



# COUNTY OF LOUISA

## MEMORANDUM

TO: The Honorable Members of the Board of Supervisors

FROM: Sam Massie, Purchasing Coordinator  
Anderson Woolfolk, General Services Manager

CC: Christian Goodwin, County Administrator

DATE: March 5, 2025

RE: A Resolution to Approve and Award a Contract for Facility Supervising Veterinarian for the Louisa County Animal Shelter

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I. Background:

a. Project Description

The County of Louisa invites qualified veterinarians to submit proposals for providing Facility Supervising Veterinarian Services at the Louisa County Animal Shelter.

The County of Louisa reserves the right to award to more than one Offeror.

Louisa County will select the firm(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

b. Need

The County of Louisa is in need of a veterinarian to provide supervising veterinary services such as the following, but not limited to:

1. Conduct a preliminary assessment and walkthrough of the facility.
2. Establish or update as needed a euthanasia protocol for the Louisa County Animal Shelter (LCAS). This euthanasia protocol must identify the procedures to be followed in conducting euthanasia and the specific drugs and corresponding dosages authorized for use at the LCAS. Form AC6, the "Veterinary Supervision and Euthanasia Protocol", must be completed and kept on file at the LCAS as a matter of public record.

3. Conduct, on-site, orientation and review of the established euthanasia protocol with LCAS personnel and Animal Control Officers.
4. Conduct Competency Certification's for Animal Euthanasia by Sodium Pentobarbital Injection. Competency Certification's will be conducted for (5) five Shelter Attendants and (3) three Animal Control Officers. This service will be required only once every three years and will only be needed for those staff members that are required or in need on re-certification.
5. Conduct periodic monitoring of euthanasia activities and supplies. On-site monitoring to occur twice yearly.
6. Provide general euthanasia guidance and instruction as necessary to Shelter Staff and Animal Control Officers.
7. Establish a Schedule VI drug protocol for the Louisa County Animal Shelter (LCAS). This Schedule VI drug protocol will be for the treatment and prevention of communicable diseases within the shelter. Protocols will provide, for each disease deemed necessary by the shelter manager and supervising veterinarian, specifications, guidelines, dosages, instructions and a list of symptoms or other qualifiers which must be present prior to administering the drug. Written protocols must comply with Virginia regulations and the guidance document 150-10 from the Virginia Board of Veterinary Medicine.
8. Provide training for administering Schedule VI drugs, as specified in the established protocols, for the treatment and prevention of communicable diseases within the shelter. Training must comply with the Virginia regulations and the guidance document 150-10 from the Virginia Board of Veterinary Medicine.
9. Examples of communicable disease that LCAS will need protocols and training for are:
  - a. Upper Respiratory infections
  - b. Kennel Cough
  - c. Ear mites
  - d. Ring Worm

Others will be needed - this list is intended to give examples only. A final list will be decided by the Animal Shelter Manager and Awarded Supervising Veterinarian and will be based on the need of the facility and the evaluation of the Veterinarian.

c. Project Budget

Funds for such services are included in the Animal Shelter budget, under GL# 10035110-431720.

d. Request for Proposals

On January 16, 2025, the County issued a Request for Proposals inviting qualified veterinarians to submit proposals for providing Facility Supervising Veterinarian Services at the Louisa County Animal Shelter. The County of Louisa reserves the right to award to more than one Offeror. Louisa County will select the firm(s) who they determine most closely satisfies the needs of the County. There is no requirement for acceptance of the lowest cost of service offered, and specific requirements may be waived or amended at the discretion of the County.

II. Current Situation:

a. Proposals/Bids

One (1) proposal was received by the closing date of February 6, 2025. The proposal was received from the following veterinarian:

- Louisa Veterinary Service, Inc.

The prices for services are as follows:

1. Cost for once a year providing preliminary assessment and walkthrough of LCAS.  
\$1200.00 lump sum for year
2. Cost for once a year reviewing, updating, and approving Louisa County Animal Shelter (LCAS) AC6 Euthanasia protocol, including review and orientation to protocol with LCAS staff and Animal Control Officers from Louisa County Sheriff's office.  
\$750.00 lump sum for year
3. Cost per shelter or County employee for observing and certifying said employee in Euthanasia Protocol including completing an AC5 for individuals displaying competency in said protocols  
\$175.00 per person
4. Cost to develop, edit, review, and approve a Schedule IV drug protocol for the Animal Shelter including identifying likely communicable diseases and the drug treatments for said diseases including: specifications, guidelines, dosages, treatment instructions, symptoms, and administering guidelines.  
\$1200.00 lump sum for year
5. Observing and certify Animal Shelter employee(s) for handling and administering Schedule VI drugs based on the Schedule IV Protocols developed by this contract including certification paperwork for qualifying employee(s).  
\$175.00 per person
6. Regular Hourly Rate for Supervising Veterinarian  
\$175.00 per hour
7. Overtime Hourly Rate for Supervising Veterinarian  
\$250.00 per hour
8. Flat trip fee for travel to the Louisa County Animal Shelter by the Supervising Veterinarian  
\$45.00 lump sum per trip

b. Selected Firm

After careful review, it was determined that Louisa Veterinary Service, Inc. would be well suited and qualified for providing supervising veterinarian services for the Louisa County Animal Shelter. The cost for services to be provided is also very reasonable.

c. Justification

Even though only one (1) proposal was received, the proposer, Louisa Veterinary Service, Inc. is qualified and will meet the needs of the County. The firm has done this kind of work for the County in the past and is fully able to meet the requirements.

III. Recommendation

The recommendation is for the Board of Supervisors to approve and award a contract for providing Facility Supervising Veterinarian Services at the Louisa County Animal Shelter to Louisa Veterinary Service, Inc. for a period of one year beginning April 4, 2025, and ending April 3, 2026, with the option to renew for two additional one (1) year terms.