

## INVITATION TO RFP

Sealed RFPs, subject to the conditions contained herein, will be received by the ONEIDA COUNTY HEALTH DEPARTMENT until **4:00 P.M.**, local time on **July 13, 2018** for:

**Technical and Professional Services for the  
Administration of Rabies Vaccine to  
Domestic Dogs, Cats, and Ferrets  
RFP- # 2018-240**

Specifications MUST be RECEIVED from Oneida County Health Department, Daniel W. Gilmore, Ph.D., MPH Environmental Health Director, Phone 315-798-5064 or mail request to Oneida County Health Department, 185 Genesee Street, Utica, NY 13501, or download from the Oneida County website at <http://www.ocgov.net> (Public Notice Section.)

Copies of the described RFP may be examined at no expense at the Oneida County Health Department Office.

The return envelope must be clearly marked with the RFP # and addressed to the Oneida County Health Department.

The owner reserves the right to reject any or all proposals received.

The County of Oneida, in order to promote its established Affirmative Action Plan, invites sealed bids from minority groups. This policy regarding sealed bids and contracts applies to all persons without regard to race, creed, color, national origin, age, sex or handicap.

Phyllis D. Ellis, RN, BSN, MS  
Director of Health

Date: June 28, 2018

**RFP PACKET – Technical and Professional Services for the  
Administration of Rabies Vaccine to Domestic Dogs, Cats, and Ferrets**

Proposals, subject to the conditions contained herein, will be received by the Oneida County Health Department until 4:00 PM on Friday July 13, 2018.

Bid Reference: RFP Health Department 2018-240

The Oneida County Health Department seeks to engage in a contract for Veterinary Services to be effective **January 1, 2019 to December 31, 2021 with the option of two one-year extensions.**

The Oneida County Health Department (OCHD) Division of Environmental Services is charged to implement Public Health Law to conduct Surveillance, Control and Prevention for Rabies and other Zoonotic Diseases. It is the intent of the OCHD to establish a contract with multiple veterinarians or veterinarian groups for their services.

**Scope of Services:**

1. The Contractor agrees to provide technical and professional services including and related to the administration of rabies vaccine to domestic dogs, cats, and ferrets. The vaccine is to be administered during clinic hours at locations prearranged and agreed to by the County and the Contractor.
2. The County will provide the following:
  1. Rabies vaccine and necessary syringes.
  2. Clerical assistance and Environmental Health Staff support.

**Insurance:**

The Contractor shall maintain a professional liability policy and will provide Oneida County with proof of coverage in the amount of \$1,000,000 per incident and \$3,000,000 aggregate. The Contractor shall also maintain general liability insurance and will provide Oneida County with proof of coverage in the amount of \$1,000,000 per incident and \$3,000,000 aggregate. The Contractor agrees to have Oneida County named as an “additional insured on a primary, non-contributory bases, as its interest may appear” on the general liability policy and to provide Oneida County with certificates from said insurance company or companies showing the proof of insurance as stated heretofore. Oneida County reserves the right to require Contractor to provide insurance policies for review by Oneida County. The Contractor grants Oneida County a limited power of attorney to communicate with Contractor’s insurance provider and/or agent for the express purpose of confirming the coverages required hereunder.

**Indemnification:**

The Contractor agrees that it shall defend, indemnify and hold harmless the Health Department and Oneida County from and against all liability, damages, expenses, costs, causes of actions, suits, claims or judgments arising, occurring or resulting from property damage, personal injuries or death to persons arising, occurring or resulting from or out

of the work of the Contractor and its agents, servants or employees, and from any loss or damage arising, occurring or resulting from the acts or failure to act or any default or negligence by the Contractor or failure on the part of the Contractor to comply with any of the covenants, terms or conditions of this agreement.

## **Conclusion**

The proposal should include the following:

1. Contractor Name;
2. Education and Licenses of all veterinarians who will be providing vaccinations;
3. Experience in providing vaccinations to all animals, and, in particular, to domestic dogs, cats, and ferrets;
4. References; and
5. A fee schedule including expected reimbursement for provision of vaccinations (professional and technician services), travel costs (mileage) to and from Clinic sites, and other relevant expenses.

The proposal should include responsibilities of the OCHD in completing the engagement, if any. Experience and training will be considered.

The Oneida County Health Department expects that the candidate who submits the successful proposal will be able to commence employment once a contract is in place.

Contact Person: Daniel W. Gilmore, Ph.D., MPH, Environmental Health Director  
Oneida County Health Department  
185 Genesee Street  
Utica, NY 13501  
Phone: 315-798-5064