

MONROE COUNTY, GEORGIA

(ANIMAL SERVICES)

Request for Proposals – Veterinary Services for Monroe County Animal Services

Monroe County Animal Services

157 L Cary Bittick Dr.
Forsyth, GA 31029

1. PURPOSE

Monroe County is seeking proposals from a qualified, licensed veterinarian to provide professional veterinary services and veterinary oversight for Monroe County Animal Services.

The purpose of this agreement is to ensure animals in the custody of Monroe County Animal Services receive appropriate veterinary care and that the Department has access to professional veterinary consultation, rabies-control services, vaccinations, medications, euthanasia supplies, and other veterinary services necessary for the safe and humane operation of the shelter.

2. SCOPE OF VETERINARY SERVICES

The selected veterinarian shall provide veterinary services and professional oversight as requested by Monroe County Animal Services. Services shall include, but are not necessarily limited to, the following:

A. Rabies Quarantine and Observation

The veterinarian shall provide veterinary oversight for animals being held as rabies suspects or under rabies quarantine.

When required, the veterinarian shall examine animals during the quarantine period, conduct or provide for the final examination at the conclusion of the required quarantine period, and complete and sign all required rabies observation, quarantine, or release documentation.

The veterinarian shall also provide instruction and guidance to Animal Services employees concerning the proper handling, care, isolation, and observation of animals being held as rabies suspects.

B. Veterinary Consultation

The veterinarian shall provide professional veterinary advice and consultation concerning animals in the custody of Monroe County Animal Services when requested by authorized County personnel.

Consultation may include recommendations concerning illness, injury, disease control, animal welfare, treatment, quarantine, vaccination, euthanasia, and other matters involving the health or humane care of animals.

C. Rabies Vaccinations

The veterinarian shall provide or oversee rabies vaccinations for animals adopted or otherwise released from Monroe County Animal Services on a weekly basis .

Monroe County Animal Services shall provide all necessary supplies associated with the administration of rabies vaccinations, including syringes, needles, and other routine supplies. The veterinarian shall be responsible for providing the rabies vaccine.

The veterinarian shall administer the rabies vaccinations and shall ensure that all required rabies certificates and records are properly completed in accordance with applicable laws and professional requirements.

The County shall compensate the veterinarian for the rabies vaccine at the agreed-upon rate per vaccination, in addition to any compensation otherwise provided under the veterinary services agreement.

D. Euthanasia Services and Veterinary Oversight

The veterinarian shall provide veterinary oversight and authorization necessary for Monroe County Animal Services to perform humane euthanasia in accordance with Georgia law, applicable veterinary regulations, County policies, and established shelter procedures.

When legally permissible, the veterinarian shall authorize appropriately trained and certified Monroe County Animal Services personnel to perform euthanasia under the veterinarian's professional oversight and/or license as permitted by applicable law.

The veterinarian shall assist the County with maintaining lawful access to euthanasia drugs and other controlled substances required for shelter operations and shall provide appropriate professional oversight regarding their storage, security, recordkeeping, administration, inventory, and disposal.

Nothing in this proposal shall authorize an employee to perform any procedure that the employee is not legally permitted, trained, or certified to perform.

E. Euthanasia Drugs and Medical Supplies

The veterinarian shall be responsible for ordering or assisting Monroe County Animal Services with obtaining and maintaining adequate supplies of euthanasia solution and other veterinary drugs or supplies requiring purchase or authorization through a licensed veterinarian.

The County shall reimburse approved veterinary medications and supplies at actual documented cost upon submission of invoices or receipts.

F. DEA Licensing and Controlled Substances

The veterinarian shall maintain all licenses, registrations, and credentials necessary to perform the services required under the agreement, including any applicable DEA registration necessary for the lawful procurement, handling, or oversight of controlled substances.

If Monroe County specifically requires the veterinarian to maintain a particular registration for the benefit of Animal Services operations, the County may reimburse an approved licensing or registration fee as provided in the final agreement.

INDEPENDENT CONTRACTOR STATUS

The veterinarian shall perform services as an independent contractor.

Nothing contained in the resulting agreement shall be construed to create an employer-employee relationship between Monroe County and the veterinarian. The veterinarian shall not be considered an agent or employee of Monroe County except to the extent specifically established by law or the written agreement.

COMPENSATION

Proposers shall provide a proposed monthly fee for the veterinary services described herein.

Proposed Monthly Fee: \$_____ per month

The proposer should separately identify any additional charges, including:

Veterinary examinations: \$_____

Rabies vaccinations: \$_____ per animal

Emergency/after-hours services: \$_____

Professional services outside the monthly agreement: \$_____

Other: _____

Approved medications, vaccines, euthanasia drugs, medical supplies, and other authorized expenses may be reimbursed separately at actual documented cost as agreed upon by Monroe County.

PROPOSAL REQUIREMENTS

The veterinarian submitting a proposal should provide their name or veterinary practice name, business address and contact information, Georgia veterinary license information, relevant shelter or animal-control experience, availability for consultation and emergency situations, proposed monthly compensation, additional fees or charges, and any exceptions to the requested scope of services.

Proposals must be received by Friday, October 23, 2026, at 10:00 a.m. **Absolutely no proposals will be accepted after the aforementioned time and date.** Proposals should be clearly marked **Veterinary Services**. Proposals may be mailed to Monroe County Board of Commissioner, PO Box 189, Forsyth GA 31029 or hand delivered to Monroe County Board of Commissioner, Phyllis Durham, Senior Purchasing Agent, 38 West Main Street, 2nd floor, Forsyth GA 31029. No faxed proposals will be accepted.

The successful bidder will be required to provide Monroe County with a Certificate of Insurance for General Liability and Worker's Compensation.

If you have any questions regarding the Veterinary Services, please contact Jennifer McGettigan, Animal Control Office Manager at 478-993-1032 or email her at jmcgettigan@monroecoga.org Any and all questions and clarifications should be asked by October 16, 2026.

The contract Term will be for one (1) year with the option to renew (2) additional one-year terms, unless cancelled in writing 30 days before the end of current term.

All bid materials must be completed and enclosed in a sealed envelope prior to submittal.

Monroe County reserves the right to reject any and all bids.