

DRAFT SCOPE OF WORK

CITY OF ROSWELL



REQUEST FOR PROPOSALS

RFP: 25-007

Veterinary Services

RFP Issue Date: 6/15/2025

**PROPOSAL DUE:
7/8/2025 2:00 PM**

**PURCHASING DEPARTMENT
425 N. RICHARDSON
ROSWELL, NM 88203**

**CONTACT: ARELY PEEK
CHIEF PROCUREMENT OFFICER
575-637-6299**

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PURPOSE OF THIS REQUEST FOR PROPOSAL

The City of Roswell is seeking qualified veterinary service providers to deliver a range of veterinary services in support of the animals under the care of Roswell Animal Control. Qualified offerors will be considered for a multi-source award to help ensure the continued health and welfare of the animals. The City invites interested providers to submit proposals for consideration.

BACKGROUND

The City of Roswell Animal Services is responsible for managing stray, abandoned, and impounded animals within the city limits. This includes providing care, shelter, and medical treatment to ensure the well-being of the animals. The mission of Animal Services is to promote the health and safety of both animals and residents by delivering professional, high-quality, responsive, and cost-effective animal control services. Additionally, Animal Services plays a vital role in facilitating pet adoptions and reclaims, offering citizens and rescue organizations opportunities to adopt or reclaim dogs and cats.

SCOPE OF WORK

The eligible veterinary service provider may be requested to deliver a range of essential services to the City of Roswell Animal Services, including sterilization (spay/neuter) services, vaccination services, euthanasia services, general veterinary care, and emergency veterinary services. Additionally, the provider will be expected to ensure compliance with all relevant regulations and standards. The awarded offeror(s) may also be tasked with supplying medications and medical supplies on an “as needed” basis, ensuring that all medications and supplies meet regulatory requirements and are available to address the needs of the animals under the care of Animal Services. All veterinary service providers must be currently licensed to practice veterinary medicine in the State of New Mexico Board of Veterinary Medicine.

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Anticipated Schedule

<u>Action</u>	<u>Date</u>
1.Issue of RFP	6/15/2025
2. Acknowledgement of Receipt Form	6/25/2025
3.Deadline to Submit Additional Questions	6/25/2025
4.Response to Written Questions/RFP Addendum	6/27/2025
5.Submission of Proposal 2:00 PM	7/08/2025
6. Proposal Evaluation	7/11/2025
7. Recommendation to Committee	7/22/2025
8. Recommendation to Award to City Council	8/14/2025
9. Notice of Award	8/15/2025
10.Protest Deadline	+15
11.Contract Executed	9/01/2025