



**PENNSYLVANIA STATE POLICE  
DEPARTMENT HEADQUARTERS  
1800 ELMERTON AVENUE  
HARRISBURG, PA 17110**

**IFB 6100064646  
SPECIFICATIONS  
PSP BESO EASTERN REGION  
CANINE VETERINARY SERVICES**

**I-1. Statement of the Project.**

**A. Overview/Scope.**

This is an Invitation for Bid (IFB) for performing scheduled and unscheduled veterinary services on approximately seventeen (17) dogs for the Pennsylvania State Police (PSP), Bureau of Emergency and Special Operations (BESO) eastern region location in Hershey, Pennsylvania. Services to be effective upon issuance of valid purchase order for a period of one (1) year with four (4) optional one (1) year renewals.

**B. Specifications**

Bids shall include completed cost matrix providing quoted rates for periodic, routine and non-routine services and provide unit costs for all anticipated related services. Miscellaneous supplies and medications, and miscellaneous medical treatments and examinations not included in the quoted rates shall be invoiced to PSP at the vendor's current rates. PSP will only accept invoices and issue payments for actual supplies and medications provided, and actual treatment and examination services performed.

**C. Additional Conditions**

The fully executed purchase order will be an estimate of scheduled and unscheduled veterinary services for an initial one year period. If service usage exceeds the original estimated amounts for the effective time period of the purchase order, the contracted vendor agrees to provide the additional units of service needed at the original contracted rates.

**II-2. Delivery/Service Location**

The contract vendor must be located within a twenty (20) mile radius of 171 East Hersheypark Drive, Hershey, Pennsylvania. The contracted vendor must

also be available to respond and/or provide emergency services 24 hours a day, 7 days a week.

**I-4. Courtesy Invoicing Procedure**

Following the award of the contract and issuance of a purchase order, the vendor is to submit an invoice in accordance with the notice to proceed, along with an itemized invoice for all services performed referencing the purchase order number and submitted to the following:

Supervisor, Canine Section  
Bureau of Emergency and Special Operations  
171 East Hershey Park Drive  
Hershey, PA 17033