”). The proposal must include the following:

**Qualification of the Veterinary Service Provider:** Describe related experience applicable to the proposed scope of work. Please provide proof of veterinary licenses necessary to perform the proposed scope of work.

**Veterinary service Fees:** Provide a list of services and prices for all services provided by the practitioner. List emergency services separately from standard hours.

**Proof of Insurance:** Provide a copy of insurance certificate(s) verifying the provider has sufficient insurance for the scope of work for the Veterinary Service Pool.

### **5. Selection Criteria**

Proposals will be evaluated based on the following criteria:

1. Scope of Services
2. Cost
3. Experience
4. Proposal responsiveness, quality, and completeness

The City may request further information and clarification prior to the execution of a Services Agreement.

### **6. RFP Dates and Schedule**

The following are dates and deadlines for the project selection and award:

- RFP Release: Wednesday, June 18, 2025
- Submission Deadline: Wednesday, July 2, 2025, at 5:00 p.m. MST
- Selection of Proposal: Wednesday, July 9, 2025

### **7. Questions and Contact Information**

All questions regarding this RFP are due in writing via email or through Bonfire by Friday, June 27, 2025 at 5:00 p.m. Questions can be directed to [aandrus@sslc.gov](mailto:aandrus@sslc.gov)

All questions and answers to this RFP will be posted on the UP3 Website.

### **8. Proposal Submission**

Proposals must be submitted to the City of South Salt Lake by Wednesday, July 2, 2025, at 5:00 p.m., MST (“Submission Deadline”). The City is not responsible for proposals delivered incorrectly or for failure to receive.

Submissions shall be delivered in one (1) of the following ways:

Email: As a single PDF not to exceed 10 pages. Separate attachments will not be accepted.

[aandrus@sslc.gov](mailto:aandrus@sslc.gov)

Utah Public Procurement Portal: As a single PDF not to exceed 10 pages. Separate attachments will not be accepted. Bonfire: <https://utah.bonfirehub.com/portal/?tab=openOpportunities>

Proposers wishing to verify receipt of the proposal may contact Ariel Andrus at [aandrus@sslc.gov](mailto:aandrus@sslc.gov)

## **9. Disclaimer**

Submissions that are late, incomplete or do not meet submission format and contents as described in this RFP will not be accepted. The City reserves the right to reject any and all submissions or to waive any informality in any submissions if deemed the best interest of the City. The City does not guarantee that a contract will be awarded following the submission deadline.

## **10. General Terms and Conditions**

- A. Compliance with Laws. The selected proposer shall always observe and comply with all laws, ordinances, regulations and codes of the federal, state, county and city, which may in any manner affect the performance of the contract. Proposers shall not discriminate against any worker, employee or applicant, or any member of the public because of race, creed, color, age, sex, pregnancy, child-birth, or pregnancy related conditions, religion, disability, sexual orientation, gender identity, genetic information, military status, or national origin, or otherwise commit an unfair employment practice.
- B. Incurred Costs. The City is not liable for any costs incurred by Proposers prior to the execution of a Services Agreement (“Agreement”).
- C. Independent Contractor. Unless otherwise stated in the final Agreement, the Proposer shall not be held or deemed in any way to be an agent, employee or official of the City, but rather an independent contractor.
- D. Indemnification. The selected Proposer shall indemnify, save, and hold harmless the City and all of its employees, officers, directors, subcontractors and agents against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any noncompliance by the Proposer with any agreements, warranties or undertakings contained in or made pursuant to this RFP.
- E. Negotiation of Services Agreement. The City reserves the right to reject any or all proposals. At its sole discretion, The City may extend the dates for award of the Agreements. The City reserves the right to negotiate any or all terms upon award of the Agreement.
- F. Ethics in Contracting. By submitting its proposal, Proposer certifies that its proposal is submitted without collusion or fraud, that it has not offered or received any kickback or inducement from any other Proposer, supplier, manufacturer, subcontractor or other person in connection with its proposal and that it has not conferred on any public employee or official having official responsibility for this procurement transaction

any payment, loan, subscription, advance, deposit of money, employment, service or anything of more than normal value, present or promised, unless consideration of substantially equal or greater value was exchanged as part of a completely independent transaction.

- G. Taxes. The successful Proponent(s) shall be responsible for, and pay any applicable taxes related to the Agreement. The City is a tax-exempt organization and shall not be billed for, nor be expected to pay any taxes applicable to the Services.
- H. Insurance. By submitting a proposal in response to this RFP, the Proposer certifies that, if awarded the contract, it will have the insurance coverage required for performance of the Services, if any, at the time the work commences. Additionally, the Proposer certifies that it will maintain this insurance coverage throughout the entire term of the contract and that all insurance coverage shall be provided by insurance companies authorized to sell insurance in Utah. During the term of the contract, City reserves the right to require the successful Proposer to furnish certificates of any required insurance for the coverage required by City, if any is required.

Any request for changes related to indemnification or insurance provisions contained in the Draft Services Provider Agreement, must be submitted no later than the Submittal Deadline. Any requested changes to City's standard insurance and indemnification provisions must be approved in the sole discretion of the City.

- I. Disclosure of Proposal Content. All responses, inquiries, and correspondence relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the Proposer that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act ("GRAMA") states that certain information in the submitted proposal may be open for public inspection. If the Proposer desires to have information contained in its proposal protected from such disclosure, the Proposer may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.

## **11. Disposition of Proposals, Statements, and Negotiations**

- A. Disposition of Proposals - Public Records. All materials submitted in response to this RFP will become the property of CITY. One (1) copy of each proposal shall be retained for official files and will become a public record after the award and open to public inspection. It is understood that the proposal will become part of the official file on this matter without obligation on the part of the City of South Salt Lake.
- B. Verbal Statements or Agreements. No verbal agreement or conversation with any officer, agent, or employee of CITY, either before or after execution of the contract, shall affect or modify any of the terms or obligations contained in the contract. Any such verbal agreement or conversation shall be considered as unofficial information and in no way binding upon CITY or the Proposer.

C. Negotiations. CITY reserves the right to reject or to waive any or all proposals. After CITY has identified the best qualified candidate(s), the Parties shall have the right to negotiate with the Proposer over the final terms and conditions of the contract. These negotiations may include bargaining; however, by submitting a proposal, the Proposer acknowledges that it has reviewed the sample Agreement in Exhibit 1 and is prepared to sign a substantially similar Agreement with the City. The primary objective of the negotiations is the evaluation factors set forth in the RFP. If an agreement cannot be reached, the negotiation will be terminated.