REQUEST FOR PROPOSALS (RFP)

County of Dane, Wisconsin

Henry Vilas Zoo

108120

Veterinary Services For The Henry Vilas Zoo

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for veterinary services.

2:00 P.M. Central Time
September 24, 2008
LATE, FAXED OR UNSIGNED PROPOSAL WILL BE REJECTED

Submit RFP to
THIS ADDRESS

DANE COUNTY PURCHASING DIVISION
ROOM 425 CITY- COUNTY BUILDING
210 MARTIN LUTHER KING JR BLVD
MADISON, WI 53703-3345

SPECIAL INSTRUCTIONS

Label the lower left corner of your sealed submittal package with the RFP number

Place the Signature Affidavit as the first page of your proposal

Submit one original and (3) copies of your technical proposal

Submit one original and (3) copies of your cost proposal

Submit one complete electronic copy in Microsoft Word or PDF format burned to a CD or DVD

DIRECT ALL INQUIRES TO

NAME Francisco Silva
TITLE Purchasing Agent
PHONE # 608/267-3523
FAX # 608/266-4425
EMAIL silva@co.dane.wi.us
WEB SITE www.danepurchasing.com

DATE RFP ISSUED: 8/9/08

RFP BLANK REVISED 07/2008

108120
Dane County Vendor Registration Program

All bidders wishing to submit a proposal must be a *paid registered vendor* with Dane County. Prior to the rfp opening, you can complete a registration form online by visiting our web site at [www.danepurchasing.com](http://www.danepurchasing.com), or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.
# TABLE OF CONTENTS

1.0 GENERAL INFORMATION  
1.1 Introduction  
1.2 Scope  
1.3 Definitions  
1.4 Clarification of the specifications  
1.5 Addendums and or revisions  
1.6 Calendar of events  
1.7 Vendor conference  
1.8 Contract term and funding  
1.9 Reasonable accommodations  

2.0 PREPARING AND SUBMITTING A PROPOSAL  
2.1 General instructions  
2.2 Proprietary information  
2.3 Incurring costs  
2.4 Vendor registration  
2.5 Submittal instructions  
2.6 Required copies  
2.7 Proposal organization and format  
2.8 Multiple proposals  
2.9 Oral presentations and site visits  
2.10 Demonstrations  

3.0 PROPOSAL SELECTION AND AWARD PROCESS  
3.1 Preliminary evaluation  
3.2 Proposal scoring  
3.3 Right to reject proposals  
3.4 Evaluation criteria  
3.5 Award and final offers  
3.6 Notification of intent to Award  

4.0 GENERAL PROPOSAL REQUIREMENTS  
4.1 Introduction  
4.2 Organization capabilities  
4.3 Staff qualifications  
4.4 Proposer references  
4.5 Mandatory requirements  

5.0 TECHNICAL REQUIREMENTS  
5.1 Overview of technical requirements  

6.0 COST PROPOSAL  
6.1 General instructions on submitting cost proposals  
6.2 Format for submitting cost proposals  
6.3 Fixed Price Period  

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS  
7.1 Payment requirements  

8.0 REQUIRED FORMS  
ATTACHMENTS  
A. Signature Affidavit  
B. Reference Data Sheet  
C. Designation of Confidential and Proprietary Information  
D. Fair Labor Practices Certification  
E. Cost Summary Page  

9.0 STANDARD TERMS & CONDITIONS  
PREVENTATIVE HEALTH PROGRAM  

108120
1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal to provide veterinary services for Henry Vilas Zoo.

The County intends to use the results of this process to award a contract(s) or issuance of purchase order for the product(s) and or services(s) stated above.

The contract resulting from this RFP will be administered by the Henry Vilas Zoo. The contract administrator will be Jim Hubing, Zoo Director.

This Request for Proposal (RFP) is issued on behalf of Dane County by the Purchasing Division, which is the sole point of contact for the County during the procurement process.

1.2 Scope of the Project

1.2.1 Project Description

The County of Dane, Wisconsin (the County) is requesting proposals from qualified and State of Wisconsin licensed veterinarians to provide veterinary services for the Henry Vilas Zoo, 702 S. Randall Avenue, Madison, Wisconsin. The zoo has approximately 650 animals of 170 different species. It is estimated that about 200 hours of services are required each year. Actual hours will vary.

1.2.2 Approximately 2400 individuals/institutions hold United States Department of Agriculture license to exhibit animals, only 214, including Henry Vilas Zoo, meet the American Zoo & Aquariums high standards of accreditation. Over 600,000 visitors enjoy Henry Vilas Zoo annually, the Zoo's animal collection over 170 individual species. Henry Vilas Zoo is a leader in the conservation of highly endangered amphibians. Henry Vilas Zoo is dedicated to providing excellent animal care as defined by the United States Department of Agriculture, Animal Plant Health Inspection Service, United States Department of the Interior, United States Department of Commerce and the Association of Zoos and Aquariums.

1.3 Definitions

The following definitions are used throughout the RFP.

County means Dane County
County Agency means Department /Division utilizing the service or product
Proposer/vendor means a firm submitting a proposal in response to this RFP.
Contractor means proposer awarded the contract.

1.4 Clarification of the specifications
All inquiries concerning this RFP must be directed to the **person indicated on the cover page** of the RFP Document. (electronic mail is the preferred method)

Any questions concerning this RFP must be submitted in writing by mail, fax or e-mail on or before the stated date on the **Calendar of Events** (see Section 1.6)

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

**Mailing Address:**

Dane County Purchasing Division  
Room 425 City-County Bldg  
210 Martin Luther King Jr. Blvd  
Madison, WI 53703-3345

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

**1.5 Addendums and/or Revisions**

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division web site at [www.danepurchasing.com](http://www.danepurchasing.com)

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt / review of any addendum(s) at the bottom of the RFP Cover Page /Signature Affidavit.

Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFP and any supplements or revisions thereof.

**1.6 Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP and posting such supplement on the Dane County web site at [www.danepurchasing.com](http://www.danepurchasing.com). There may or may not be a formal notification
issued for changes in the estimated dates and times.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>September 8, 2008</td>
<td>Date of issue of the RFP (for Purchasing use)</td>
</tr>
<tr>
<td>September 17, 2008</td>
<td>Last day for submitting written inquiries (2:00 p.m. Central Time)</td>
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<tr>
<td>September 28, 2008</td>
<td>Supplements or revisions to the RFP posted on the Purchasing Division web site at <a href="http://www.danebuying.com">www.danebuying.com</a></td>
</tr>
<tr>
<td>September 24, 2008</td>
<td>Proposals due from vendors</td>
</tr>
<tr>
<td>Late September 2008</td>
<td>Notification of intent to award sent to vendors</td>
</tr>
<tr>
<td>Mid October 2008</td>
<td>Contract start date</td>
</tr>
</tbody>
</table>

1.7 Vendor Conference

There will not be a vendor conference.

1.8 Contract Term and Funding

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run for 1 year(s) from that date, with an option by mutual agreement of the County and contractor, to renew for four (4) additional one (1) year periods.

1.9 Reasonable Accommodations

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or 608/266-4941 (TTY)

2.0 PREPARING AND SUBMITTING A PROPOSAL

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references and any required on-site visits or oral interview presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork) beyond that sufficient to present a complete and effective proposal, are not necessary or desired.

2.2 Proprietary Information

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the attached “Designation of Confidential and Proprietary Information” form. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

To the extent permitted by law, it is the intention of Dane County to withhold the
contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

2.3 Incurring Costs

Dane County is not liable for any cost incurred by proposers in replying to this RFP.

2.4 Vendor Registration

All proposers wishing to submit a proposal must be a paid registered vendor with Dane County. Prior to the rfp opening, you can complete a registration form online by visiting our web site at www.danepurchasing.com, or you can obtain a Vendor Registration Form by calling 608.266.4131. Your completed Vendor Registration Form and Registration Fee must be received for your bid to be considered for an award.

2.5 Submittal Instructions

Proposals must be received in by the County Purchasing Division by the specified time stated on the cover page. All proposals must be time-stamped in by the Purchasing Division by the stated time. Proposals not so stamped will not be accepted. Proposals received in response to this solicitation will not be returned to the proposers.

All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer’s name and address
- Request for proposal title
- Request for proposal number
- Proposal due date

2.6 Required Copies

Proposers must submit an original and the required number of copies of all materials required for acceptance as instructed on the cover page of the RFP (Special Instructions).

All hard copies of the proposal must be on 8.5"x11" individually securely bound. In addition, proposers must submit one complete electronic copy in Microsoft Word or PDF format burned to a CD or DVD.

2.7 Proposal Organization and Format

Proposals should be organized and presented in the order and by the number assigned in the RFP. Proposals must be organized with the following headings and subheadings. Each heading and subheading should be separated by tabs or otherwise clearly marked. The RFP sections which should be submitted or
responded to are:

- Introduction (See Section 4 of this RFP)
- Response to general requirements (See Section 4 of this RFP)
  Organizational qualifications
  Staff qualifications and Facilities
  References
- Response to technical requirements (See Section 5 of this RFP)
- Cost proposal (See Section 6 of this RFP)
- Required forms (See Section 8 of this RFP)
  Attachment A Signature Affidavit
  Attachment B Reference Data Sheet
  Attachment C Designation of Confidential and Proprietary Information
  Attachment D Fair Labor Practices Certification
  Attachment E Cost Summary Page
- Appendices (Additional Information the proposer submits)

2.8 Multiple Proposals

Multiple proposals from a vendor will be permissible, however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be separately submitted and labeled as Proposal #1, Proposal #2, etc.

2.9 Oral Presentations and Site Visits

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor’s proposal.

3.0 PROPOSAL SELECTION AND AWARD PROCESS

3.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 2.0 are met, and if additional mandatory requirements are met. (see Section 4.0). Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

3.2 Proposal Scoring
Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria. This scoring will determine the ranking of vendors based upon their written proposals and references. If the team determines that it is in the best interest of the County to require oral presentations, the highest ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

3.3 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

3.4 Evaluation Criteria

The proposals will be scored using the following criteria:

<table>
<thead>
<tr>
<th>Description</th>
<th>Percent</th>
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<tbody>
<tr>
<td>1. Level of Proposed services</td>
<td>15</td>
</tr>
<tr>
<td>2 Qualifications special species experience in an AZA accredited Zoo</td>
<td>20</td>
</tr>
<tr>
<td>3. Credentials of proposes staff including experience in an AZA accredited Zoo</td>
<td>15</td>
</tr>
<tr>
<td>4 Availability</td>
<td>20</td>
</tr>
<tr>
<td>5 Cost</td>
<td>30</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
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</table>

3.5 Award and Final Offers

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

3.6 Notification of Intent to Award
As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Introduction

Describe the services you would provide to the zoo and how you would conduct the preventative maintenance protocol. Provide details on scheduling procedures and how you would want to be contacted for emergencies.

4.2 Organization Capabilities

Describe the firm’s experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results.

4.3 Staff Qualifications

Provide resumes describing the educational and work experiences for each of the key staff who would be assigned to the project.

4.4 Proposer References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project. The results of the references will be provided to the evaluation team and used in scoring the written proposals.

4.5 Mandatory Requirements

The following general requirements are mandatory and must be complied with.

- **Wisconsin Veterinary License**
- **Qualified for DEA Drug License including use of Carfentnal**
- **Membership in the American Association of Zoo Veterinarians, & American Veterinary Medical Association**
- **Malpractice insurance**
  - (in addition to insurance required in attached Terms & Conditions)
- **Special species animal experience**
- **Coordinate all care with the appropriate zoo staff.**

5.0 TECHNICAL REQUIREMENTS

5.1 Overview of Technical Requirements

Provide preventative medicine services as described in the attached Preventative Medicine Protocol. This service must be updated as necessary to include any care required by Zoo, Association of Zoos & Aquariums USDA, USDI, US Department of Commerce, American Veterinary Medical Association,
American Association of Zoo Veterinarians and provide any other veterinary care that may be mandated by local, state, or federal agencies,

Provide medical/surgical services as needed.

Veterinary services must be available 365 days per year and 24 hours per day. Indicate normal response time and emergency response time, and indicate who would be responding to Zoo calls.

Provider must have flexibility in scheduling elective procedures.

All veterinary services must be provided as directed by Zoo

6.0 COST PROPOSAL

6.1 General Instructions on Submitting Cost Proposals

Proposers must submit an original and the required number of copies of the cost proposal as instructed on the cover page of the RFP (Special Instructions).

Cost proposal should be submitted in a separate envelope labeled Cost Proposal with the written proposal. (Refer to Cost Proposal Form)

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

6.2 Format for Submitting Cost Proposals

Quote an hourly rate for services provided. Rate shall be all inclusive. Also indicate markup percentage over your cost for drug dispensing, lab tests and other services. Describe how you would charge for care at your clinic if an animal cannot be treated at the zoo. Describe how you would bill for subcontractors such as farriers and specialists (anesthesia, dental, etc.) Provide a list of any other relevant charges.

6.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 60 days starting on the due date for proposals.

All prices shall remain fixed for the first contract term. The Cost Proposal shall include a percentage increase for each additional 1-year periods renewal options.

7.0 SPECIAL CONTRACT TERMS AND CONDITIONS

7.1 Payment Requirements
8.0 REQUIRED FORMS

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.0. Blank forms are attached.

<table>
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<th>Attachment</th>
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<td>A</td>
<td>Signature Affidavit</td>
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<td>C</td>
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<td>D</td>
<td>Fair Labor Practices Certification</td>
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<td>E</td>
<td>Cost Summary Page</td>
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RFP COVER PAGE
SIGNATURE AFFIDAVIT

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In signing this proposal, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposals to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this proposal hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposal, and declares that the attached proposal and pricing are in conformity therewith.

_____________________________________   _______________________
Signature         Title

_____________________________________   _______________________
Name (type or print       Date

This firm hereby acknowledges receipt / review of the following addendum(s) (If any)

Addendum #_____ Addendum #_____ Addendum #_____ Addendum #_____
## REFERENCE DATA SHEET

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for three (3) or more installations/services with requirements similar to those included in this solicitation document.

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<td>Product(s) and/or Service(s) Used:</td>
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The attached material submitted in response to this Proposal includes proprietary and confidential information which qualifies as a trade secret, as provided in Sect 19.36(5), Wisconsin State Statutes, or is otherwise material that can be kept confidential under the Wisconsin Open Records law. As such, we ask that certain pages, as indicated below, of this proposal response be treated as confidential material and not be released without our written approval. Attach additional sheets if needed.

<table>
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Prices always become public information when proposals are opened, and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.

2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the Designation of Confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.

Failure to include this form in the proposal response may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agree to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified above.

_____________________________________   _______________________
Signature         Title

_____________________________________   _______________________
Name (type or print       Date
FAIR LABOR PRACTICES CERTIFICATION
Dane County Ordinance 25.11(28)

The undersigned, for and on behalf of the PROPOSER, BIDDER OR APPLICANT named herein, certifies as follows:

1. That he or she is an officer or duly authorized agent of the above-referenced PROPOSER, BIDDER OR APPLICANT, which has a submitted a proposal, bid or application for a contract with the county of Dane.

That PROPOSER, BIDDER OR APPLICANT has: (Check One)

_______ not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed.

_______ been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this Certification is signed

Date Signed: ________________  __________________________
Officer or Authorized Agent
Business Name

NOTE: You can find information regarding the violations described above at:

For Reference Dane County Ord. 28.11 (28) is as follows:

(28) BIDDER RESPONSIBILITY. (a) Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder’s responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.
Provide pricing for first year term and percentage increase for each additional 1-year periods renewal options for each category below:

1. All inclusive hourly rate for scheduled professional veterinary services
   
   1\textsuperscript{st} Term $\underline{\phantom{00000}}$  
   
   2\textsuperscript{nd} Term  3\textsuperscript{rd} Term  4\textsuperscript{th} Term  5\textsuperscript{th} Term  
   \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  

2. All inclusive hourly rate for emergency call in professional veterinary services
   
   1\textsuperscript{st} Term $\underline{\phantom{00000}}$  
   
   2\textsuperscript{nd} Term  3\textsuperscript{rd} Term  4\textsuperscript{th} Term  5\textsuperscript{th} Term  
   \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  

3. Telephone Consultation rate
   
   1\textsuperscript{st} Term $\underline{\phantom{00000}}$  
   
   2\textsuperscript{nd} Term  3\textsuperscript{rd} Term  4\textsuperscript{th} Term  5\textsuperscript{th} Term  
   \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  

4. Lab service/ x-ray fees
   
   1\textsuperscript{st} Term $\underline{\phantom{00000}}$  
   
   2\textsuperscript{nd} Term  3\textsuperscript{rd} Term  4\textsuperscript{th} Term  5\textsuperscript{th} Term  
   \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  \%\underline{\phantom{00000}}  

5. Daily rate for hospitalized animals
   
   1\textsuperscript{st} Term $\underline{\phantom{00000}}$  
   
   2\textsuperscript{nd} Term  3\textsuperscript{rd} Term  4\textsuperscript{th} Term  5\textsuperscript{th} Term  
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6. Other fees
   
   $\underline{\phantom{00000}}$
STANDARD TERMS AND CONDITIONS
(Request For Bids/Proposals/Contracts)

DCO CHS 19.25 Rev. 07/07

1.0 APPLICABILITY: The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 ENTIRE AGREEMENT: These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County.

1.2 DEFINITIONS: As used herein, “vendor” includes a provider of goods or services, or both, who is responding to an RFP or a bid, and “bid” includes a response to either an RFP or a bid.

2.0 SPECIFICATIONS: The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications which may result in rejection of their bid.

3.0 DEVIATIONS AND EXCEPTIONS: Deviations and exceptions from terms, conditions, or specifications shall be described fully, on the vendor’s letterhead, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 QUALITY: Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 QUANTITIES: The quantities shown on this request are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 DELIVERY: Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 PRICING: Unit prices shown on the bid shall be the price per unit of sale, e.g., gal., cs., doz., ea., etc., as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the contracting department thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 ACCEPTANCE-REJECTION: Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids MUST be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. THERE WILL BE NO EXCEPTIONS TO THIS POLICY.

9.0 METHOD OF AWARD: Award shall be made to the lowest responsible, responsive vendor conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis. Among other things, quantities, time of delivery, purpose for which required, competency of vendor, the ability to render satisfactory service and past performance will be considered in determining responsibility.

10.0 ORDERING/ACCEPTANCE: Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 PAYMENT TERMS AND INVOICING: Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods or services, or combination of both. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment
must be submitted in accordance with instructions contained on the purchase order.

11.1 NO WAIVER OF DEFAULT: In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 TAXES: The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states’ taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 GUARANTEED DELIVERY: Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 APPLICABLE LAW AND VENUE: This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal, state, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 ASSIGNMENT: No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 NONDISCRIMINATION/AFFIRMATIVE ACTION: During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars ($20,000) or more must submit a written affirmative action plan to the County’s Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County’s Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords., and the provisions of this Agreement.

16.5 Americans with Disabilities Act: The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT: The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 SAFETY REQUIREMENTS: All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.
18.1 MATERIAL SAFETY DATA SHEET: If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 WARRANTY: Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer’s standard warranty shall apply as a minimum and must be honored by the vendor. The time limitation in this paragraph does not apply to the warranty provided in paragraph 27.0.

20.0 INSURANCE RESPONSIBILITY: The successful vendor shall:

20.1 Maintain worker’s compensation coverage as required by Wisconsin Statutes, for all employees engaged in the work. The successful vendor shall furnish evidence of adequate worker’s compensation insurance.

20.2 Indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of the successful vendor furnishing the services or goods required to be provided under the contract with the County, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of the successful vendor under this paragraph shall survive the expiration or termination of any contract resulting from the successful vendor’s bid.

20.3 At all times during the term of this Agreement, keep in full force and effect comprehensive general liability and auto liability insurance policies (as well as professional malpractice or errors and omissions coverage, if the services being provided are professional services) issued by a company or companies authorized to do business in the State of Wisconsin and licensed by the Wisconsin Insurance Department, with liability coverage provided for therein in the amount of at least $1,000,000 CSL (Combined Single Limits). Coverage afforded shall apply as primary. County shall be given ten (10) days advance notice of cancellation or non-renewal. Upon execution of this Agreement, the successful vendor shall furnish County with a certificate of insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If the successful vendor’s insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that coverage is Claims-Made and indicate the Retroactive Date, the successful vendor shall maintain coverage for the duration of this Agreement and for two years following the completion of this Agreement. The successful vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that the successful vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either the successful vendor or County may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by the successful vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to the successful vendor and shall cooperate with the successful vendor’s attorneys in the defense of the action, suit or other proceeding.

20.4 The County reserves the right to require higher or lower insurance limits where County deems necessary.

20.5 In case of any sublet of work under this Agreement, the successful vendor shall furnish evidence that each and every subvendor has in force and effect insurance policies providing coverage identical to that required of the successful vendor.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 PUBLIC RECORDS ACCESS: It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

22.1 PROPRIETARY INFORMATION: If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and offering the vendor an opportunity to challenge in a court of competent jurisdiction the requester’s right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.
22.2 Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

22.3 Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. In any event, bid prices will not be held confidential after award of contract.

23.0 RECYCLED MATERIALS: Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

24.0 PROMOTIONAL ADVERTISING: Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

25.0 ANTITRUST ASSIGNMENT: The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the County of Dane (purchaser). Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

26.0 RECORDKEEPING AND RECORD RETENTION-PUBLIC WORKS CONTRACTS: The successful bidder on a public works contract shall comply with the State of Wisconsin prevailing wage scale and shall establish and maintain adequate payroll records for all labor utilized as well as records for expenditures relating to all subcontracts, materialmen and suppliers. All records must be kept in accordance with generally accepted accounting procedures. The County shall have the right to audit, review, examine, copy, and transcribe any such records or documents. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

26.1 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS: Where payment to the vendor is based on the vendor’s costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

27.0 YEAR 2000 COMPLIANT: Vendor warrants that: a) all goods, services and licenses sold otherwise provided pursuant to this procurement have been tested for and are fully year 2000 compliant, which means they are capable of correctly and consistently handling all date-based functions before, during and after the year 2000; b) the date change from 1999 to 2000, or any other date changes, will not prevent such goods, services or licenses from operating in a merchantable manner, for the purposes intended and in accordance with all applicable plans and specifications and without interruption before, during and after the year 2000; and c) vendor’s internal systems, and those of vendor’s vendors, are year 2000 compliant, such that vendor will be able to deliver such goods, services and licenses as required by this procurement.

28.0 LIVING WAGE REQUIREMENT: The vendor shall, where appropriate, comply with the County’s Living Wage requirements as set forth in section 25.015, Dane County Ordinances.

28.01 In the event its payroll records contain any false, misleading or fraudulent information, or if the vendor fails to comply with the provisions of s. 25.015, D.C. Ords., the County may withhold payments on the contract, terminate, cancel or suspend the contract in whole or in part, or, after a due process hearing, deny the vendor the right to participate in bidding on future County contracts for a period of one (1) year after the first violation is found and for a period of three (3) years after a second violation is found.

28.02 Bidders are exempt from the above requirements if:
- The maximum value of services to be provided is less than $5,000;
- The bid involves only the sale of goods to the County;
- The bid is for professional services;
- The bid is for a public works contract where wages are regulated under s. 62.293, Wis. Stats.;
- The bidder is a school district, a municipality, or other unit of government;
- The service to be provided is residential services at an established per bed rate;
- The bidder’s employees are persons with disabilities working in employment programs and the successful bidder holds a current sub-minimum wage certificate issued by the U.S. Department of Labor or where such a certificate could be issued but for the fact that the employer is paying a wage higher than the minimum wage;
- The bidder is an individual providing services to a family member; or
- The bidder’s employees are student interns.

28.03 COMPLIANCE WITH FAIR LABOR STANDARDS. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or
relations within the seven years prior to entering this Agreement. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER’S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

28.04 PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in sec. 25.015(11)(c) through (e).

28.05 PROVIDER shall post the following statement in a prominent place visible to employees: “As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation or union organizing.”
HENRY VILAS ZOO
PREVENTATIVE HEALTH PROGRAM

PREVENTATIVE MEDICINE PROGRAM
The preventive medicine programs at the Henry Vilas Zoo have been implemented to minimize the risk of disease to the animals in the collection. These programs include quarantine, parasite detection and control, immunization, tuberculin testing, dental prophylaxis and periodic review of diets and husbandry techniques. Complete physical exams will be performed on collection animals as opportunities present. Complete exams, including oral examination, will be done when the animals are immobilized.

VETERINARY COVERAGE
The consulting veterinarian for the Henry Vilas Zoo is responsible for the development and implementation of the preventative medicine program for the animals in the Vilas Zoo collection. Regularly scheduled visits will be made on a weekly basis and a veterinarian will be available at any time in case of emergency. In the unusual circumstance the consulting veterinarian is not available; this will be made known to zoo staff in advance. Back-up veterinarians are available through Stoughton Veterinary Service and the University of Wisconsin School of Veterinary Medicine Special Species Section. These veterinarians are familiar with the procedures and facilities at the Zoo and will provide follow up care until the consulting veterinarian is available. Additionally, zoo staff members are experienced with general medical protocols and with decision-making needs in this area. The General Curator and the Animal Area Keeper assigned to the area will accompany the Veterinarian on regularly scheduled rounds. These individuals will note which animals require examination and are responsible for carrying out instructions as well as follow up and record keeping in their particular area of responsibility. The General Curator will function as the Veterinary Program Coordinator and will be assisted with routine treatment and examination schedules by the consulting veterinarian.

VETERINARY CARE
The area Zoo Keeper will observe all animals daily. Zoo Keepers are trained in recognizing abnormal behavior and clinical symptoms of illness and have knowledge of the diet, husbandry, and restraint procedures of the animals under their care. Diseased, injured, or stressed animals are reported promptly to a supervisor who evaluates the situation for appropriate action. The General Curator, after consultation with the Zoo Keeper, will contact the Veterinarian if necessary. Medical care will be performed as needed as soon as possible. A post mortem examination will be performed on animals that die in the collection. The remains will be disposed of in an acceptable manner. The Wisconsin Veterinary Diagnostic Laboratory, the University of Wisconsin School of Veterinary Medicine Diagnostic Laboratory, or the Staff Veterinarian will perform the necropsy.
QUARANTINE

Quarantine is required to separate newly acquired animals from those already in the facility until the health of the new animals can be evaluated. The purpose of such isolation is to prevent the introduction of parasitic, fungal, viral, bacterial, or zoonotic diseases to the collection. In addition, during this period new animals can be acclimatized to diets and housing. Baseline medical data will also be gathered during the quarantine period. Every animal entering the Henry Vilas Zoo collection from outside sources will undergo a quarantine period under the supervision of a veterinarian of at least 30 days. Quarantined animals should be housed in a separate facility, isolated from other animals. When true isolation is not possible, then the new animals will be housed in such a manner as to prohibit physical contact and to avoid aerosol and drainage contamination of other animals. The addition of any new birds, reptiles, amphibians or fish into a quarantine area will require that a new 30-day quarantine period will begin on the day the new animal is introduced into the quarantine area.

The location of quarantine is best physically isolated from the rest of the collection. The location should physically isolate the new animal(s) from closely related species in the existing collection. For animal requiring specialized holding facilities only available at the exhibit (e.g. rhino, large primates), desired exam and test results should be obtained prior to arrival at the Henry Vilas Zoo. The animal should be kept from direct contact with others on exhibit, if possible, until the veterinary staff can observe the animal and has tested 2 fecal samples for parasites.

The Veterinarian and the appropriate Zoo Keeper will visually and/or physically check new-arrival animals as soon as possible after they are received.

Zoo staff caring for quarantined animals will practice measures to prevent introduction or spread of infectious agents or parasites. The keeper should attend quarantined animals only after fulfilling responsibilities for resident species. Equipment used in other animal areas is not permitted in the quarantine area. Boots, gloves and cleaning tools will be used exclusively in the quarantine area. Hands will be washed with germicidal soap before and after doing any work in the quarantine area. All tools, equipment and cages will be thoroughly disinfected and clearly marked for quarantine use only. A germicidal footbath will be placed in the entrance to the quarantine area and will be changed daily. Staff working with quarantined animals will perform their duties at the end of the day after all work with other animals is complete. All waste products including fecal material and leftover food will be bagged at the quarantine area and taken directly to the disposal site. Feed pans and other objects will be washed and disinfected in the quarantine area. Quarantine staff will carefully monitor food intake and behavior patterns during quarantine and keep detailed written records.

MARINE MAMMAL QUARANTINE

The isolation facility for newly acquired marine mammals will be set up in such a way as to prohibit cross-contamination resulting from physical contact, disease transmission, aerosol spread, waste drainage, or the reuse of untreated water. Ocean pens will be located in a way
that prevents the spread of any disease from animal to animal through natural water movement and at a distance from other penned animals deemed adequate by the supervising veterinarian. More stringent isolation practices will be based on the physical condition and prior medical history of the newly arrived animal. If during the quarantine period additional marine mammals are introduced into the isolation facility, the 30 day period must begin again for all animals already in quarantine and expose to the new arrivals.

**FISH QUARANTINE**

When appropriate new fish will be quarantined in an aquarium with a separate life support system that operates in such a way as to preclude disease transfer from one system to another. Quarantine should have viewing that is adequate to observe the fish for behavior and signs of pathology. Individual identification of specimens should be established when possible.

**NEW ARRIVAL QUARANTINE PROCEDURE**

Routine procedures which apply to new arrival quarantines include:

### Quarantine

1. Identify origin and history of shipment to get information on possible exposure during shipment.
2. Review diet, life history, reproductive history and physiology, and typical medical problems of the individual species.
3. Equipment used to feed and clean animals in quarantine should be used only for those animals. If this is not possible, then equipment must be cleaned and disinfected before use in other areas.
4. A diet similar to that fed at the providing institution will be provided, if available, to avoid the stress of sudden changes in diet. Once the animals have acclimated, the diet can be gradually changed over to the permanent diet.
5. Food intake will be monitored daily and the Supervisor and Veterinarian will be notified if the animal is not eating properly.
6. During the quarantine period, each animal will undergo a physical or visual examination, including a dental examination. Any medical problems identified during the examination will be treated.
7. Vaccinations will be updated as appropriate for each species. If an animal arrives without a vaccination history, it will be treated as an immunologically naive animal, and will receive an appropriate series of vaccinations.
8. Fecal samples will be collected from individuals, or representative samples will be collected when animals are housed in groups. The fecal samples will be examined for the presence of gastrointestinal parasites, and the Veterinarian will prescribe appropriate treatment. Culture of feces for salmonella/shigella/Campylobacter will be performed on all primates. Release from quarantine will be dependent on obtaining two negative fecal results, either initially or after parasiticide treatment.
9. All animals will be evaluated for ectoparasites and treated accordingly.
10. If not performed prior to shipment, blood will be collected for hematological monitoring during the quarantine period, when possible. At the minimum, a CBC and serum profile will be performed.
11. All unmarked animals will be permanently identified during the quarantine period.  
12. Detailed medical records will be maintained and readily available for all animals during 
the quarantine period.  
13. Animals that die during quarantine will undergo complete post-mortem examination. 

Animals will be released from quarantine upon completion of the required quarantine period 
and required diagnostic tests and on approval of the staff Veterinarian. When the quarantine 
has been completed, a Quarantine Release form will be filled out by the Veterinarian and 
forwarded to the General Curator. The equipment and enclosure(s) used for quarantine will be 
thoroughly cleaned and disinfected before being used for other animals. 

PARASITE CONTROL 
Fecal examinations will be conducted a minimum annually on all individuals or groups in the 
collection, and more frequently on those groups recognized to be susceptible so as to facilitate 
the detection and treatment of parasites before clinical signs appear. Some animals in the 
collection require a routine program of scheduled anthelmintic treatments to control persistent 
parasitic infections.

TUBERCULIN TESTING 
Upon arrival at the facility, or prior to shipping, all susceptible animals will be tuberculin 
tested where the test will produce a valid and interpretable response. Testing will be performed 
according to currently acceptable procedures. Susceptible species (e.g., primates, bovines, etc.) 
and any animal exposed to an animal diagnosed as having tuberculosis will be tested more 
frequently. Primates will be tested semi-annually or when examined under anesthetic if 
tuberculin is available.

DENTAL PROPHYLAXIS/PHYSICAL EXAMINATION 
Teeth will be examined on all animals during their physical examinations so that any animal 
requiring dental care can be treated. Animals will often receive a physical examination on an 
opportunistic basis to reduce the risk of accidental injury. Minimally, all animals will receive 
an individual visual examination annually.

ZOONOSIS 
There will be a preventive health program for employees working with zoo animals in order to 
minimize the risk of disease spreading between man and animals. This program will include 
intradermal tuberculin testing and vaccination for Tetanus and Hepatitis. 
The Zoo Veterinarian will have a thorough knowledge of zoonotic disease potential and should 
immediately inform zoo personnel if any zoonotic disease is diagnosed in any animal within 
the zoo.

NECROPSY 
A postmortem examination will be performed as soon as possible on animals that die in the 
collection. The Wisconsin Veterinary Diagnostic Laboratory, the University of Wisconsin 
School of Veterinary Medicine Diagnostic Laboratory, or the Staff Veterinarian will perform 
the necropsy. A postmortem exam may not be performed if the cause of death is known or if 
animal is humanely euthanized due to a known condition. If the cause of death is not apparent
during on-site necropsy, tissue samples will be sent to diagnostic laboratory services, typically the Wisconsin Veterinary Diagnostic Laboratory affiliated with the University of Wisconsin.

**EUTHANASIA**
Personnel who are knowledgeable and skilled in performing the procedure in a compassionate and professional manner will perform euthanasia according to the current AVMA guidelines. The procedure will be performed by the zoo veterinarian or by zoo personnel authorized by the attending veterinarian to perform the procedure. The animals may be tranquilized or sedated as necessary to allow intravenous administration of the euthanasia solution.

**IMMUNIZATIONS**
Immunizations will be performed on all susceptible species. Frequency of vaccination has recently been debated as a result of vaccine-induced neoplasia and evidence that duration of immunity to vaccination may be longer than current manufacturer recommendations. The frequency of vaccination will be dictated by the disease status of domestic and wild animals in the area surrounding the zoo, by assessment of the level of risk of the animal to contract disease and by the risk: benefit of vaccine administration to the individual animal. The type of product used will be recorded in the medical records.

**PRE-SHIPMENT PROCEDURES**
Shipments coming to Wisconsin:
1. Inquire about health history of the animal.
2. Communicate pre-shipment testing **required**.
   - Negative fecal exam within four (4) weeks of shipment is required for all animals.
3. Any Wisconsin or US requirements.
   - If handled pre-shipment, request CBC/Chem and any appropriate testing for the taxonomic group.
4. Medical records with shipment (on disk, if available).
5. Request the animal be updated on vaccinations.
   - How is animal identified (transponder, tattooed, tagged, etc.)? If mammal does not have identification, request one if the mammal will be handled pre-shipment.

*Preventative Animal Medicine Protocol*

**MARSUPIALIA:**

Pre-shipment Procedures:

Quarantine:
1. Physical examination.
2. CBC/serum chemistry profile.
4. Check for lumpy jaw, via x-ray
5. Check for *Mycobacterium* infection, via x-ray.
6. Fecal examination, direct and flotation.
7. Fecal culture for *Salmonella*

Vaccinations:
No vaccinations recommended.

**INSECTIVORA:**

Pre-shipment Procedures:

Quarantine:
1. Physical examination.
2. Rectal culture for *Salmonella*.
3. Fecal examination, direct and flotation.

Vaccinations:
No vaccinations recommended.

**CHIROPTERA:**

Pre-Shipment Procedures (shipments coming to Wisconsin):
1. There are special CDC regulations for the movement of bats interstate and internationally. Contact the CDC for special permitting and procedures to be followed.
2. Telephone call to veterinarian at point of origin.
3. Inquire about housing situation at origin to determine ability to fly.
4. List of etiologic agents, which the bats may carry from the place of origin (e.g., from medical and necropsy records).
5. Summary of necropsy results of all bats that have died from the colony of origin.
6. Containers transporting bats must be constructed to prevent leakage of feces and body fluids and be labeled as a biohazard using labels provided by CDC.

Quarantine:
1. Culture feces for histoplasmosis, three (3) samples at two-week intervals (per CDC regulations).
2. Quarantine length is 30 days, 60 days for imported bats.
3. Feces and body fluids are considered infectious waste during quarantine. Materials containing these should be treated as red bag waste (CDC regulations).
4. Quarantine facility will have a hand-washing sink available, windows will be screened, floor drains with traps, air exhaust directly to the outside (CDC regulations).
5. Quarantine procedure includes no eating or drinking in the quarantine area, regular hand washing, disposal of waste as infectious waste.
Vaccinations:
No vaccinations recommended.

PRIMATES: Lemurs, Tamarins, New World Monkeys, Old World Monkeys, Lesser Apes

Pre-Shipment Procedures:
1. Pre-shipment TB test.
2. Pre-shipment fecal culture for *Salmonella, Shigella, Campylobacter, and Yersinia*.
3. Serology status for *H. tamarinus*, Measles, Squirrel Monkey CMV (Simian Diagnostic Lab at Esoterix Infectious Disease Center, formerly Virus Reference Labs, if possible).
4. CBC/Serum chemistry profile.
5. Fecal examination, direct and flotation.

Quarantine:
1. Physical examination.
2. CBC/Serum chemistry profile.
3. Culture feces for *Salmonella, Shigella, Campylobacter, and Yersinia*.
4. Serology for *Herpes tamarinus, Herpes saimiri*, measles, squirrel monkey cmb or appropriate serology for the species in question. (Simian Diagnostic Lab at Esoterix Infectious Disease Center, formerly Virus Reference Labs).
5. Fecal examination, direct and flotation.
6. Thoracic x-rays.
7. Tuberculin testing. A minimum of two negative tuberculin tests using .1ml Mammalian Human Isolate or other appropriate regimen as necessary for the species in question.

Vaccinations:

1. Tetanus Toxoid Adsorbed (Lederle) Standard dosage is 0.1ml per kg IM, maximum of 0.5ml. May use human DPT if monovalent vaccine is unavailable. If possible give at 3, 6, and 9 months of age. Boosters may be given at 5-year intervals.
PRIMATES: Great Apes

Pre-shipment Procedures:
1. Pre-shipment TB test.
2. Pre-shipment fecal culture for *Salmonella, Shigella, Campylobacter*, and *Yersinia*.
3. Pre-shipment Hepatitis B serology.
4. Pre-shipment *Strongyloides stercoralis* serology (CDC Center for Infectious Disease, Division of Parasitic Diseases, Biology and Diagnostics Branch, 770-488-4431).
5. Additional serology. Parainfluenza 1, 2, 3, Influenza A, B, Respiratory Syncytial Virus (RSV), measles, Herpes simplex – 1,2 (HSV-1, HSV-2), SA8, EBV, Human V-Z, Chimpanzee CMV (see panels from Simian Diagnostic Lab at Esoterix Infectious Disease Center formerly Virus Reference Labs).
6. Fecal examination, direct and flotation.

Quarantine:
1. Two negative tuberculin tests using .1ml Mammalian Human Isolate.
   2. Physical examination
   3. CBC/Serum chemistry profile.
   4. Fecal examination, direct and flotation.
   5. Thoracic x-rays.
   6. Culture feces for *Salmonella, Shigella, Campylobacter*, and *Yersinia*.
   7. Serology:
      a) Hepatitis B.
      b) *Strongyloides stercoralis* serology (CDC Center for Infectious Disease, Division of Parasitic Diseases, Biology and Diagnostics Branch, 770-488-4431).
      c) Great ape panels (Simian Diagnostic Lab at Esoterix Infectious Disease Center formerly Virus Reference Labs).

Vaccinations:
1. Tetanus Toxoid Adsorbed (Lederle) Standard dosage is 0.1ml per kg IM, maximum of 0.5ml. May use human DPT if monovalent vaccine is unavailable. If possible give at 3, 6, and 9 months of age. Boosters may be given at 5-year intervals.
2. Measles Virus Vaccine (Attenuvax, Merial) Give 0.5ml SQ at 15 months and 10 years. This vaccine should not be given to pregnant females and females should not become pregnant within 3 months of receiving this vaccine. Do not TB test at same time.
EDENTATA:

Pre-Shipment Procedures:
   1. CBC/Serum chemistry profile

Quarantine:
   1. Physical examination.
   2. CBC/Serum chemistry profile.
   3. Fecal examination, direct and flotation.

Vaccinations:
   No vaccinations recommended.

LAGOMORPHA:

Pre-Shipment Procedures:

Quarantine:
   1. Check teeth
   2. Fecal exam, direct and flotation.

Vaccinations:
   No vaccinations recommended.

RODENTIA:

Pre-Shipment Procedures:

Quarantine:
   1. Check teeth.
   2. Fecal exam, direct and flotation.

Vaccinations:
   No vaccinations recommended.
CARNIVORA: Ursidae

Pre-Shipment Procedures (shipments coming to Wisconsin):
1. CBC, Chemistry Panel.
2. Heartworm test.
3. Fecal examination, direct and flotation.

Quarantine:
1. Physical examination
2. CBC/Serum chemistry panel.
3. Fecal examination, direct and flotation.

Quarantine procedure for Polar Bears:
1. The new marine mammal arrivals shall be held in a facility in such a manner as to prohibit cross-contamination resulting from physical contact, disease transmission, aerosol spread, waste drainage, or the reuse of untreated water. Isolation will be based on the prior medical history of the newly arrived animal and any local, state, or federal regulations.
2. Keepers will attend to quarantined animals only after fulfilling their responsibilities for resident species.
3. Physical examination.
4. Fecal examination, direct and flotation.
5. Heartworm test.
6. CBC/Serum chemistry profile.

Vaccinations:
Rabies vaccination (Imrab3, Merial) 1ml SQ dose annually.
**CARNIVORA: Mustelidae**

Pre-Shipment Procedures:
1. Pre-shipment albon treatment five (5) days immediately before shipped and for three (3) days post arrival for black-footed ferret.
2. Transponder placement/confirmation.

Quarantine:
1. Physical examination.
2. CBC/Serum chemistry profile.
3. Heartworm test.
4. Rectal culture for *Salmonella*.
5. Fecal examination, direct and flotation.

Vaccinations:
1. Killed Canine Distemper Vaccine (Ferrivax, Merial) 1ml dose SQ annually.
2. Killed Rabies Vaccine (Imrab3, Merial) 1ml dose SQ annually.

**CARNIVORA: Felidae**

Pre-Shipment Procedures:
1. FIV, FeLV, FIP, canine distemper status of individual and collection.
2. For lions and tigers, pre-shipment exam, CBC, serum chemistry, fecal exam, FIV by Western Blot at Cornell, 2 ml banked serum, update on vaccines.

Quarantine:
1. Physical examination.
2. CBC/Serum chemistry profile
3. Heartworm test.
5. Rectal culture for *Salmonella*.
6. Fecal examination, direct and flotation.

Vaccinations:
1. Killed Feline Viral Rhinotracheitis Calicivirus Panleukopenia Vaccine (Felovax,Ft.Dodge)  
   Kittens will be vaccinated at 8, 12, and 16 weeks of age. Adult cats will be vaccinated at one year of age. Revaccinate every three years.
2. Killed Rabies Vaccine (Imrab3, Merial) 1 ml dose every three years
CARNIVORA: Pinnipedia

Pre-Shipment Procedures:
1. Heartworm test.
2. Status of eyes.

Quarantine:
1. The new marine mammal arrivals shall be held in a facility in such a manner as to prohibit cross-contamination resulting from physical contact, disease transmission, aerosol spread, waste drainage, or the reuse of untreated water. Isolation will be based on the prior medical history of the newly arrived animal and any local, state, or federal regulations.
2. Keepers will attend to quarantined animals only after fulfilling their responsibilities for resident species.
3. Physical examination.
4. Fecal examination.
5. Heartworm test.
6. CBC/Serum chemistry profile.
7. Leptospira serology
8. Blood Zn levels.
11. Record status of eyes.

Vaccinations:

No vaccinations recommended

PERISSODACTYLA: Eqidae

Pre-Shipment Procedures:
1. All Equids six (6) months or older require a negative AGID test or other USDA-approved test for Equine Infectious Anemia (Coggins) within six (6) months of shipment.
2. Herd should be vaccinated within six (6) months of any new animals being introduced into the herd.

Quarantine:
1. Physical examination.
2. Fecal examination, direct and flotation.
3. Hoof trim.
4. Equine Infectious Anemia test.

Vaccinations:
1. EWT Flu Vaccine (Encevac TC4, Bayer) 1 ml dose annually.
2. Killed Rabies (Imrab3, Merial) 2 ml dose annually.
3. West Nile Virus annually.

PERISSODACTYLA: Tapiridae

Pre-Shipment Procedures:
1. TB history of herd.
2. Lumpy jaw history of herd.
3. Rectal culture for Salmonella.

Quarantine:
1. Physical examination.
2. CBC/Serum chemistry profile.
3. Fecal examination, direct and flotation.
4. TB test.
5. Rectal culture for Salmonella.

Vaccinations:
1. EWT Flu Vaccine (Encevac TC4, Bayer) 1 ml dose annually.
2. West Nile Virus annually.

PERRISODACTYLA: Rhinocerotidae

Pre-Shipment Procedures:
1. Physical examination.
2. CBC/Serum chemistry profile.
3. Fecal examination, direct and flotation.
4. Johne’s history of herd of origin.
5. Johne’s disease testing.
   At least a sample collected and submitted to lab prior to shipment. Whenever possible, have test results prior to shipment.
   University of Wisconsin-Madison lab. Consult regarding culture vs. DNA probe vs. serology.

Quarantine:
1. Johne’s disease testing:
   At least a sample collected and submitted to lab prior to release from quarantine. Whenever possible, have test results prior to leaving quarantine.
University of Wisconsin-Madison lab. Consult regarding culture vs. DNA probe vs. serology.

2. Physical examination.
3. CBC/Serum chemistry profile.

Vaccinations:

1. West Nile Virus annually.

ARTIODACTYLA: Suidae

Pre-Shipment Procedures:
1. Physical examination.
2. CBC/Serum chemistry profile.
3. Fecal examination, direct and flotation.
4. All swine six (6) months of age or older must have a negative brucellosis test within 30 days prior to shipment or originate from a validated herd.
5. All swine must be negative for pseudorabies within 30 days prior to shipment (even if originating in Wisconsin and originate from a farm free of pseudorabies for the last six months if originating out of Wisconsin).

Quarantine:

1. Physical examination.
2. CBC/Serum chemistry profile.
3. Fecal examination, direct and flotation.

Vaccinations:

1. Erysipelas (Ery Shield, Grand Laboratories) 2ml dose IM annually.
2. Killed Rabies (Imrab3, Merial) 1ml dose annually.

ARTIODACTYLA: Camilidae

Pre-Shipment Procedures:
1. Negative tuberculosis test within 60 days of shipment.
2. Negative brucellosis test within 30 days of shipment.
3. Physical examination.
4. CBC/Serum chemistry profile
5. Fecal examination, direct and flotation.
6. Johne’s history of herd of origin
7. Johne’s disease testing:
   - At least a sample collected and submitted to lab prior to shipment. Whenever possible, have test results prior to shipment.
   - University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs.
Quarantine:

1. Johne’s disease testing
   At least a sample collected and submitted to lab prior to release from quarantine. Whenever possible, have test results prior to leaving quarantine. University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology.
3. Physical examination.
4. CBC/Serum chemistry profile.
5. Fecal examination, direct and flotation.
6. TB test.

Vaccination:

1. Clostridium, Tetanus Vaccine (Fermicon CD/T, Bio-Ceutic) 2ml dose annually.
2. Killed Rabies Vaccine (Imrab3, Merial) 2ml dose annually.
3. West Nile Virus annually.

ARTIODACTYLA: Cervidae

Pre-Shipment Procedures:

1. Tuberculosis: Cervids from AZA-accredited institutions are not required to be tested for tuberculosis.
2. Animals must be shipped isolated with no contact with other animals.
3. Cervids from Accredited Herds in the US are not required to be tested for tuberculosis.
4. Cervids from Qualified Herds and are known not to be affected or exposed to tuberculosis require tuberculosis testing within 90 days of shipment.
5. Cervids from Monitored Herds and are known not to be affected or exposed to tuberculosis require tuberculosis testing within 90 days of shipment.
6. Cervids from all other herds and are known not to be affected or exposed to tuberculosis require two negative tuberculosis tests conducted within 90 days of one another with the last test being not more than 90 days pre-shipment. The Cervids tested must be isolated from other Cervids during the test period.
7. All animals must have a means of identification.
8. Johne’s history of herd of origin
9. Johne’s disease testing
   At least a sample collected and submitted to lab prior to shipment. University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology.
10. Physical examination
11. CBC/Serum chemistry profile
12. Fecal examination, direct and flotation.
1. Johne’s disease testing  
   At least a sample collected and submitted to lab prior to release from quarantine.  
   Whenever possible, have test results prior to leaving quarantine.  
   University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology.
2. Physical examination.
3. CBC/Serum chemistry profile.
4. Fecal examination, direct and flotation.

Vaccinations:

1. Clostridium, Tetanus Vaccine (Fermicon CD/T, Bio-Ceutic) 2ml dose annually or when possible.

ARTIODACTYLA: Giraffidae

Pre-Shipment Procedures:
1. Physical examination.
2. CBC/Serum chemistry profile
3. Fecal examination, direct and flotation.
4. Johne’s disease testing  
   At least a sample collected and submitted to lab prior to release from quarantine.  
   Whenever possible, have test results prior to leaving quarantine.  
   University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology.

Quarantine:

1. Physical examination.
2. CBC/Serum chemistry profile.
3. Fecal examination, direct and flotation.
4. Johne’s disease testing  
   At least a sample collected and submitted to lab prior to release from quarantine.  
   Whenever possible, have test results prior to leaving quarantine.  
   University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology.

Vaccinations:

1. None recommended.
ARTIODACTYLA: Bovidae

Pre-Shipment Procedures:
1. Bison six months or older require a negative tuberculosis test within 60 days before shipment unless from an Accredited Herd.
2. Cattle six months or older require a negative tuberculosis test within 60 prior to shipment unless originating from an Accredited Free Herd or an Eradicated Free state.
3. See state law for brucellosis and other requirements.
4. Johne’s disease Hx of herd.
5. Johne’s disease testing.
   i. At least a sample collected and submitted to lab prior to release from quarantine. Whenever possible, have test results prior to shipping.
   ii. University of Wisconsin, Madison lab. Consult regarding culture vs. DNA probe vs. serology
6. Check herd status of contagious ecthyma.
7. No exposure to animals with scrapie.
8. Physical examination.
9. CBC/Serum chemistry profile.
10. Fecal examination, direct and flotation.

Quarantine:
1. TB test.
2. Physical examination.
3. Fecal examination, direct and flotation.
4. CBC/Serum chemistry profile.
5. Serology for leptospirosis, brucellosis, malignant catarrhal fever, anaplasmosis, bluetongue, infectious bovine rhinotracheitis, bovine viral diarrhea, Johne’s disease (if herd as a history of it).
6. Johne’s disease testing.
   At least a sample collected and submitted to lab prior to release from quarantine. Whenever possible, have test results prior to leaving quarantine.
   University of Wisconsin Madison lab. Consult regarding culture vs. DNA probe vs. serology.

Vaccinations:
1. Clostridium, Tetanus Vaccine (Fermicon CD/T, Bio-CEutic) 2ml dose annually.
2. Killed Rabies Vaccine (Imrab3, Merial) 2ml dose annually given to domestic goats, domestic sheep/Barbados sheep.
**AVIAN**

Pre-Shipment Procedures:
1. Health Certificate. Animal Department will inform curator at point of origin of this requirement.
2. Telephone call to veterinarian at point of origin.
3. Inquire about health history of the bird.
4. Communicate pre-shipment testing **required**.
5. Negative fecal exam within four weeks of shipment is required for all birds.
6. Any Wisconsin or US requirements.
7. If handled pre-shipment, request CBC/Chem and any appropriate testing for the taxonomic group.
8. Medical records with shipment.
9. How is bird identified (transponder, tattooed, band, etc.)? If bird does not have identification, request one if the bird will be handled pre-shipment.
10. Avian TB exposure and testing history.
11. Any additional testing for the species.
12. What are the animals and what are the origins of the animals that this animal will be shipped with?

Pre-Shipment Tests for Individual Taxonomic Groups.

<table>
<thead>
<tr>
<th>Taxonomic Group</th>
<th>Tests</th>
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<tbody>
<tr>
<td>All Groups</td>
<td>Negative fecal examination, direct and floatation</td>
</tr>
<tr>
<td></td>
<td>Fecal Culture for enteric pathogens.</td>
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<tr>
<td></td>
<td>CBC/ Chemistry profile</td>
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<tr>
<td></td>
<td>Avian TB exposure and testing history or X-ray</td>
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<tr>
<td></td>
<td>Negative acid fast fecal test</td>
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<td></td>
<td>Blood parasite smear</td>
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<td></td>
<td>Chlamydia serology if susceptible group</td>
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<tr>
<td></td>
<td>Evaluate for ectoparasites</td>
</tr>
<tr>
<td>Coraciformes</td>
<td>Itraconazole seven days prior to shipping (5mg/kg)</td>
</tr>
<tr>
<td>Piciformes</td>
<td>Itraconazole seven days prior to shipping</td>
</tr>
<tr>
<td>Columbiformes</td>
<td>Quarantine 45 days</td>
</tr>
</tbody>
</table>

Quarantine:
1. Identify origin and history of shipment (exposure during shipment).
2. Review diet, life history, and typical medical problems of the species.
3. Thirty (30) days quarantine (45 for Psittaformes and Columbiformes), using all in all out management for birds.
4. Three (3) consecutive negative fecals or two consecutive negative fecals post treatment collect at least one (1) week apart.
5. One negative acid-fast fecal test. If acid-fast stain of feces is abnormal, follow up with laparoscopy, liver biopsy.
6. One (1) fecal gram stain.
7. Visual inspection on arrival and departure from quarantine, if possible.
8. Weight within a week of arrival and department from quarantine, if possible.
10. Identification method if weight > 30 g.
11. Blood for CBC/Chemistry profile if weight > 30 g.
12. Determine sex and reproductive status.
13. X-ray for tuberculosis, if possible.
14. Determine ability to fly.
15. Evaluate beak and nails for trimming.
16. If CBC abnormal (avian TB suspect), follow-up with laparoscopy, liver biopsy.
17. If X-ray abnormal (avian TB suspect), follow-up with laparoscopy, liver biopsy.
18. Preventative treatment for Aspergillus, if indicated.
19. Ornithosis testing for Psittaformes.
20. Full post-mortem examination and histopathology on all specimens dying while in quarantine.

REPTILES AND AMPHIBIANS

Preshipment procedures:

1. Fecal examination, direct and flotation followed by appropriate treatment.
2. Evaluate for ectoparasites.
3. Examination.

Quarantine:

1. Veterinary examination.
2. CBC/Serum chemistry profile if possible.
3. Paramyxovirul-titer for all viperids if possible.
4. Fecal examination, direct and flotation followed by appropriate treatment.
5. Full post-mortem examination and histopathology on all specimens dying while in quarantine.
HENRY VILAS ZOO

MEDICAL TREATMENT REPORT

Animal: ____________________________________________________________

Condition being treated: ____________________________________________

Medication: _______________________________________________________

Instructions:
__________________________________________________________________
__________________________________________________________________

Authorized by_____________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hour</th>
<th>Medication given</th>
<th>Given by</th>
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January 2008

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