

## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 19, 2013**

Item 14, Report No. 5, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on February 19, 2013.

**14**

#### **AWARD OF RFPQ12-481 PRE-QUALIFICATION FOR THE PROVISION OF VETERINARY SERVICES FOR THE CITY OF VAUGHAN ANIMAL SERVICES**

The Committee of the Whole recommends approval of the recommendation contained in the following report of the Acting Commissioner of Legal and Administrative Services and the Acting Director of Enforcement, dated February 5, 2013:

##### **Recommendation**

The Acting Commissioner of Legal and Administrative Services and the Acting Director of Enforcement, in consultation with the Director of Purchasing Services, recommend:

- 1) That following proponents be approved as Vendor of Record (VOR) for the Provision of Veterinary Services for the City of Vaughan Animal Services for a term of 3 years, with option for extension by an additional two one-year terms, subject to satisfactory performance,
  - (a) Nobleton Veterinary Clinic Professional Corporation, Nobleton, Ontario, and;
  - (b) Napa Valley Animal Hospital Professional Corporation, Woodbridge, Ontario

##### **Contribution to Sustainability**

Veterinary care for dogs and cats contributes to the City's natural environment.

##### **Economic Impact**

The services fee shall be charged with discount of twenty percent (20%) recommended in the fee guideline annually published by the "Ontario Veterinary Medical Association and be funded through the approved 2013-2016 departmental budget and as such there is no additional economic impact.

##### **Communications Plan**

The RFPQ was advertised on Biddingo and OPBA websites and on the City Page on December 12, 2012.

Council's decision regarding the award of RFPQ12-481 will be communicated to all proponents by the Purchasing Services Department in accordance with standard procedure.

##### **Purpose**

The purpose of this report is to seek Council approval to award RFPQ12-481.

##### **Background - Analysis and Options**

An RFPQ was issued for the pre-qualification of Veterinary Clinics for the provision of general veterinary services excluding sterilization surgeries for the City of Vaughan Animal Services, as the current agreement for such service expires in January 2013.

##### **RFPQ Issuance**

RFPQ12-481 was advertised on December 12, 2012 on Biddingo and OPBA websites and the City Page. The closing date for the RFPQ was January 8, 2013.

## CITY OF VAUGHAN

### EXTRACT FROM COUNCIL MEETING MINUTES OF FEBRUARY 19, 2013

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##### Scope of RFPQ

RFPQ12-481 was issued to seek proposals for the pre-qualification of Veterinary Clinics for the provision of veterinary services for the City of Vaughan Animal Services.

To ensure responsible pet ownership and humane treatment of animals while protecting the public, Animal Services desires to contract with veterinary practitioner(s) currently licensed with the College of Veterinarians of Ontario to perform veterinary services on an as-and-when-required basis. The City has the ability to add to or remove from the list.

The required veterinary services will be strictly for canine & feline species only, excluding sterilization services.

##### RFPQ Submissions

Proposals were submitted by:

1. Nobleton Veterinary Clinic Professional Corporation, Nobleton, Ontario.
2. Napa Valley Animal Hospital Professional Corporation, Woodbridge, Ontario.

##### Evaluation Criteria

The following evaluation criteria and weighting system was used for evaluating the proposals submitted:

##### Experience 25 points

- Proponent experience in performing similar contracts
- Proponent location and hours of operation
- References
- After hour service provision

##### Background 25 points

- Description of background relevant to service request
- Professional resumes for veterinarians on staff
- Proof of current CVO licence to practice veterinary medicine

##### Scope of Services 50 points

- Description of how services will be performed
- Minimum scheduling timelines and commitments

##### Evaluation of Proposals Submitted

The two proposals submitted were evaluated by a team comprised of two staff members from the Enforcement Services Department, as well as a member from another department, facilitated by the Purchasing Services Department. All proposals were evaluated in accordance with the evaluation criteria set out in the RFPQ document and as outlined above.

##### RFPQ Results

Nobleton Veterinary Clinic Professional Corporation and Napa Valley Animal Hospital Professional Corporation scored sufficient scores to be prequalified for provision of services. Staff is satisfied with their ability to deliver the services.

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**Relationship to Vaughan Vision 2020/Strategic Plan**

This report supports the strategic priorities established in Vaughan Vision 2020, in particular:

Service Excellence:     Demonstrate Excellence in Service Delivery

**Regional Implications**

There are no Regional implications associated with this report.

**Conclusion**

Staff recommend that for RFPQ12-481 that both Nobleton Veterinary Clinic Professional Corporation and Napa Valley Animal Hospital Professional Corporation be approved as Vendor of Record as contained in this report.

**Attachments**

None

**Report prepared by:**

Susan Kelly, Animal Services Supervisor

**AWARD OF RFPQ12-481  
PRE-QUALIFICATION FOR THE PROVISION OF VETERINARY SERVICES FOR THE  
CITY OF VAUGHAN ANIMAL SERVICES**

**RECOMMENDATION**

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**Attachments**

None

**Report prepared by:**

Susan Kelly, Animal Services Supervisor

Respectfully submitted,

Heather Wilson  
Acting Commissioner of Legal  
and Administrative Services

Rick Girard  
Acting Director of  
Enforcement Services