

AC 2024-01

**Request for Proposals**

**Pound Services Facility**

# INFORMATION TO PROPONENTS

A pound facility is the location where dogs that are collected through the municipal Animal Control Services are taken for temporary care until they are picked up by their owners, adopted or euthanized.

Rideau Lakes is currently looking to obtain proposal bids for pound services facilities.

PROJECT SCOPE AND TERMS OF REFERENCE

The Township of Rideau Lakes (hereinafter referred to as “the municipality”) is issuing a request for proposals from individuals / firms, etc. interested in providing pound services for dogs to the municipality for a three (3) year period with an option to extend for a mutually agreed upon term.

The pound operation would operate under the terms set forth in the *Animals for Research Act* and Regulation 23 under this Act relating to Pounds and in accordance with the Rideau Lakes Animal Control By-law.

MINIMUM FACILITY REQUIRMENTS

Space requirements for a pound operation would include the following:

* Indoor and Outdoor run area as well as holding kennels
* Ensure that all animals impounded will be kept clean, well-cared for and fed during the time of confinement
* Provide humane treatment of all animals while in shelter
* Provide basic first aid services, including veterinarian services are provided by qualified personnel licensed by the Ontario Veterinary Medical Association (where necessary)
* Provide humane destruction of animals as required in conjunction with a licensed veterinarian in a manner that conforms with the Ontario Veterinary Medical Association; disposition of any animal carcasses as required in accordance with the minimum requirements outlined in Regulation 23
* Maintain accurate records of all dogs impounded and their disposition which shall be submitted to the municipality on a quarterly basis
* Provide an annual operations report in a manner acceptable to the municipality outlining the number and type of complaints received, number of dogs/impounded, number of dogs/claimed, number of dogs adopted, number of dogs destroyed.
* Maintain throughout the term of the agreement a comprehensive general liability and property damage insurance policy which includes coverage for injury to, loss of death of any animal in the custody of the contractor; for a minimum of $2 million in a form acceptable to the municipality and naming the municipality as additionally insured on

the policy. The municipality shall be provided with 30 days written notice of any changes or cancellation of the insurance policy.

* Maintain adequate staffing levels to ensure all services are provided in an efficient and professional manner.
* Provide Public access to the pound for the purpose of claiming impounded animals from 8:00am-4:00pm 7 days per week by appointment.
* Provide access to the pound facility 24 hours a day 7 days a week, 365 days a year (including holidays) for officers to enter the facility for the purpose of impounding dogs.

**RFP SCHEDULE**

**Last Day for Questions: November 8, 2024 at 3:00 pm**

**RFP Closing Date and Time: November 14, 2024 at 4:00pm**

**Selection of Successful Proponent: November 2024**

RESPONSIBILITIES OF MUNICIPALITIES

The municipality will provide the following:

1. Provide coordinated responses to questions pertaining to the RFP
2. Decide on the successful proponent, if any, once submissions are received

RESPONSIBILITIES OF THE SUCCESSFUL PROPONENT

The successful firm will provide the following:

1. A final submission that addresses the provisions of this RFP
2. Enter into a mutually acceptable agreement outlining the terms, conditions, scope of the services to be provided (upon selection)

GENERAL INFORMATION

1. Respondents agree that their proposal constitutes an irrevocable offer to provide the goods and/or services described herein for a period of sixty (60) calendar days from the closing date for the RFP.

SUBMISSION DETAILS

* Proposals must detail the firm’s understanding of the requirements and

acknowledgement of the required deliverables

* Provide information on any relevant experience, qualifications for this work, roles and responsibilities
* A pricing methodology for charging the municipality for the services provided based on:
* Set monthly operating fee
* Daily fee for unclaimed animals on a per animal basis
* Veterinarian fees for euthanasia services only on a per animal basis

Note that the municipality is to be invoiced monthly. Pricing shall indicate HST.

* Provide a description of the methodology developed to perform all required services. Provide timing for when the pound will be operational
* Provide details of the location / facility for the proposed pound.
* The respondent shall acknowledge that any Addendum/Addenda inclusive has/have been received and that all changes specified in the Addendum/Addenda have been included in the prices submitted.
* A copy of the Request for Proposal along with a digital copy in a pdf format are requested.
* Upon submission, the municipality will be the sole owner of all information provided. The information provided to the municipality may be copied without exception. The respective firm will receive credit for all original material.
* Should the firm wish to maintain intellectual property rights over any portion or aspect of the final submission, this must be clearly identified in the project submission.

**RIGHT TO ACCEPT OR REJECT PROPSAL**

The municipality, in its sole discretion, reserves the following rights:

* + Supplement, add to, delete from or change this solicitation document.
  + Determine which respondent, if any, should be selected for negotiations.
  + Reject any or all proposals or information received pursuant to this RFP.
  + Cancel this RFP with or without the substitution of another RFP.
  + Request additional data or information after the submittal date, if such data or information is considered pertinent to aid the review and selection process.
  + Conduct investigations with respect to the qualifications and experience of each respondent.
  + Take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interest of the municipality.
  + Request one or more respondents to supplement, clarify or provide additional information in order for the municipality to evaluate the proposals submitted.
  + Waive any informalities or irregularities in the submittals or to re-advertise.
  + That the lowest, or any bid, will not necessarily be accepted, either individually or collectively

### EXPENSE OF SUBMISSION PREPERATION

The municipality accepts no liability for the costs and expenses incurred by the respondents in responding to this RFP, preparing responses for clarification, attending site meetings/ interviews, or participating in contract development sessions or meetings and presentations required for the contract approval process.  Each respondent that enters into the procurement process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the municipality for the costs and expenses associated with the procurement process.

**QUESTIONS REGARDING THE REQUEST FOR PROPOSAL**

Proponents having questions or finding discrepancies or omissions or having doubts as to the meaning or intent thereof, shall contact the Fire Chief, Gene Richardson. The Township may elect to provide clarifications directly or via an Addenda to all proponents, depending on the nature, scope and materiality of the questions. Any questions arising from the Request for Proposal shall be directed to:

Gene Richardson, Fire Chief/Manager of Community Protection

[firechief@rideaulakes.ca](mailto:firechief@rideaulakes.ca)

**BID SUBMISSIONS**

* Submissions for this Request for Proposal will be received by email with a subject line of **“POUND SERVICES” AND CONFIDENTIAL** and addressed to the attention of:

Fire Chief, Gene Richardson

Corporation of the Township of Rideau Lakes

1439 County Rd 8,

Delta ON, K0E 1G0

[firechief@rideaulakes.ca](mailto:firechief@rideaulakes.ca)

No later than 4:00 pm on November 14, 2024 local time. In fairness to all firms, any submissions received past this date and time will not be submitted for consideration. This condition will be strictly enforced.

* The municipality explicitly reserves the right to negotiate terms, conditions and approaches with the successful firm.

INQUIRIES

Inquiries should be directed to Gene Richardson, Fire Chief, (613) 928-2251 ext. 289.

SELECTION PROCESS

Respondents are advised that only complete submissions will be reviewed and evaluated.

The evaluation criteria may include, but not be limited to, the following:

1. Demonstrated related experience and capability to perform the required services including operational start-up costs – Value 25%
2. Proposed approach – Value 10%
3. Fee structure – Value 65%
4. Interview (if required)

After all proposals have been received, reviewed and deemed eligible, selected firms may be invited to attend an interview.

ERRORS OR OMISSIONS

It is understood and acknowledged that while the Request for Proposal includes specific requirements, a complete review and recommendations are required. Minor items not herein specified but obviously required, shall be provided as if specified. Any misinterpretation of requirements within this proposal bid shall not relieve the proponent of the responsibility of providing the services as aforesaid.

CONFLICT OF INTEREST

The Firm and the Township are to discuss any perceived or potential conflict of interest prior to proposal submission to the Township.

# 2.0 Submission Form

### Form # 1 – Pricing Proposal

The proponent hereby bids and offers to supply and do all or any part of the work which is set out or called for in this RFP, for the lump sums, hereinafter stated.

|  |  |
| --- | --- |
| **Description** | Cost (excluding HST) |
| **Set Monthly Operating Fee** | $ |
| **Daily Fee for Unclaimed Animals on a per Animal Basis** | $ |
| **Veterinarian fees for euthanasia services only on a per animal basis** | $ |
| **Other** |  |

Registered Business Name:

Business Address:

City:

Postal Code:

Contact Name:

Telephone Number:

Email Address:

Signature of Authorized Officer:

Name of Authorized Officer:

\* Note for Signing Officer: By my signature, I hereby confirm I am a principal or have been duly authorized by the principal or board, to sign on behalf of the above-named organization.

### Form #2 – Ability and Experience Form

Respondents shall provide information below on their qualifications for this work. References will be requested if the Respondent is the successful bidder

|  |
| --- |
| **Qualifications** |
| Respondents can attach supporting documentation instead of filling out this part of the form. |

### Form #3 – Client References

Respondents shall provide the name and contact information for a minimum of two client references. Only those references submitted by the successful bidder will be contacted.

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| **Client References** |
| Respondents can attach supporting documentation instead of filling out this part of the form. |

### Form # 4 – Proponent’s Declaration Form

I/We (enter name):

Title/Position:

Name of Organization or Business:

HST #:

Email:

Phone#:

1) Declare that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the contract proposed to be undertaken.

2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.

3) Further declare that no Township of Rideau Lakes employee, or member of Township of Rideau Lakes Council and their families is, or will become, interested directly as a contracting party or otherwise or in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or of any such supplies to be used therein or any of the monies to be derived therefrom.

4) Further declare that the several matters stated in the said proposal are in all respects true.

5) Further declare that I/We have examined the RFP Document and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, including, in every case, freight, duty, exchange, and to accept in full payment therefore, the sums calculated in accordance with the actual quantities provided, and unit prices attached to this proposal.

6) Agree that this offer is to continue open for acceptance until a formal contract is executed or a purchase order is issued to the successful proponent.

Name of Authorized Officer (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Witness (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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