

**REQUEST FOR QUALIFICATIONS &
PROPOSAL**

to

**PROVIDE COUNTY IMPOUNDMENT AND
BOARDING OF ANIMALS**

for

Kanabec County

18 North Vine Street

Mora, Minnesota

**The Kanabec County Coordinator will accept proposals
until 4:00pm on May 14, 2018**

Summary

- A. The purpose of this Request for Proposal (RFP) is to obtain quotes for providing the housing and management of impounding and boarding animals for Kanabec County, Minnesota.
- B. All communications concerning this RFP and for obtaining the complete RFP packet of information should be directed to:

Kanabec County Coordinator, Patrick Christopherson
18 N Vine St, Suite 181
Mora, MN 55051

Phone: (320) 679-6445

Fax: (320) 679-6441

patrick.christopherson@co.kanabec.mn.us

- C. To be considered, each contractor must submit a certificate of liability insurance and additional information requested in the RFP with their proposal packet (two copies).
- D. The proposal must be signed must include a statement as to the period during which the proposal remains valid.
- E. Responses to this RFP will be evaluated based on a selection process consisting of:
 - 1) The County will review the contractor(s) response to the RFP, and determine if the proposal meets all criteria for consideration.
 - 2) Relevant experiences, project understanding, project requirements, strength of the proposal, and proposed fees. Every effort will be made to adhere to the following schedule:

Distribute RFP **April 17, 2018**

Proposal Submission Deadline **May 14, 2018** (by 4:00pm)

- 3) Proposals are to be submitted to mailed or hand delivered to:

Kanabec County Coordinator's Office
Attn: Patrick Christopherson
18 North Vine Street, Suite 181
Mora, MN 55051

Envelopes shall be clearly marked "**RFP – Impoundment and Boarding of Animals**" on the outside of the envelope.

This Request For Proposal is organized as follows:

Section I	Introduction
Section II	Requested Services
Section III	Contract Information
Section IV	Instructions for Submitting
Section V	Selection Process
Section VI	Proposal Inquiries

I. INTRODUCTION

- 1.01. Kanabec County (hereinafter referred to as the “County”) is requesting proposals from qualified entities to provide certain services relating to the impounding and boarding of animals found to be in need of such care including, but not limited to those found running at large within County limits.
- 1.02. The County wishes to enter into an agreement commencing July 1, 2018.
- 1.03. This Request for Proposals (RFP) includes both housing and management of the impoundment and boarding of animals.

II. REQUESTED SERVICES

- 2.01 Services sought under this RFP include the following. Alternative services may be proposed and will be considered. Vendor will provide, at its own expense, a suitable and adequate animal shelter for the proper handling of all impounded animals.
- 2.02 The vendor shall:
 - a. Be supervised by a competent person or persons.
 - b. Be open a minimum of five days per week, excluding holidays.
 - c. Be open to the public to reclaim animals a minimum of four consecutive hours between the hours of 8:00am and 7:00pm.
 - d. Have someone consistently available during business hours to answer phone, as well as electronic and in-person inquiries regarding impounded animals. Due to the often time sensitive nature of decisions regarding impounded animals, it is a goal to have electronic and phone messages returned within 20 minutes.
 - e. Vendor will provide twenty-four (24) hour access to County staff for

- impoundment and access to all County impounded and owned animals.
- f. Vendor will accept all animals picked up or delivered to vendor by the County or its employees. Vendor shall not have to accept large animals such as horses, cattle, deer or other large animals not customarily sheltered by vendor. Any animal brought directly to the animal shelter by the public will be impounded by vendor only after securing the consent of County staff.
 - g. Vendor will check each impounded animal for microchip and other forms of identification. If owner can be identified, vendor will notify animal owner as soon as possible but not later than within one business day after the owner is identified.
 - h. Vendor will hold all the animals delivered to it by the County and not provided for in subsection j. or k. below, for a period of five (5) business days, longer as required by Minnesota law or as requested by the County (the "Holding Period"). That animal may be reclaimed by its legal owner within the Holding Period.
 - i. If during the Holding Period, the vendor believes an animal is suffering inhumanely from illness or injury, the vendor will immediately contact the County to request veterinary attention for that animal. If the County consents to provide veterinary care, the veterinary care will be at the County's expense. The vendor must record and follow veterinary treatment prescribed by the treating veterinarian (e.g. oral or topical antibiotics, wound care, etc.).
 - j. Vendor will care for the animals delivered to it by the County that have bitten, scratched or otherwise injured a person or are suspected of having rabies, for a quarantine period of ten (10) days or a longer period of time as requested by the County. Vendor agrees to ensure that animals that are quarantined will not be allowed to be in contact with other animals or be off-leash and unattended during the observation period.
 - k. Vendor agrees to care for animals that are the subject of criminal investigations and/or held for safekeeping for the length of time as required by law.
 - l. Provide proper and adequate food, shelter, water and other humane care and treatment of the animals delivered to it by the County, (excluding medical or veterinary care, except as provided below) during all times the animals are in its possession and until redeemed or otherwise disposed.
 - m. At all times keep easily accessible to impounding officers food, water, dishes and bedding material for appropriate care of impounds. If an ACO makes a reasonable request for special or additional accommodations for an animal (e.g. a sheet draped over the front of a kennel to minimize an animal's stress, etc.) the vendor will accommodate that request until otherwise directed by the ACO or until the animal becomes property of vendor.
 - n. Maintain a record for each animal through the use of log book, on impound cards, electronic records or other method approved by the County. This record shall contain: • A description of the animal (species, breed, sex, approximate age, and other distinguishing traits) • The location at which the animal was impounded • The date of impoundment • The in-shelter status/location and history of each animal (quarantined, adoptable, sick, etc.) • Care log • Disposition of each animal (reclaimed, euthanized, adopted, etc.)
 - o. Vendor agrees to keep such records and make such reports as shall be reasonably required by the County concerning the animals it cares for on behalf of the County, and vendor shall render monthly reports to the County.

- p. The vendor will require, prior to releasing an animal, that the person reclaiming the animal show proper identification. The vendor will ensure that persons reclaiming animals fully comply with County procedures. Vendor agrees to document information related to persons reclaiming animals. Dogs, cats and ferrets released to their owners are required to be rabies vaccinated or show proof of vaccination prior to release. Access to the County's dog license database via paper or online means will be provided to the vendor.
- q. Vendor will refer all calls concerning Kanabec County animal control inquiries and complaints (bites, barking, strays etc.) to the County's animal control officer (ACO).
- r. Vendor has the right to de-worm, apply pest control products or administer vaccinations for the prevention of ear mites, fleas, or diseases, on all animals upon arrival at vendor's facility to protect the animal and others from disease.
- s. Vendor agrees to comply with the provisions of the HSUS Guidelines for the Operation of an Animal Shelter. Specifically the county requires:
 - i. Daily cleaning and disinfection of interior and exterior animal holding areas and kennels with removal of all fecal matter. Animals must be relocated to suitable area during wet / chemical cleaning with the exception of extraordinary circumstances. Additional cleaning is encouraged.
 - ii. Suitable lighting of at least eight consecutive daytime hours per day for all animal areas. Suitable darkness of at least eight consecutive nighttime hours per evening for all animal areas.
 - iii. Daily outdoor exercise of at least 20 minutes for canines. Periods with extreme heat, cold and severe weather events are excluded.
- t. Vendor agrees to cooperate with County contracts that provide free veterinary care through a local technical college, adoption services through local stores and organizations, and occasional special adoption events. Vendor will list all adoptable animals on an online service such as Petfinder.
- u. Vendor agrees to collect, record, and receipt payment for impound, adoption, dog licenses and related fees and submit to the county on a weekly basis.
- v. At the end of the Holding Period, all animals that remain unclaimed either (dependent upon the respondent's proposal/final contract):
 - i. Become the property of Kanabec County. The animals owned by Kanabec County shall be listed for adoption by vendor, humanely euthanized, transferred to another animal shelter, or relocated per the County's direction.
Or;
 - ii. Become the property of the vendor.

III.CONTRACT INFORMATION

3.01 Purpose of Contract

To provide an accessible, appropriately located, safe, humane environment for the housing of impounded animals for Kanabec County.

3.02 Contract Document

The contract resulting from this RFP shall include:

- 1) The executed Agreement between the parties
- 2) Requirements of this RFP and any amendments thereto

3) The successful proposal, and any amendments thereto, submitted in response to the RFP as agreed to by the County.

3.03 Contract Amendments

Any contract for services described in this RFP shall be amended only if in writing and agreed to by both parties.

3.04 Severability

The invalidity in whole or part of any provision of the contract that results from this RFP shall not void or affect the validity of any other provision.

3.05 Term of Contract

The term of any contract that results from this RFP shall be in effect for one (1) year from the effective date. It shall automatically renew for successive one (1) year periods unless either party gives ninety (90) days written notice to the other party prior to the expiration of the year.

3.06 Assignment, Transfer, Conveyance, Subcontracting, and Disposal

The contract resulting from this RFP may not be assigned to any other person, company, or corporation, or entity without the previous written consent of the County.

3.07 Payments

Vendor shall submit a monthly report to the County which includes information on each animal impounded, sheltered, disposition of animals leaving the shelter, and fees paid. Invoices for payments due from the County to the vendor under this contract will be submitted monthly. Invoices shall be itemized sufficiently to separate the portions of the contract that are subject to Minnesota Sales Tax from those items that are not.

3.08 Notices

Notices by the parties to one another shall be given in writing to the persons identified in this RFP or to such other persons as may be subsequently identified in the contract. Such notice shall be effective on the date of receipt if sent by U.S. first-class mail, postpaid, or by overnight delivery, prepaid.

3.09 Governing Law

Any disputes arising with respect to the contract shall be governed by and construed in accordance with the laws of the state of Minnesota.

3.10 Termination

Either party may terminate the contract arising out of this RFP by giving the other party (90) days' written notice.

3.11 Hold Harmless/ Indemnification

Vendor agrees to defend, indemnify and hold harmless the County, its governing body, officers, agents, employees and representatives from and against all losses, claims, liabilities, demands, recoveries, judgments or expenses including attorney fees arising out of the vendor's performance or failure to perform any terms or

conditions of the Agreement, to include the non-discrimination clause and including any acts or omissions by vendor, its employees, subcontractors or agents.

3.12 **Compliance with Laws, Rules, and Regulations**

The entity that is awarded a contract shall at all times observe and comply with all applicable laws, procedures, rules, and pertinent regulations of the County, the State of Minnesota and the United States that are generally applicable, now existing or hereafter adopted.

3.13 **Insurance**

Vendor shall secure and maintain, throughout the duration of this Agreement, insurance of such types and in at least such amounts as required herein. The vendor shall provide certificates of insurance and renewals thereof to the County. The County shall be notified by receipt of written notice from the applicable insurer at least thirty (30) days prior to material modifications or cancellation of any policy listed on the certificate. General Liability for property and bodily injury – Policy shall protect the vendor, County, and County officials, officers, and employees from any and all claims arising from operations under this Agreement whether the acts or omissions are that of the vendor, its officers, directors, employees and agents, or any subcontractor of vendor. This liability insurance shall include, but shall not be limited to, protection against claims arising from bodily and personal injury and damage to property, resulting from all vendors' operations, products or services. The limit of insurance applying to bodily and personal injury and property damage shall be at least \$1,000,000 (combined single limits). Automobile Liability: \$1,000,000 (combined single limits). The County must be named as an additional insured. Workers Compensation Insurance Industry Rating – The County will only accept coverage from an insurance carrier who is licensed to do business in the State of Minnesota.

IV. INSTRUCTIONS FOR SUBMITTING

4.01 **Proposal Requirements**

A completed proposal will consist of two completed copies of the following items:

1. A cover letter stating that the vendor wishes to be considered in the selection process. The letter should also indicate the vendor is willing to schedule an interview with the County 5 of 9 should they be asked to do so and can comply with the contract and insurance requirements listed.
2. History and description of the vendor's organization: origin, purpose, structure, and current operations including but not limited to the number of employees, volunteer base and maximum capacity for sheltering animals.
3. A description of the respondent's qualifications, experience providing the requested or similar service and summary of experience and training of personnel who will be assigned to handle this work.

4. A list of subcontractors, if any. A description of subcontractors' qualifications and experience to perform the work proposed to be subcontracted must be provided.
5. Name, address and telephone number of contact persons in agencies to whom the respondent has provided similar services within the last three years. These references shall include the name of the agency, the name of the contact person (preferably the contract oversight officer) the address, and the telephone number of the contact person. Past and current employees and subcontractors of the respondent may not be listed as references or contact persons. The County reserves the right to contact additional persons in agencies for whom the respondent has provided services.
6. A detailed statement of work outlining the respondent's proposed goals, objectives, and procedures for providing the services including but not limited to a description of the services to be provided as set forth in Section 2 and the costs for these services.
7. Costs of services proposed shall be on a per animal basis and/or on a monthly basis. Specify cost for both live and deceased animals.
8. A detailed statement of respondent's policies and record keeping methods including:
 - a. Euthanasia
 - b. Disposal of deceased animals
 - c. Spay and neutering while at shelter
 - d. Breed and gender identification.
 - e. Vaccinations
 - f. Adoption policies including adoption aggressive animals, spay/neuter policy, marketing plan, etc.
 - g. Location/separation of animals in isolation/quarantine/cruelty complaints
 - h. Disease outbreak and containment
 - i. Cleaning/disinfecting
 - j. Exercising, feeding, watering and socialization of animals
 - k. Training provided to employees regarding safe handling of animals.
 - l. Security of facility and how access to facility will be handled after hours
 - m. Veterinarian use
9. A copy of any inspection reports completed within the last 12 months by any related licensing board or authority as it relates to the housing, treatment, or general welfare of animals.
10. With regard to contract fee, proposal should indicate which portion is subject to Minnesota Sales Tax and which portion is not if applicable. For example, boarding fees are taxable, but management fees are not.

4.02 Economy of Preparation

Responses should be prepared simply and economically, providing a straightforward, concise description of respondent's capabilities to provide the services described in the RFP. Emphasis should be on completeness and clarity of content. Repetition of the terms and conditions of the RFP, without elaboration, will not be considered sufficiently responsive.

4.03 Addendum to the Request for Proposals

The County reserves the right to amend this RFP prior to the due date of proposals. If it becomes necessary to revise any part of the RFP, an addendum will be mailed to all who have received a copy of the RFP from the County. All respondents shall include acknowledgment of all addenda as part of their proposal. Failure to acknowledge addenda may be grounds for disqualification of the proposal.

4.04 Cost of Preparing Proposals

The cost of developing and submitting the proposal is entirely the responsibility of the respondent. This includes costs to determine the nature of this engagement, preparation of the proposal, submitting the proposal, negotiating for the contract, and other costs associated with responding to this RFP.

4.05 Submission of Proposals

1. Two copies of the proposal must be received by the County Coordinator at the below address no later than **4:00 p.m., May 14, 2018**.
2. Each proposal must be submitted in a sealed envelope with the following words clearly marked on the outside of the envelope:

KANABEC COUNTY REQUEST FOR PROPOSAL FOR IMPOUNDMENT AND BOARDING OF ANIMALS.
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(The applicant's name and address must also be clearly indicated on the envelope.

3. All proposals must be type written or machine printed, except that forms required as part of the submission may be hand printed in ink.
4. Proposals shall be mailed or hand-delivered to the following address: Kanabec County Coordinator's Office Attn: Patrick Christopherson 18 North Vine Street Mora, MN 55051

4.06 Organization Information

Each copy of the proposal must be signed by an authorized representative of the entity submitting the proposal. Each proposal must include the complete mailing address of the respondent. The names of all persons signing the proposal must be typed or printed below the signature.

Each proposal must include the following:

1. The official company name and address.
2. Indicate the type of entity the company is (e.g. corporation, partnership, etc.) and the state in which it is incorporated or registered.
3. The name, company title, address, telephone number and e-mail address of the person the County should contact for additional information and for scheduling of a possible interview.
4. The name, company title, address, telephone number and e-mail address of the person authorized to negotiate a contract with the County.
5. If a corporation or partnership, a listing of the principal officers, their title, address and telephone numbers.

4.07 **Errors in Preparation**

The County has the right to rely on any price quotes provided by respondents. The respondent will be responsible for any mathematical error or incorrect extension of any calculations in the price quote. The County reserves the right to reject proposals which contain errors of any kind.

V. SELECTION PROCESS

5.01 **Consideration and Acceptance of Proposals**

Any proposals that are not received prior to the deadline date and time will not be considered. The County reserves the right to accept or reject any and all proposals and to waive technicalities or irregularities involving any proposal. The content of the successful respondent's proposal, this RFP, and addenda may become part of any contract awarded to perform work described in this RFP as the County considers appropriate.

5.02 **Selection Process**

The County reserves the right to reject all proposals and the right to reject a proposal which is in any way incomplete or irregular. Proposals will be awarded to the best overall proposal as determined by the best interests of Kanabec County. In comparing the responses to the RFP and making awards, Kanabec County may consider such factors as quality and thoroughness of a proposal, and past performance of the contractor. Preference will be given to those contractors providing demonstrated capability and experience in addition to that of the proposal price. Kanabec County reserves the right to award the contract to a contractor who is not the lowest cost; however, cost is an important factor in the selection of a contractor. The results of the evaluation and selection process will be presented to the Board of Commissioners for final approval.

5.03 **Request for Additional Information**

The County may request additional information as needed from any respondent who submits a proposal. If additional information is requested, the County is not required to request the same information from all respondents.

5.04 **Rejection of Proposals**

Issuance of this RFP in no way constitutes a commitment by the County to

award a contract. The County reserves the right to reject any or all proposals or portions of proposals received in response to this RFP, or to cancel this RFP if it is in the best interest of the County to do so.

VI. PROPOSAL INQUIRIES

All inquiries concerning this RFP should be directed to:

Kanabec County Coordinator, Patrick Christopherson
18 North Vine Street, Suite 181
Mora, MN 55051

Phone 320-679-6445

Fax 320-679-6441

Email patrick.christopherson@co.kanabec.mn.us

Inquiries that are general and informational in nature can be made at any time and responses to those inquiries will not be distributed to all respondents. Any responses to inquiries that affect all applicants will result in the answers being forwarded to all respondents.

Signature Page

NAME OF PROPOSER _____

OFFICIAL BUSINESS ADDRESS _____

SIGNATURE in ink by: _____

Printed or typed name: _____

TITLE (or position): _____

This Proposal dated the _____ day of _____, 2018