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December 8, 2008

To All Interested Parties:

The City of Los Angeles, Department of Animal Services has released a Request for Proposals seeking an operator of a mobile spay/neuter clinic enter into a contract with the Department in order to provide subsidized spay/neuter surgeries. The operator of a mobile spay/neuter clinic will provide free high-volume spay/neuter surgeries, at locations throughout Los Angeles, to dogs and cats belonging to low-income Los Angeles residents, and will be reimbursed for surgeries performed.

Department-subsidized mobile clinics have operated in Los Angeles for several years under previous contracts, providing free spay/neuter services for qualifying Los Angeles residents. The Department reimburses the operator for each surgery at a pre-determined contract price. In Fiscal Year 2007-08, the contracted mobile clinic operator sterilized over six thousand dogs and cats in Los Angeles. Our goal in the current contract is to continue spay/neuter services to residents in low-income communities for several years. These low-income communities usually have high numbers of unsterilized animals and are most in need of the mobile clinic's services.

The City of Los Angeles awards such contracts through a competitive proposal process. If you are interested in submitting a proposal for this contract, refer to the Request for Proposals and related documents, found online at www.laanimalservices.com:

- See "News and Links" (bottom of page),
- Click on "Requests for Proposals,"
- Then see "**RFP to Operate a Mobile Spay/Neuter Clinic- December 2008.**"
- Download the RFP document, its attachments, and the related Administrative Requirements and Forms.

It is highly recommended that you attend the Proposers' Conference described below, where Department staff will describe the City's proposal process and contracting requirements, and will be available to answer your questions. If you plan to attend this Conference, be sure to bring your copies of the RFP documents; you will need them to follow along with the instructions.

Proposers' Conference

Date/Time: Wednesday, December 17, 2008 at 9:00 a.m.
Location: North Central Animal Care Center Training Room
3201 Lacy Street
Los Angeles, California 90031

To ensure enough seats and materials are available at the Conference, please notify Anthony Sanchez of the Department at (213) 482-6980, or by email at Anthony.A.Sanchez@lacity.org if you plan to attend, or if you have any questions about this RFP.

The **deadline for submitting proposals is Tuesday, January 27, 2009, 3:00 p.m. Pacific Time**. Refer to the RFP document for additional instructions and information. Thank you for your interest.

Sincerely,

A handwritten signature in black ink, appearing to read "John Forland". The signature is fluid and cursive, with the first name "John" being larger and more prominent than the last name "Forland".

JOHN FORLAND

Senior Management Analyst II

JF/as