



Fulton County, GA

Department of Purchasing & Contract Compliance

December 17, 2012

Re: 13RFP84391C-DR, ANIMAL SERVICES

Dear Proposer(s):

Attached is one (1) copy of Addendum 1, hereby made a part of the above referenced **13RFP84391C-DR, Animal Services**.

Except as provided herein, all terms and conditions in the **13RFP84391C-DR** referenced above remain unchanged and in full force and effect.

Sincerely,

Donald R. Riley

Donald R. Riley,
Assistant Purchasing Agent

Winner 2000 - 2009 Achievement of Excellence in
Procurement Award • National Purchasing Institute



**13RFP84391C-DR, Animal Services
Addendum No. 1
Page Two**

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

1. Questions for clarification are attached.

For additional information regarding this addendum, contact Donald R. Riley, CPPB, Assistant Purchasing Agent at (404) 612-7916.

Except as provided herein, all terms and conditions in the bid referenced above remain unchanged and in full force and effect.

Failure to return a signed copy of this addendum could render your bid non-responsive.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned proposer acknowledges receipt of this addendum by returning one (1) copy of this form with the proposal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time **December 18, 2012 at 11:00 A.M.**

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 20__.

Legal Name of Bidder

Signature of Authorized Representative

Title

RE: REQUEST FOR PROPOSAL (RFP) NO. 13RFP84391C-DR, Fulton
County

1. Sections 1.1, 1.2, and 1.3 of the RFP list Atlanta among the cities for which the contractor will provide animal services. Has the county signed an intergovernmental agreement for animal services with Atlanta that would cover the contract period? If an intergovernmental agreement with the City of Atlanta is not reached, would payments to the vendor under the animal services contract that is the subject of the RFP be affected? How would an adjustment in the contract price account for the fixed costs of operating animal services and the shelter, which would not significantly decrease if services were not provided to the City of Atlanta?
 - To date Fulton County Government has not reached a signed agreement with the City of Atlanta for 2013. Discussions on that agreement are ongoing. If Atlanta is not included in the service delivery for this contract payment to the vendor would be impacted. Atlanta is approximately 58% of the calls for service annually. Recognizing that certain cost are fixed we would adjust payments accordingly.
2. Section 2.21 states: "The successful Proposer will report directly to the [Insert name], or designated representative." To whom would the successful Proposer report?
 - The successful Proposer will report directly to the Assistant Director of Planning & Community Services, Tony Phillips. Tscharner Myrick is the contract manager.
3. Section 3.3.3.1 discusses a new adoption facility. What is the status of this facility? This section also states that until such facility is opened, adoption activities will take place only at the 860 Marietta Blvd. location. Would the County consider satellite adoption centers as well as approval of off-site adoption events at pet stores, community events, etc.? If a satellite adoption center is an option, please specify how an optional offsite adoption center should be included in the cost proposal.
 - Per the contract there is a requirement to provide adoption activities/space at separate location, once a location has been identified and approved by the Fulton County Board of Commissioners and the Contractor with the County having final approval. To date the off-site facility has not been identified. Once an appropriate facility is identified, the County will be responsible for leasing and funding all start-up cost associated with establishing a new adoption facility.
4. Section 3.3.11.3-5 states the vendor is to use the existing county equipment and supplies. Will the County perform a walk-through or inventory of the shelter prior to or not long after the effective date of the contract?

- Yes, The County will perform a walk-through prior to the exit of current contractor; as well as an entry walk-through with new contractor.
5. Page 3-7 refers to there being one Enforcement Supervisor while the table at 3-16 states that there shall be a minimum of three Enforcement Supervisors. Please clarify how many Enforcement Supervisors are required.
 - Per the contract 3 Enforcement Supervisors are required.
 6. Section 3.3.5 states that the vendor will license facilities. Under the animal control ordinance, Fulton County Animal Services does grant special permits, but only the Georgia Department of Agriculture licenses facilities. Is this section meant to refer to special permits? If so, will the scope of work included in the contract reflect that the vendor will be responsible for granting special permits rather than facility licenses?
 - Fulton County Animal Ordinance Sec. 34-203. - Special permits. States the following: Each premise where there are four or more dogs over the age of four months kept, maintained or harbored for a period of 14 days or longer, shall be deemed to constitute a kennel. The owner or person in possession of the premises where the kennel is located shall be required to apply to the Fulton County Animal Control for a special permit. Section '3.3.5 LICENSING' is referring to the issuing of the special permits referenced in to Section 34-203 of the Fulton County Ordinance.
 7. Section 3.3.16.1 of the RFP asks the vendor to keep year-to-date records for certain categories of information. These records include unpaid citations, facility room use, and inventory. However, it is our understanding that the court system collects citations fees and tracks who has not paid; the vendor would have no knowledge of unpaid citations. Additionally, there is no facility room. As for inventory, we understand that, in the past, Fulton County performed inventory. Will the scope of work included in the contract be amended to reflect actual procedures?
 - The contract for the successful Proposer will reflect that the payment of citations is under the purview of the courts. It will also address that there is currently no facility room available. The inventory will be a part of the contract and will be part of the year-to-date reports.
 8. Section 3.3.18 states, "Proposers must describe in detail their strategy for documenting revenue hours." What are "revenue hours"? Please provide an example of how revenue hours have been calculated and documented by past vendors or further explain how they should be calculated and documented?
 - The word 'hours' shall be deleted from this point forward in the document.

9. The RFP refers to the vendor paying for utilities and landscaping, but it is our understanding that the County covers those expenses under the current contract for animal services. Please clarify whether the County will pay for utilities and landscaping.
It is the responsibility of Fulton County Government to pay for the utilities, lawn care, and landscaping.
10. The Assistant Director of the Department of Planning and Community Services authored an Animal Services Transition Plan on August 17, 2012. The plan outlines recommended capital improvements, including roof repairs, electrical services upgrades, custodial service, pest control, and mechanical systems and equipment, and renovation of two vacant County buildings located on the same parcel on which the 860 Marietta Boulevard facility is located. Does the County plan to make these capital improvements? If so, when would the improvements be made? Will the County be responsible for any capital improvements critical to the performance of the scope of work included in the contract?
- The referenced document was an informational summary of possible transitional plans. It is not a plan that has been approved by the Fulton County Board of Commissioners. There are discussions about facility improvements and possible expansion. Nothing has been finalized at this time. The animal shelter is a County-owned and maintained facility. Any facility issues would be addressed by the County.
11. It is our understanding that not all of the vehicles listed in the Vehicle Inventory at Appendix 2 of the RFP are functional or in good repair, with working air conditioning for animal holding compartments. Does the County plan to repair or replace these vehicles prior to the beginning of the contract period, or would the vendor's cost estimate need to reflect the cost of repairing these vehicles? Would the county consider performing an inventory of the current vehicles that ascertains their condition prior to the effective date of the contract?
- The County will assess the current vehicles and determine what repairs and/or replacements may be necessary..
12. Please specify the precise form and line items to be included in the cost proposal and please indicate how to include an optional offsite adoption center in the cost proposal.
- Purchasing can provide direction on appropriate format. It is a decision of the proposer vendor to include a detailed cost proposal which may include an line item listing of operational expenses.