

RFP 07-2024

Animal Control and Pound Keeper Services

Closing January 24, 2025 at 4:30p.m.





Introduction and General Instructions

Introduction

The Township of Amaranth is seeking proposals from interested Proponents for providing Animal Control and Pound Keeping Services for a 2-year period, with the possibility of two (2) additional 1-year extensions, beginning in 2025. Animal Control and Pound Keeping Services provides temporary keeping of dogs found within the geographic limits of the Township of Amaranth.

The Township Dog Control by-Law 45-2005 as amended regulates the keeping of dogs, provides for fixing, imposing and collecting license fees, and establishes regulations during dog impoundment. This bylaw is intended to establish rules for the keeping, licensing, control, and impounding of dogs to preserve the peace, rest, quiet and tranquility of the Township.

This Request for Proposals document, and any other applicable attachments or addenda, is available in PDF format through the Township of Amaranth's website at www.amaranth.ca.

Objective

The Township wishes to enter into a service contract with an experienced proponent for the provision of Animal Control and Pound Keeper Services for a term commencing in 2025 and expiring December 31, 2026. Service contracts may be extended past the expiry date.

The following objectives for Animal Control and Pound Keeper Services are identified:

1. Administration of the Impoundment provisions of the Dog Control Bylaw as amended from time to time in a courteous, responsive, and effective manner.
2. Having the knowledge and/or skills of a Provincial offences officer.
3. Dog Control Officers clearly identified as such by virtue of logos, badges or signage on apparel and vehicles.
4. Dog Control Officers with effective communication and conflict resolution skills to provide a firm, yet reasonable, response to dog running at large complaints.
5. The proponent must supply their own sheltering facilities for keeping and feeding of all impounded dogs as required.
6. Dog Control Officers may be subpoena as a witness in court to give evidence.
7. Ability to respond to an emergency and/or call out at any time of the day.



8. Monthly reporting of Dog Control and Pound Keeper activities and provide the report to the CAO/Clerk.

Submission of Proposal

Request for Proposal to be addressed by email to Nicole Martin, CAO/Clerk at nmartin@amaranth.ca with the subject line clearly stating '**RFP 07-2024 Submission**' or in a sealed envelope clearly marked '**RFP 07-2024 Submission**' delivered to the Township Office at 374028 6th Line Amaranth, ON L9W 0M6. Electronic submissions will be acknowledged within 24 hours of receipt and will not be reviewed until the proposal opening.

Deadline for the submission is January 24, 2025 at 4:30p.m.

Late bids will not be accepted.

Project Contact

Nicole Martin, CAO/Clerk

(519) 941-1007

nmartin@amaranth.ca

A Proponent may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Project Contact, including but not limited to the members of Council. This is to ensure that each Proponent receives the same information, and that no Proponent receives unfair treatment during the RFP process.

Format of Proposals

The Township will not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed by authorized Municipal personnel. However, RFPs should be as detailed and complete as possible to facilitate the formation of an agreement.

Methodology: The proponent is expected to outline their preferred methodology in meeting the Objectives outlined above. The Township would like to see at least the following included:

- A. Monthly reporting of the number of complaints received, dogs impounded, dogs claimed, dogs destroyed, and dogs otherwise disposed of during the previous month.
- B. Twenty-four hour emergency service each day including statutory holidays.



- C. Proponents may provide private services to residents regarding animal control matters. Any costs incurred by the resident regarding this service will be invoiced to the resident and not the Municipality.
- D. Destruction of dogs performed in a humane manner and generally in accordance with acceptable SPCA practices.
- E. Adequate food and shelter for impounded dogs.
- F. Enforcement of the impoundment regulations pursuant to the Dog Control Bylaw as may be amended from time to time and all other Provincial, Federal and Municipal statutes, regulations, and bylaws pertaining thereto.

Proponent Profile: A description of the proponent's organization, its size, services provided, areas of expertise and length of time in operation. The Proposal must contain the proponent's company name, mailing address, email, and telephone number.

Costs: The proponent shall receive monthly payment for services rendered to the Township upon receipt of an invoice not later than the 15th day of each month. This fee is to be all inclusive - no additional charges will be accepted.

Required Review and Clarification

Proponents shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Project Contact. This allows for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Project Contact.

In submitting a Proposal, the Proponent acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Township of Amaranth is not responsible for any misunderstanding of the RFP.

Amendments to the RFP

The Township of Amaranth may issue addenda as they are received, clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. Addenda will be posted to our website at www.amaranth.ca and shall be available in hard copy at the Municipal Office.

Reserved Rights of the Township of Amaranth

The Township of Amaranth reserves the right to:



- Make public the names of any or all Proponents and their quoted total price;
- Disqualify any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- Select the Proponent other than the Proponent whose Proposal reflects the lowest cost to the Township of Amaranth or the highest overall score;
- Cancel this RFP process at any stage.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

The Township of Amaranth shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township exercising any of its expressed or implied rights under this RFP.

Freedom of Information

Any information required in the Proposal is received under the authority of the Township of Amaranth. All written Proposals received by the Township may be considered a public record. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act may be directed to the Project Contact.

Additional Requirements

Workplace Safety and Insurance Act

The Proponent shall furnish a WSIB Clearance Certificate indicating their WSIB firm number, account number and that their account is in good standing as part of an executed Professional Service Agreement. The Successful Proponent agrees to maintain their WSIB account in good standing throughout the agreement period.

Indemnification

The Successful Proponent shall indemnify and hold harmless the Township, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, expenses, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property caused by any acts or omissions of the Proponent, its officers, agents, employees or other persons for whom the Proponent is legally responsible.



Liability Insurance

The Successful Proponent shall, at its own expense obtain and keep in force during the term of the Agreement Commercial General Liability insurance satisfactory to the Township and underwritten by an insurer licensed to conduct business in the Province of Ontario.

Occupational Health and Safety Act

The Proponent's attention is drawn to the regulations issued by the Ministry of Labour for the Province of Ontario under the Occupational Health and Safety Act. The Proponent acknowledges that they will comply with the Act, and all applicable regulations related to the contracted work.