

REQUEST FOR PROPOSALS

VETERINARY SERVICES FOR HARNETT COUNTY ANIMAL SHELTER (FY2027-001)

PROPOSAL DUE DATE

October 5, 2026

By 2:00 p.m. Local Time

Submit to:

Harnett County Resource Center & Library

Finance Department

Attn: Renea Warren-Ford, Procurement Manager

455 McKinney Parkway

Lillington, NC 27546

Submit Questions to:

Email: bids@harnett.org

**Include “ RFP-HCAS Veterinary
Services” in the subject line.**

**REQUEST FOR PROPOSAL
Harnett County Animal Services**

GENERAL INFORMATION

Background

Harnett County Animal Services (HCAS) is a division of the Harnett County General Services Department (HCGS) and is responsible for all federal, state and local ordinances associated with HCAS Field Services and public Animal Shelter operations as well as the concerted effort to find forever homes for the animals received at the shelter. HCAS has a DEA license for controlled substances, NCDHHS substance license and NCDA&CS Veterinary Division shelter permit to operate the shelter.

HCAS staff perform euthanasia consistent with applicable laws, regulations, professional standards and shelter protocols. HCAS is seeking a veterinarian of record who can provide the authorization for controlled substances and other veterinary medications necessary for the treatment of minor illnesses or conditions. Additionally, as veterinarian of record, HCAS seeks a professional, North Carolina licensed veterinarian who will further develop HCAS' program of care and other related services.

Purpose

The purpose and intent of the Request for Proposal (RFP) is to establish an Agreement with one (1) qualified Contractor to provide professional veterinary of record services for the County of Harnett Animal Services (HCAS) as defined in the Scope of Services contained herein.

These services will be provided at Harnett County Animal Services located at 1100 McKay Place, Lillington, NC 27546 or through consultation communications via phone, email or written correspondence. These services are necessary to comply with state and federal laws, and to provide a high level of care to animals in the care of HCAS.

Proposal Due Date

All proposals shall be sent in a sealed envelope to the following address:

By express mail or personal delivery:

Harnett County Resource Center and Library
Finance Department
Attn: Renea Warren-Ford, Procurement Manager
455 McKinney Parkway
Lillington, NC 27546

The outside envelope must be clearly marked with the following description: "RFP– Veterinary Services." It is the respondent's responsibility to deliver responses to the exact location specified prior to the proposal due date and time.

Proposals will be publicly opened and names read aloud at 2:00 p.m. local time on October 5, 2026. The main purpose of this opening is to reveal the names of the respondents, not to serve as a forum for determining the awarded proposal.

All respondents shall submit the enclosed proposal sheet complete with all requested information as an accompaniment to their proposal. No faxed, emailed or telephoned proposals will be accepted. Late proposals are not accepted.

Questions

For questions, please contact Renea Warren-Ford at bids@harnett.org. Subject: RFP-HCAS Veterinary Services. Only questions answered in writing will be binding. Oral and other interpretations or clarifications will be without legal effect. Any interpretation or clarification made in response to questions received which could affect a vendor's response to this RFP will be posted on the County's website at www.harnett.org. All questions must be asked by noon, local time, on September 14, 2026 and answers will be posted by 5:00 p.m. on September 18, 2026.

Scope of Services

The following scope is intended to define what is required by the respondent and optional services that the county may seek during contract negotiations.

Required Services:

- Assisting the shelter in developing protocols required for the Program of Veterinary Care (PVC) in accordance with 21 NCAC 66 .1109 section of AWS Animal Shelter registration application (sanitation, rabies vaccination, isolation of animal care services);
- Authorize and provide sign-off for designated HCAS staff members to obtain, possess, and administer controlled substances, veterinary medications, and other related pharmaceuticals as necessary for the treatment of minor illnesses or conditions and for the performance of euthanasia, when required. Such activities must be performed by appropriately trained and authorized HCAS staff and in accordance with all applicable federal, state, and local laws and regulations, professional veterinary standards, applicable licensing requirements, and HCAS shelter protocols and procedures.
- Develop, review and update the Veterinary Standing Orders (VSO) and/or development of protocols of how or when shelter staff consult with veterinarians or take animals for veterinarian examinations;

Optional Services:

- Develop, implement and review protocols for disease mitigation should there be an infectious disease outbreak within the shelter;
- Shelter visits that include a walk through to observe the conditions of the shelter and animals.

Insurance Minimum Requirements

The selected Contractor must secure and maintain the following insurance coverage during the term of the Agreement (unless an exception is provided herein):

Commercial General Liability, including Products Completed Operations, coverage for Personal Injury and Property Damage Liability of not less than one million dollars (\$1,000,000) combined single limit for each occurrence/ two million dollars (\$2,000,000) aggregate.

Comprehensive automobile bodily injury and property damage liability coverage of not less than one million dollars (\$1,000,000) combined single limit.

All statutory workers' compensation and employer liability coverage required to be held by law.

Professional Liability (Errors & Omissions) coverage with limit of one million dollars (\$1,000,000) for each occurrence/two million dollars (\$2,000,000) annual aggregate.

Within ten (10) days of receipt of the notice of award for the Contract, the selected Contractor shall provide the County of Harnett with a Certificate of Insurance evidencing that said insurance is and will

remain in effect during the term of the Agreement and the County of Harnett, North Carolina, shall be named as an Additional Insured, in addition to being listed as a certificate holder.

Each Certificate of Insurance shall contain a statement that the policy applies to all operations of the project which are undertaken by the insured during the performance of the Contract. In addition, each Certificate of Insurance shall contain the following information or statements:

1. Name and address of insured.
2. A statement that the County of Harnett, North Carolina, is an Additional Insured under Commercial General Liability.
3. The number and description of each policy in force on the date of the Certificate.
4. The expiration date of each policy shown as well as the amount of coverage for each policy.
5. The name and number of the Agreement (FY2027-001 Veterinary Services at Harnett County Animal Services).
6. A statement showing the method of cancellation. If cancellation may be affected by the giving of notice to the insured and the County by the insurer, the policy and Certificate must provide that cancellation shall not be effective until ten (10) days after receipt of such notice by the County.

During the term of the Contract, it shall be the responsibility of the selected Contractor to provide the County with additional Certificates of Insurance in compliance with the above showing current coverage when any insurance policy for the above-listed coverage expires.

Submission of proof of the required insurance coverage in the form of a Certificate or Certificates of Insurance is a condition precedent to contract award. After receipt of a sufficient performance bond and other submissions required by these proposal specifications, the proposal will be accepted and a signed Agreement will be forwarded to the successful respondent.

STATEMENT FROM INSURANCE BROKER: Each respondent must include with his or her proposal a statement from the respondent's insurance broker stating that the broker will, upon successful award of the Agreement to their client, supply the respondent with insurance in the types and amounts required by these specifications.

Reservation of Rights

The County reserves the right to accept or reject any or all of the proposals submitted, waive informalities and technicalities, and negotiate any or all elements of any proposal deemed to be in the best interests of the County. The County reserves the right to request clarification of information submitted, and to request additional information from any respondent. Upon further analysis of need and analysis of costs resulting from responses to this proposal, the County reserves the right to award or reject any portions of the proposal.

Proposals Binding

All proposals submitted in accordance with the terms and conditions of this RFP shall be binding upon the respondent/vendor for ninety (90) calendar days after the proposal opening.

Confidentiality of Proposal Information

Each Proposal and supporting documents must be submitted in a sealed envelope. All Proposals and supporting proposal documents become public information after the proposal opening and are available for inspection by the general public. If the respondent/vendor submits information that is confidential under North Carolina law, the respondent/vendor shall clearly mark such information as confidential citing the relevant state law provision(s) and place it in a separate section of the Proposal.

County Officers and Employees Not to Have Financial Interest

No contract/agreement shall be made with any officer or employee of the County or any firm or corporation in which any officer or employee of the County has financial interest.

Compliance with All Laws, Ordinances, Statutes, and Regulations

The selected vendor shall comply with all applicable federal, state, county and local laws, ordinances, statutes, and regulations.

Anti-Discrimination

The selected vendor, in performing the work or furnishing the services covered by this RFP, shall not discriminate against any person because of race, creed, color, national origin, age, sex, sexual orientation, disability, religion or other legally protected status. The County encourages the utilization of minority and women-owned businesses in its contracting and subcontracting projects.

Competency / Background Checks

The selected respondent may be subject to background checks at the sole discretion of the County prior to commencement of the services.

Evaluation and Selection Process

All proposals shall be evaluated and ranked using the following criteria:

1. Professional Qualifications – NC Licensed Doctor of Veterinary Medicine.
2. Proposed Cost of Services
3. Innovative and Efficient Approach to all Aspects of Shelter Management with a Demonstrated Understanding of Guidelines for Standards of Care in Animal Shelters (ASV 2010)

Final results shall be determined by the County.

Contract Term

The resulting Agreement is intended to be for a term of two (2) fiscal years (November 1, 2026 through June 30, 2029), with the County having the option to renew for up to two (2) additional two-year-fiscal-year- terms (July 1, 2028 through June 30, 2030 and July 1, 2030 through June 30, 2032). All contracts are contingent upon the availability and appropriation of funds, which are approved each fiscal year. Compensation under the Agreement will be made monthly.