



LOS ANGELES COUNTY

**ANIMAL CARE
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Marcia Mayeda, Director

April 3, 2025

ADDENDUM NO. 2 TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR AS NEEDED ON-SITE VETERINARIAN SERVICES

Addendum No. 2 is issued to (1) delete and replace Section 1 SOLICITATION INFORMATION AND MINIMUM REQUIREMENTS, (2) amend Section 2.2.4 to delete Appendix D, (3) remove Section 3.5 NEW FIRM ELIGIBILITY, (4) remove all references to a requirement for Covid-19 vaccination, (5) delete and replace Exhibit 8 VENDOR'S LIST OF REFERENCES, (6) delete Exhibit 9 PRICING SHEET, (7) amend Section 3.0 WORK, (8) amend Section E of Exhibit A, STATEMENT OF WORK, (9) delete and replace Exhibit B PRICING SCHEDULE, (10) delete and replace Exhibit H1 SAMPLE WORK ORDER FORM, (11) delete Exhibit H2, (12) and delete Exhibits E, F, and G in THE REQUEST FOR STATEMENT OF QUALIFICATIONS FOR AS NEEDED ON-SITE VETERINARIAN SERVICES (RFSQ) and APPENDIX A SAMPLE MASTER AGREEMENT to the RFSQ.

County hereby amends the sections described below.

1. Section 1 Solicitation Information and Minimum Requirements is amended to read:

RFSQ Release Date	05/31/23
Request for a Solicitation Requirements Review Due	06/16/23
Written Questions Due	06/29/23
Questions and Answers Released via Addendum	07/13/23
SOQs Due	N/A, Open Continuous
Anticipated Contract Term	July 1, 2024 – June 30, 2027, 2 additional option years terms ending June 30, 2028 and June 30, 2029

Minimum Requirements	Please review Section 3 in detail, but this is an overview: 1. Must have graduated from an accredited veterinary school with a Doctorate degree in veterinary medicine. 2. Must hold a current valid California State License to practice veterinary medicine 3. Must hold a current valid California Class C Driver's License or the ability to utilize an alternative method of transportation when needed.
Insurance Requirements	Please review Section 8.24 of the Master Agreement, but this is an overview of the required insurance: • Commercial General Liability General Aggregate: \$2 million Each Occurrence: \$1 million • Automobile Liability (if applicable) • Professional Liability General Aggregate: \$2 million Each Occurrence: \$1 million
RFSQ Contact	Marissa Muller, MMuller@animalcare.lacounty.gov Bradley Kim, BKim@animalcare.lacounty.gov

2. Amend Table of Contents and Section 2.2.4 to delete Appendix D, California Charities Regulations.
3. Remove Section 3.5 New Firm Eligibility because it is not applicable.
4. Remove Section 5.20 Covid-19 Vaccinations of County Contractor Personnel of the RFSQ, Section 8.59 of the Master Agreement, and Exhibit I Covid-19 Compliance because they are no longer applicable.
5. Delete and replace Exhibit 8, Vendor's List of References as attached hereto.

6. Delete Exhibit 9, Pricing Sheet, of Appendix B, Required Forms, because it is a duplication.

7. Amend Section 3.0 Work of the Master Agreement as follows:

a. Delete and replace Section 3.2:

3.2 Work Orders will generally conform to Exhibit H1. Each Work Order will include the date, time, and location of work to be performed. Payment for all work will be on a time and materials basis, subject to the Total Maximum Amount specified on each individual Work Order.

b. Delete and replace Section 3.4:

3.4 Upon determination by County, County will issue Work Orders on a rotational basis, based on the time and geographical availability of Contractor and the needs of the Department. It is understood by Contractor that Contractor's availability may have the effect that no Work Orders are awarded to some Master Agreement Qualified Contractors. Each interested Qualified Contractor contacted must respond within the timeframe specified by County. Failure of Contractor to respond within the specified timeframe may disqualify Contractor from that particular Work Order.

c. Delete and replace Section 3.5:

3.5 County will execute the Work Order by and through the Department of Animal Care and Control staff identified in this Master Agreement. Work Orders are usually issued for periods not extending past the end of County's current fiscal year (June 30th) with the exception of Work Orders for as-needed services on a time and material basis, which may be issued to correspond with the term of the Master Agreement. However, at such time the Work Order is only extended through the end of the fiscal year, County may either issue a new Work Order or extend the Work Order if technical or cost circumstances require it.

d. Delete and replace Section 3.6:

3.6 County estimates that the selection of any Contractor will occur within five (5) business days of Contractor's response. Following selection, all Contractors selected must be available to provide services on the starting date specified in the Work Order. The inability of Contractor to comply with such commencement date may be cause for disqualification of Contractor from the particular Work Order as determined in the sole discretion of County's Project Director.

8. Amend Section E of Exhibit A, Statement of Work as follows:

- E. "Hourly on-call" service coverage which consists of off-site availability by text, page, or telephone, according to a predetermined hourly schedule established by the Senior Veterinarian. The Senior Veterinarian will give written notice to the Contractor of an "hourly on-call" schedule at least twenty-four (24) hours prior to the commencement of such schedule. During the on-call shift, Contractor will be available to respond as agreed upon by County and Contractor. If called in, the rate for on-site services will be revised upon arrival at the County Animal Care Center and computed accordingly (i.e., the total charges would be a combination of hourly on-call and on-site hourly rates).

9. Delete and replace Exhibit B, Pricing Schedule as attached hereto.

10. Delete and replace Exhibit H1, Work Order Form as attached hereto.

11. Delete Exhibit H2 Work Order Form as it is not applicable to this Master Agreement.

12. Remove the following non-essential MA Exhibits:

- Exhibit E Contractor's EEO Certification
- Exhibit F Jury Service Ordinance
- Exhibit G Safely Surrendered Baby Law

Justification: This addendum is being issued to streamline the solicitation and Master Agreement(s) for as-needed on-site veterinarian services by removing outdated or redundant requirements, simplifying administrative processes, and improving clarity for potential contractors. The changes are intended to enhance the efficiency of the procurement process while maintaining compliance with County regulations and ensuring the Department has access to a qualified pool of veterinarians.

REQUIRED FORMS - EXHIBIT 8
VENDOR'S LIST OF REFERENCES

Vendor's Name:

Provide a reference list for the same or similar scope of services that were provided by the vendor during the previous five (5) years. It is the Vendor's responsibility to ensure the accuracy of the information provided below. Use additional pages if required.

1. PUBLIC AGENCIES (All contracts with other government agencies including the County of Los Angeles must be listed)

SERVICE TYPE: _____ CONTRACT TERM: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____	SERVICE TYPE: _____ CONTRACT TERM: _____ AGENCY/DEPT: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____
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2. PRIVATE FIRMS

SERVICE TYPE: _____ FIRM NAME: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____	SERVICE TYPE: _____ FIRM NAME: _____ CONTACT: _____ TELEPHONE: _____ E-MAIL: _____
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PRICING SCHEDULE

1. HOURLY RATE(S):

- A. County will compensate Contractor for their **on-site professional services** performed as follows:

Two hundred dollars (\$200.00) per hour

NOTE: All on-site shifts will be a minimum of four hours.

County will compensate Contractor for scheduled on-call services on an hourly basis at up to fifty percent (50%) of the hourly rate set forth above. During the term of this Agreement, County's compensation for **on-call professional services will be:**

One hundred dollars (\$100.00) per hour.

Mealtime and break periods are not covered for purposes of determining time compensable under this Agreement.

- B. The Contractor may invoice the County for five hundred dollars (\$500) annually as a retention incentive to support Contractor's costs of meeting the requirements of this Agreement upon completing a minimum of 10 shifts and 12 months of service under this Agreement. Payment will be processed once the County verifies the Contractor's shifts and confirms that 12 months have passed since the execution of this section.

2. BILLING AND PAYMENT TERMS:

- A. Contractor will submit invoices within 30 days from the last day of the month within which the work is performed. All billings will clearly reflect and provide reasonable detail of the services for which the claim is made, including, but not limited to, the type of services provided, whether such services were provided on-site or on-call, location (for on-site), date and hours worked, and the applicable compensation rate.
- B. Billings will be forwarded promptly as described in Section 5.4 of this Master Agreement. Upon receipt of a complete and correct billing, County will pay Contractor within thirty (30) days, unless Contractor is a certified Local Small Business Enterprise participating in the Prompt Payment Program described in Section 5.4.7 of this Master Agreement. As determined by County, incorrect and/or discrepant billing will be returned to the Contractor for correction before payment is processed.
- C. Contractor will not bill any pet owner or third party for services provided under this Agreement; nor will Contractor accept or receive any cash payment or other compensation from or on behalf of any such pet owner or third party for such services. Should any such payment be received, the Contractor will immediately notify the Senior Veterinarian in writing.

AS NEEDED ON-SITE VETERINARIAN SERVICES
MASTER AGREEMENT WORK ORDER
(TIME AND MATERIALS BASIS)

(CONTRACTOR NAME)

Work Order No. 2023-01- County Master Agreement No. 2023-01

Type of Service:

- ☐ On-Site
- ☐ On-Call

Date(s) and Time(s): _____

Location: _____

County Manager/Supervisor: _____

I. GENERAL

Contractor will satisfactorily perform all professional veterinary services, on a time and materials basis, in compliance with the terms and conditions of Contractor's Master Agreement identified above.

II. PERSONNEL

Contractor will provide the below-listed personnel whose labor rates are as shown:

Name _____ @ \$_____/hour.

Name _____ @ \$_____/hour.

III. PAYMENT

A. The Total Maximum Amount that County will pay Contractor for all Services to be provided under this Work Order will not exceed _____ Dollars (\$_____).

B. Contractor will invoice County only for hours actually worked, in accordance with the terms and conditions of Contractor's Master Agreement. Contractor will be responsible for limiting the number of hours worked by Contractor Personnel under this Work Order, not to exceed the Total Maximum Amount in III.A, above.

IV. SERVICES

In accordance with Master Agreement Subparagraph 3.3, Contractor may not be paid for any task, deliverable, service, or other work that is not specified in this Work Order, and/or that utilizes personnel not specified in this Work Order, and/or that exceeds the Total Maximum Amount of this Work Order, and/or that goes beyond the expiration date of this Work Order.

Work Order No. 2023-01-

County Master Agreement No. 2023-01

ALL TERMS OF THE MASTER AGREEMENT WILL REMAIN IN FULL FORCE AND EFFECT. THE TERMS OF THE MASTER AGREEMENT WILL GOVERN AND TAKE PRECEDENCE OVER ANY CONFLICTING TERMS AND/OR CONDITIONS IN THIS WORK ORDER. NEITHER THE RATES NOR ANY OTHER SPECIFICATIONS IN THIS WORK ORDER ARE VALID OR BINDING IF THEY DO NOT COMPLY WITH THE TERMS AND CONDITIONS OF THE MASTER AGREEMENT.

Contractor's signature on this Work Order document confirms Contractor's awareness of and agreement with the provisions of Subparagraph 3.3 of the Master Agreement, which establish that Contractor will not be entitled to any compensation whatsoever for any task, deliverable, service, or other work:

- A. That is not specified in this Work Order, and/or
- B. That utilizes personnel not specified in this Work Order, and/or
- C. That exceeds the Total Maximum Amount of this Work Order, and/or
- D. That goes beyond the expiration date of this Work Order.

REGARDLESS OF ANY ORAL PROMISE MADE TO CONTRACTOR BY ANY COUNTY PERSONNEL WHATSOEVER.

CONTRACTOR

COUNTY OF LOS ANGELES

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____