



## Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 [Purchasing@purchasing.wincoil.gov](mailto:Purchasing@purchasing.wincoil.gov)

REQUEST FOR QUALIFICATIONS	25Q-2420	ISSUE DATE	6/26/25
RFQ TITLE	WINNEBAGO COUNTY ANIMAL SERVICES DEPUTY ADMINISTRATOR/ VETERINARIAN SERVICES		
RFQ DUE DATE	7/17/25	DUE TIME (CST)	11:00 A.M.
SUBMIT ONE ORIGINAL RESPONSE, ONE MEMORY STICK	BOND REQUIRED	NONE	

The County of Winnebago, Illinois, hereby solicits qualified individuals to submit proposals for **DEPUTY ADMINISTRATOR/VETERINARIAN SERVICES** for the **WINNEBAGO COUNTY ANIMAL SERVICES DEPARTMENT (WCAS)**.

Proposals must be delivered by the date and time listed under Schedule of Events to:

**Winnebago County Purchasing Department**  
**404 Elm Street - Room 202**  
**Rockford, IL 61101**

### OVERVIEW OF THE COUNTY OF WINNEBAGO:

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

### GENERAL REQUIREMENTS

This is a Request for Qualifications. Proposals will be opened and evaluated in private and submittal information will be kept confidential until a final selection is made.

### SUBMISSION DATE AND TIME

No later than **11:00 a.m. (CST)- Thursday, July 17, 2025**. Proposals received after the submittal time will be rejected. (Refer to Schedule of Events)

**CONTACT PERSON:** Melinda Macias-Purchasing Specialist – [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov)

### **SCHEDULE OF EVENTS**

6/26/2025	RFQ Solicitation is made available
7/3/2025	Questions emailed to <a href="mailto:purchasing@purchasing.wincoil.gov">purchasing@purchasing.wincoil.gov</a> by 12:00 p.m.
7/9/2025	Questions answered via Addendum sent and posted on website by 4:00 p.m.
7/17/2025	RFQ submittals due by 11:00 a.m.

## **SECTION ONE: INSTRUCTIONS TO PROPOSERS**

### **1.1 INTRODUCTION/BACKGROUND**

The Winnebago County Animal Services Department is seeking to hire an individual to provide Deputy Administrator /Veterinarian services for its Animal Services Department.

### **1.2 COPIES OF RFQ DOCUMENTS**

- A. Only complete sets of RFQ solicitation documents should be used for preparing proposals. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- B. Complete sets of RFQ documents must be obtained on the County's website.
- C. Submitted Proposals must include all forms and requirements as called for in the Request for Qualifications. Failure to include all necessary forms and licenses will result in a non-responsive proposal.

### **1.3 EXAMINATION OF RFQ DOCUMENTS**

- A. Each Proposer shall carefully examine the RFQ and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the proposal. Ignorance on the part of the Proposer shall in no way relieve him/her of the obligations and responsibilities assumed under the proposal.
- B. Should a Proposer find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov) by the **Schedule of Events deadline**.

### **1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA**

No oral interpretations will be made to any Proposer as to the meaning of the documents. Any inquiries or requests for interpretation must be received ***in writing*** by the date specified, in the **Schedule of Events**, emailed to [purchasing@purchasing.wincoil.gov](mailto:purchasing@purchasing.wincoil.gov).

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Proposal due date. It shall be the Proposer's sole responsibility thereafter to find and download the addendum.

Each Proposer **MUST** acknowledge receipt of such addenda on the Proposal Signature Form. All addenda are a part of the documents and each Proposer will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Proposer to verify that he/she has received all addenda issued before proposals are opened.

### **1.5 GOVERNING LAWS AND REGULATIONS**

The Proposer is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Proposer.

## **1.6 HOLD HARMLESS CLAUSE**

The Proposer covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Proposer or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Proposer, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Proposer's failure to purchase or maintain the required insurance, the Proposer shall indemnify the County from any and all increased expenses resulting from such delay. Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Proposer, the Proposer agrees and warrants that Proposer shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

## **1.7 PREPARATION OF PROPOSALS**

Signature of the Proposer: The Proposer must sign the proposal forms in the space provided for the signature. If the Proposer is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature. If the Proposer is a limited liability company, the title of person signing the Proposal on behalf of the limited liability company must be stated and evidence of his authority to sign the Proposal must be submitted.

## **1.8 SUBMISSION OF PROPOSALS**

- A. Proposals shall be submitted to Winnebago County at the designated location not later than the time and date for receipt of proposals indicated in the RFQ solicitation, or any extension thereof made by Addendum. Winnebago County's representative authorized to open the proposals will decide when the specified time has arrived and no Proposals received thereafter will be considered. Proposals received after the time and date for receipt of Proposals will be returned unopened.
- B. Winnebago County Purchasing Department receives proposals by paper only. Please DO NOT email or fax proposals.
- C. Each Proposer shall submit with his Proposal the required evidence of his qualifications and experience.

## **1.9 REQUIRED COUNTY FORMS**

Proposer shall complete and execute the forms specified in the RFQ (Proposal Signature Form and Business References); failure to provide executed documents may result in Proposer being determined to be not fully responsive to the RFQ.

## **1.10 MODIFICATION OF PROPOSALS**

Written modification will be accepted from individuals if addressed to the entity and address indicated in the Request for Qualifications and received prior to Proposal due date and time. Prior to the time and date designated for receipt of Proposals, any Proposal submitted may be modified by delivery to the County Purchasing Department of a complete Proposal as modified. All emails shall be marked "Modified Proposal" delivery shall comply with requirements for the original proposal.

### **1.11 RESPONSIBILITY FOR PROPOSAL**

The Proposer is solely responsible for all costs of preparing and submitting the proposal, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Proposer, the County has no less than one hundred twenty (120) day to make a final selection.*

### **1.12 RECEIPT AND OPENING OF PROPOSALS**

The properly identified Proposals received on time will be opened by the County Purchasing Department. Any Proposal not received by the Purchasing Department on or before the deadline for receipt of proposals designated in the solicitation or Addendum(s) will not be opened.

### **1.13 NEGOTIATIONS**

The County may elect to negotiate a contract with the highest qualified individual at compensation and for a term that the County determines in writing to be fair and reasonable. In making this decision, the County shall take into account the estimated value, scope and complexity and individual's nature of the services to be rendered.

If the County is unable to negotiate a satisfactory contract with any of the top selected individuals, the County may re-advertise the project.

### **1.14 AWARD OF CONTRACT**

- A. The County reserves the right to waive any informality in any proposal, or to readvertise for all or part of the work contemplated. If proposals are found to be acceptable, written notice will be given to the selected Proposer of the award of the contract. The County reserves the right to reject any and all proposals.
- B. If the award of a contract is annulled, the County may award the contract to another Proposer(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Proposer(s) deemed to provide the services which are in the best interest of the County. We may elect to award multiple vendors for this professional service.

The County also reserves the right to reject the proposal of a Proposer who has previously failed to perform properly or to complete contracts of a similar nature on time.

**END OF SECTION ONE: INSTRUCTIONS TO PROPOSERS**

**SECTION TWO: INSURANCE REQUIREMENTS**

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
<b>Workers Compensation</b>	Statutory
<b>Employers Liability</b>	
A. Each Accident	\$1,000,000
B. Each Employee-disease	\$1,000,000
C. Policy Aggregate-disease	\$1,000,000
<b>Commercial General Liability</b>	
A. Per Occurrence	\$1,000,000
B. General Aggregate	\$1,000,000
1. General Aggregate- Per project	\$1,000,000
2. General Aggregate - Products/ Completed Operations	\$1,000,000
<b>Business Auto Liability</b>	\$1,000,000
<b>General Umbrella Excess Liability</b>	\$5,000,000
<b>Professional Errors and Omissions</b>	\$2,000,000

**CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS**

The Proposer shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to Winnebago County within fifteen (15) days after award of contract or acceptance of the proposal, with Winnebago County listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Proposer/Proposer. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

The County shall be named as an Additional Insured on the General Liability and Vehicle Liability policies.

**CHANGES IN INSURANCE COVERAGE:**

The Proposer will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Proposer shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Proposer when they can proceed with work.

Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Proposer shall accept and bear all costs that may result due to the Proposer’s failure to provide and maintain the required insurance.

**END OF SECTION TWO: INSURANCE REQUIREMENTS**

### **SECTION THREE: SCOPE OF WORK**

At a minimum, the County is seeking to secure services in the following areas. *Describe your experience with, and proposal to:*

#### **DUTIES OF DEPUTY ADMINISTRATOR/VETERINARIAN**

1. Visit the Winnebago County Animal Services facility no less than three (3) days per week to fulfill all duties described below and as needed by the department.
2. Examine a biting animal as soon as reasonably possible after it has been brought to the Animal Shelter for observation; and re-examine the animal on the tenth (10th) day following the day of the bite. These examinations shall be at the Winnebago County Animal Services (WCAS) facility.
3. Vaccinate against rabies all dogs and cats four months of age or older prior to reclaim or adoption and after they have been quarantined at the shelter for biting or when they have been impounded for the owner's failure to inoculate.
4. Perform spay/neuter surgeries for adoptable dogs and cats. Perform other surgeries as medically necessary.
5. Examine sick and/or injured animals at WCAS during the scheduled examination and make recommendations for their care. Provide care when necessary or euthanasia recommendation.
6. Examine critically sick and/or injured animals as quickly as reasonably possible upon delivery to WCAS and make recommendations for their care. Provide care when necessary or euthanasia recommendation.
7. Complete Certificates of Veterinary Inspection (CVI) for animals as required. The completion of the certificate is electronic after the animal has been inspected in the WCAS facility by the veterinarian.
8. Provide authorization as needed for WCAS to purchase veterinary medical supplies from veterinary supply companies.
  - a. WCAS shall maintain all necessary licenses and record keeping for the purchase and usage of controlled substances associated solely with euthanasia.
  - b. The Deputy Administrator/Veterinarian shall maintain all necessary licenses and record keeping for the purchase and usage of controlled substances associated with animal surgery and treatment.
9. Provide consultation for legal matters concerning veterinary care of animals relative to cruelty, neglect or other issues.

#### **DUTIES OF THE COUNTY**

The County agrees to:

1. Contract with the Deputy Administrator/Veterinarian for veterinary services to WCAS.

2. The Winnebago County Animal Services Facility Administrator will organize the work that must be done, during the days that the Deputy Administrator/Veterinarian is on duty, and communicate all required duties to the Deputy Administrator/Veterinarian.

### **ASSIGNMENT**

It is the specific intent and understanding between the parties that this Agreement is for personal services to be supplied by the Deputy Administrator/Veterinarian. Any attempt by the Deputy Administrator/Veterinarian to assign the services to be rendered hereunder, without specific written consent of the County shall be considered to be and shall constitute notice to the County of termination pursuant to paragraph "TERMINATION".

### **ENTIRE AGREEMENT**

No changes or modification of the Agreement shall be valid unless the same is in writing and signed by the parties related to providing veterinary medical services to animals at the shelter operated by WCAS.

### **QUALIFICATIONS OF DEPUTY ADMINISTRATOR/VETERINARIAN**

1. Graduation from an accredited veterinary medical institution and currently licensed to practice veterinary medicine in the State of Illinois.
2. Must possess or have ability to obtain a DEA license.
3. Must possess an understanding of the philosophies of animal welfare and shelter medicine.

### **ITEMS THAT MUST BE INCLUDED WITH PROPOSAL**

- a. Provide your proposed weekly schedule
- b. List your availability
- c. Provide your flat rate fee

### **EVALUATION CRITERIA**

Proposals will be evaluated by an evaluation committee who shall review, evaluate, and verify information submitted by Proposer. All proposals will be evaluated and scored according to the following Evaluation Criteria. It is the intent of the County to conduct a fair and comprehensive evaluation of all proposals received. The contract for this RFP will be awarded to the Proposer who submitted a proposal that is most advantageous to the County.

The evaluation committee will recommend an award, to the Winnebago County Board, for the highest scoring proposal. The Winnebago County Board will make the final decision as to award of a contract/agreement.

The County reserves the right to reject any and all proposals and to waive technical errors and irregularities as may be deemed best for the interests of the County. Proposals that contain modifications, are incomplete, unbalanced, conditional, obscure, or that contain additions not requested may be rejected at the option of the County.



	<b>RFQ Evaluation Criteria</b>	<b>100%</b>
1	<b>Completeness of Response</b> <i>All instructions followed.</i> <i>Submission included all requested information.</i>	20%
2	<b>Qualifications &amp; Expertise</b>	30%
3	<b>Relevant Experience</b>	30%
4	<b>Business References</b>	20%

**END OF SECTION THREE: SCOPE OF WORK**

**SECTION FOUR: PROPOSAL SIGNATURE FORM**

<b>Name of Proposer</b>			
<b>Contact Person</b>			
<b>Address</b>			
<b>City, State, ZIP</b>			
<b>Telephone</b>		<b>FEIN No.</b>	
<b>Email(s)</b>			

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

- OWNER/SOLE PROPRIETOR     
  MEMBER OF PARTNERSHIP     
  AN OFFICER OF CORPORATION     
  MEMBER OF JOINT VENTURE

Further, as the Proposer, declares that the only person or parties interested in this proposal as principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Proposer, must list below any and all Addenda on red lines)

**No(s): \_\_\_\_\_ and \_\_\_\_\_ and \_\_\_\_\_ issued thereto;**

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Proposer and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Proposer and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this proposal and has checked the same in detail before submitting this proposal, and that the statements contained herein are true and correct.

Further, the Proposer certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Proposer, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award.

**SIGNATURE OF PROPOSER**

**SIGNATURE** \_\_\_\_\_

**Name and Title of Signer** \_\_\_\_\_

**Dated this** \_\_\_\_\_ **day of** \_\_\_\_\_ **2025**

**AUTHORIZED VENDOR NEGOTIATOR**

**Name and Title** \_\_\_\_\_

**Phone and Email** \_\_\_\_\_

**END OF SECTION FOUR: PROPOSAL SIGNATURE FORM**

## BUSINESS REFERENCES

The RFQ Proposer must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If the Proposer is a new business, provide references that will enable the County to determine if Proposer is responsible.

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

<b>NAME</b>	
CONTACT PERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NUMBER OF YEARS IN BUSINESS	
NUMBER of PERSONNEL ON STAFF	

**RETURN PROPOSAL LABEL**

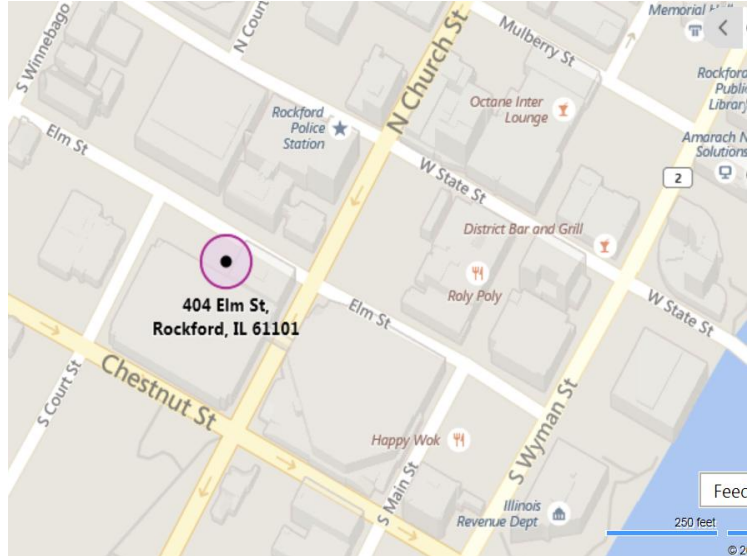


The County of Winnebago, Illinois will receive sealed Proposals at:

**WINNEBAGO COUNTY  
PURCHASING DEPARTMENT  
404 ELM STREET, ROOM 202  
ROCKFORD, ILLINOIS 61101**

All Proposals must be enclosed in sealed envelopes marked:

**“WCAS DEPUTY  
ADMINISTRATOR/  
VETERANARIAN SERVICES”**



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



<b>PROPOSAL# 25Q-2420</b>	<p><b>WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101</b></p>
<b>PURCHASING SPECIALIST: MELINDA MACIAS</b>	
<b>PROPOSAL NAME: WCAS DEPUTY ADMINISTRATOR/ VETERANARIAN SERVICES</b>	
<b>PROPOSAL DUE DATE/TIME: July 17, 2025 - 11:00 AM</b>	