

Request for Proposal

**Animal Shelter
Contracted Service
PE-24-2108-01**

Lac La Biche County



Proposal Closing Date and Time:

Proposals must be received by March 14, 2018
at 4:30pm.

**Attention: John H. Kokotilo
Manager of Protective Services
McArthur Place, 2nd Floor, 10307 100th Street
P.O. Box 1679, Lac La Biche, AB, T0A 2C0**

SUMMARY

Lac La Biche County is seeking proposals from qualified service providers for the sheltering of dogs within Lac La Biche County. Dogs would be housed in the facility as a result of the Lac La Biche County Peace Officers' animal control complaints, surrenders from Lac La Biche County residents, and stray or lost dogs.

The County is looking for a proponent who is willing to work with the Lac La Biche County Enforcement Services Department to ensure a safe and disease-free housing location, to collect fines and other charges imposed on the dog's owner, and to possibly be appointed as a municipal bylaw officer. The successful proponent firm or individual will work with the County's administrative team to develop an implementation plan for transition from the current system.

BACKGROUND

The current dog housing facility is a contracted service by Lac La Biche County and operated by a private company. The current provider has voluntarily terminated the services rendered after five successful years of partnership. The current contract will end on June 30, 2018.

Lac La Biche County Enforcement Services Officers lodge between 80 and 100 dogs in the facility per year.

PROJECT DESCRIPTION

The successful Proponent will provide:

- Structured, safe, sheltering/pound facilities for lost, stolen, stray, or injured dogs in Lac La Biche County.
- A detailed plan adopted by County Administration for the implementation of this service, billing structure, occasional enforcement, adoption and/or disposal of dogs.
- A communications plan between the successful proponent and Lac La Biche County Protective Services.

- An on-going partnership with Lac La Biche County to have a successful dog control program that can be adjusted to the needs of the ever-growing community.

TIMELINE

The services must commence on July 1, 2018.

REQUIREMENTS

- Be available or have suitable exterior & interior kennels available to Lac La Biche County Peace Officers and Lac La Biche Royal Canadian Mounted Police to access 24 hours a day. These kennels must provide proper protection for the dogs based on the climate. All dogs contained in the kennels must be fed on a daily basis.
- Operating hours must, at a minimum, correspond with Lac La Biche County operational hours of 08:30 – 16:30, Monday to Friday.
- Facility operator(s) must provide care and disposal of any impounded dogs shall at all times meet the Animal Protection Act.
- Staff in the animal shelter must be able to examine all impounded dogs for any identification including, but not limited to, tattoos and tags. They must also:
 - Notify Enforcement Services Officers of possible owners.
 - Release dogs to owners with Lac La Biche County verification, or confirmation by successful proponent.
- The shelter must be able to hold and care for dogs for a 72-hour period (3 days plus weekends and holidays).
- The shelter must be willing to head adoption programs for all dogs not claimed after the 72-hour period. If the dogs are not adopted locally, arrangements must be made to contact other shelters or societies for transfer of ownerless dogs.
 - Lac La Biche County Enforcement Services must be contacted for dogs held longer than 48 hours to discuss and develop a plan.
- Dogs may be destroyed sooner than 72 hours if a dog has an apparent illness, communicable disease, injury or is in an unhealthy condition. An authorized veterinarian in conjunction with a Lac La Biche County Enforcement Services Officer will make the final decision.

- The shelter will not take in any stray dogs unless authorized by a Lac La Biche County Enforcement Services Officer. All stray dogs running at large will be dealt with in accordance through the Lac La Biche County Animal Bylaws presently in effect.
- Lac La Biche County will attempt to implement penalties when possible. The successful proponent will be responsible to recover the fees associated with mentioned penalties before the dog is released. If an owner of a licensed or unlicensed dog were to show up to collect their respective dogs, the successful proponent would apply the proper penalties based on the Lac La Biche County Animal Control Bylaw. The successful Proponent may be required from time to time to pick up stray, lost, loose, or injured dogs. This would only be done on the instruction of a Lac La Biche County Peace Officer.
- The shelter will release any dogs to the owner or agent of the owner when a receipt from Lac La Biche County is produced, monies for penalties are collected at time of pick up, or penalties are laid on the pet owner by the successful proponent.
- The Proponent must be able to provide proof of insurance and WCB coverage. Lac La Biche County requires \$2,000,000 in comprehensive general liability insurance and \$2,000,000 in third-party automobile liability insurance. Lac La Biche County shall be named as an additional insured on the certificate of insurance.
- Successful proponent employees that will be appointed as Municipal Bylaw Officer(s) will be subject to a criminal records check.
- If the Animal Shelter is not equipped for administering vaccinations, spay or neuter operations, and medical procedures, the Animal Shelter must be willing and equipped to transport dogs to a licenced veterinarian facility and monitor dog's recovery. This is done with guidance and approval of a Lac La Biche County Enforcement Services officer.

EQUIPMENT/FACILITY REQUIREMENTS:

The successful Proponent will provide Lac La Biche County with the ability to:

- House 6 adult dogs at once.
- House dogs in non-porous kennels that can be cleaned and disinfected easily.
- Provide individual indoor runs.

- Provide individual outdoor runs.
- Chain link outdoor exercise pens.
- Be capable of lifting crates of 65 lbs for transporting purposes.

PROPOSAL

- Deliverables: An itemized listing of the deliverables for review to the Manager of Protective Services. These should include items such as costs, a money collection system and the allocation of collected funds. The fee schedule for the services provided is included in “Animal Control Bylaw No. 09.020,” attached.
- Timelines: A projected timeline that gives an overview of the transition of the current Lac La Biche County pound/kennel to the successful proponent’s location.
- Resources Required: A detailed listing of resources required for the successful completion of the construction. The listing should include those resources to be supplied by the proponent to fulfill the proposal.
- Budget: a detailed description of the allocation and distribution of funding within the project, along with a suggested payment schedule to the proponent, including the daily animal shelter rate.
- Terms and Conditions: Any terms or conditions that would be applied if the proponent’s proposal were successful.
- Additional Information: Any additional information that the proponent views as pertinent with respect to the proposal, which has not been specifically requested.

PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by Lac La Biche County Administration based on, but not necessarily limited to, quality-based selection, such as:

	CRITERIA	
1.	Experience in providing similar required services	20%
2.	Overall history and reputation with Lac La Biche County and other clients	5%
3.	Management experience and skills, project methodology, technical competence	10%
4.	Facilities	15%

5.	Technical competence, familiarity with local geography, facilities, professional consultants and contractors	5%
6.	Commitment to client's interests	25%
7.	Cost for services	20%

Total: 100%

Final selection will require an interview and presentation with the best qualified consultant being recommended for contract award.

ACCEPTANCE OF PROPOSALS

This RFP (Request for Proposal) should not be considered as an agreement to purchase goods or services. Lac La Biche County is not bound to negotiate a contract with any proponent. Proposals will be assessed in light of the evaluation criteria. The County will be under no obligation to receive further information, whether written or oral, from any proponent.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or bylaw.

DEFINITION OF CONTRACT

Only the full execution of a written contract will constitute a contract for the services, and no proponent will acquire any legal or equitable rights or privileges relative to the services until this occurs. The proposed contract will be a term of three (3) years in duration.

RIGHT TO ACCEPT OR REJECT PROPOSALS

Lac La Biche County reserves the right to accept or reject any or all proposals in whole or in part, whether irregular, non-conforming or non-compliant.

USE OF A REQUEST FOR PROPOSAL

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

MODIFICATION OF TERMS

Lac La Biche County reserves the right to modify the terms of the solicitation at any time at its sole discretion prior to and including the closing date of the competition and to negotiate modified terms during negotiation of a contract.

DISCLAIMER

The information provided with respect to this document is to the best of Lac La Biche County's knowledge to date. The County cannot be responsible for any representation either provided for or not provided for with respect to this Request for Proposal.

The County reserves the right to accept or reject any or all proposals and to waive irregularities and information at its discretion. The County reserves the right to accept a proposal other than the lowest proposal without stating reasons. By the act of submitting its proposal, the proponent waives any right to contest in any legal proceedings or action the right of the County to award the work to whomever it chooses and its sole and unfettered discretion, and for whatever reasons the County deems appropriate.

Without limiting the generality of the foregoing the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant to its decision including but not limited to the following:

- The County reserves the right to end the relationship after the implementation if it is determined that from a funding priorities perspective that it is unable to continue with the on-going maintenance phase;
- Experience of proponent and consideration of previous work;
- Development of business relationship;
- Cost.

Successful proponents that will be appointed as Municipal Bylaw Officers will be asked to undergo a criminal record check. Any agreement with successful proponents shall immediately and automatically terminate without notice, other act upon the commencement or happening of any occurrence connected with insolvency, bankruptcy, dissolution or liquidation of the proponent, or any provision of the agreement made. The agreement may be terminated immediately by notice in writing given by Lac La Biche County to the proponent upon violation or breach by the Animal Shelter of any provision of the agreement.

SUBMISSION INFORMATION

By submission of a proposal, the proponent agrees that, should its proposal be successful, the will negotiate in good faith a form of contract with Lac La Biche County based upon the terms of this RFP- Request for Proposal and its proposal.

Proposals will not be returned. Submitted proposals become the property of Lac La Biche County.

Completed proposals are to be submitted, clearly marked "Animal Shelter", in a sealed envelope or via email by 4:30 PM, March 14, 2018 to:

John H. Kokotilo
Manager of Protective Services
Lac La Biche County
McArthur Place 2nd Floor
10307 100th Street
P.O. Box 1679
Lac La Biche, AB T0A 2C0
Phone: 780-623-6820
Email: john.kokotilo@laclabichecounty.com

Electronic PDF versions are preferred. If mailed, please provide 3 hard copies.

The clarification of any points with regard to the Request for Proposals is the sole responsibility of the proponent. Any inquiries should be directed to the project manager listed directly above.

Proposals received after 4:30 PM, Wednesday, March 14, 2018, will not be accepted for consideration.

LIMITATION OF LIABILITY

Each proponent specifically waives as against the Lac La Biche County (and its consultants, employees, agents, and elected officials) any claim for consequential or indirect damages, loss of profit, and loss of business opportunity, judicial review or injunctive relief.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIP)

This Request for Proposal is subject to all applicable legislation including the Municipal Government Act, the Freedom of Information and Protection of Privacy Act, the bylaws and policies of Lac La Biche County, and all other relevant governing legislation.