



**CITY OF TONGANOXIE
REQUEST FOR PROPOSAL
to provide
ANIMAL CONTROL SERVICES**

Issued September 1, 2018

Submit or deliver completed application to:
Tonganoxie City Hall
Attn: Dan Porter,
Assistant City Manager
526 E 4th ST
PO Box 326
Tonganoxie, KS 66086
dporter@tonganoxie.org

Instructions and Administrative Requirements

I. ISSUING AGENCY

This Request for Proposal (RFP) is issued by the City of Tonganoxie, Kansas, subsequently referred to as the “City”.

II. REQUEST FOR PROPOSAL for ANIMAL CONTROL SERVICES SPECIFICATIONS

Before entering into a contract with the City, respondents must possess a City of Tonganoxie business license and carry a minimum of \$1,000,000 in liability insurance, workman’s compensation insurance, and auto liability insurance. Respondents must be an established legal entity, which includes possessing a Federal Tax Identification Number, as required by IRS regulations

III. PROCUREMENT SCHEDULE

The following time table will be utilized for the awarding of a contract for the animal control services:

- | | |
|---------------------------------------|---------------------------|
| 1. RFP advertised | September 1, 2018 |
| 2. Deadline for final inquiries | September 14, 2018 |
| 3. Deadline for submission | September 19, 2018 |
| 4. Notification of intent to contract | September 28, 2018 |
| 5. Contract services to begin | October 20, 2018 |

IV. GENERAL INSTRUCTIONS

A. RESPONDANT’S INQUIRIES

All respondent inquiries are due no later than Friday, September 14, 2018 at 2:00 p.m. Questions may be sent via email to dporter@tonganoxie.org. You may also call 913-845-2620 ext. 1040. No inquiries, written or oral, will be accepted after this date and time.

In order for all potential Contractors to be treated equally, all questions regarding the Request for Proposal process and the responses made by the City of Tonganoxie will be made available to all respondents. All inquiries and their answers will be made publically available online as addenda to the RFP at www.Tonganoxie.org no later than Monday, September 17, 2018.

B. Deadline for submittal

All completed proposal documents must be received no later than 2:00 p.m. on September 19, 2018, at the following address:

City of Tonganoxie
Attn: Dan Porter,
Asst. City Manager
PO Box 326
Tonganoxie, KS 66086
dporter@tonganoxie.org

C. Format

Proposal documents may be submitted in any reasonable and legible format, as long as all information requested is included. See “Submittal Requirements” below.

Proposers shall submit two (2) written and one (1) electronic copy of the original proposal

D. Period of Performance

The anticipated term of the future agreement issued as a result of this RFP process will be a contract for two (2) years, with the option to renew.

E. Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the sole responsibility of the Bidder and will not be reimbursed by the City. Unless otherwise stated, all materials submitted by bidder in response to this RFP shall become the property of the City.

Content of the proposal will become part of any final agreement for service. Commitments of the proposal must be valid and binding for ninety (90) days.

Guidelines for Respondents

I. Introduction

The City is soliciting proposals from qualified individuals and/or businesses for providing animal control services. The successful contractor will have experience working with animals and shall provide on-call services for animal control at an hourly rate. Depending on contractor availability, more than one contract may be granted.

II. Background Information

The City of Tonganoxie is a far-west suburb of Kansas City located in Leavenworth County, Kansas. The City is looking for qualified individuals and/or organizations in which to contract for on-call animal control services. The City has agreements with local veterinarians for veterinary services and has several agreements with other entities within the region for animal sheltering services. This RFP is specifically for field services only.

III. Scope of Work

Field Animal Control Services

1. Responding to field service calls involving roaming, lost, found, or injured domestic animals
2. Responding with appropriate law enforcement personnel to vicious animal complaints
3. Promoting responsible animal treatment and stewardship
4. Taking injured and/or sick animals to local veterinarians to receive treatment
5. Taking lost/found animals to regional animal shelters located within a 30 mile radius of Tonganoxie
6. Communicating and coordinating with City staff
7. Trapping nuisance animals, both domestic and wild
8. Identifying various breeds of dogs and understanding prohibited breeds in city limits
9. Writing citations for violation of city ordinances
10. Attending municipal court on the 3rd Wednesday of each month, when necessary, to testify on behalf of City for animal code citations

IV. Submittal Requirements

All submissions must respond completely with all information requested in the submission requirements. Incomplete or omitted information will be considered unresponsive. The following information shall be required in the RFP submittal:

1. Letter of Transmittal, to include:
 - a. Company/individual name, address and telephone number(s) of the firm submitting the proposal.
 - b. Employer identification number.
 - c. Briefly state your understanding of the services to be performed and make a positive commitment to provide the services as specified.
 - d. Provide a statement which includes the language “proposal and cost schedule shall be valid and binding for ninety (90) days following proposal due date and will become part of the contract that is negotiated with the City.”

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2. General Vendor Information, to include:
 - a. Length of time in business.
 - b. Total number of clients and total number of public sector clients.
 - c. Number of full-time personnel; identify names of key personnel who will provide animal control services.
3. Describe your approach to providing these services and your methodology for providing support, including availability.
4. Provide the name, title, address and contact information of three (3) references of clients for whom you have provided similar services. Please provide information referencing the actual services provided, building size, and the length of time for project completion.
5. Technical Proposal Information
 - a. Describe the bidder's experience and capabilities, particularly working as a contractor with public and/or non-profit entity employers
 - b. Narrative description of the bidder's understanding of the services the City is seeking
 - c. A detailed plan and schedule of when, where, and how work on the tasks will be accomplished. Please include whether you have a vehicle you wish to use, or if you will be requesting a vehicle from the City.
 - d. Cost of services
 - i. The proposal must include a fee schedule that indicates hourly rates for proposed services.
 - ii. Describe how your services are priced, and any specific pricing your are able to provide.
 - iii. Define any additional charges (after-hours calls, mileage, etc.)

V. Evaluation Criteria and Process

Staff will review the proposals and make a recommendation to the City Council for their review and award of the contract. Staff will evaluate and rate each submittal based upon the following criteria:

1. Understanding of the City's needs and services to be provided
2. Qualifications of key personnel
3. Project approach
4. Responsiveness to the RFP
5. Cost
6. Availability (depending on contractor availability, more than one contract may be granted)
7. Demonstrated ability to complete the work
8. Commitment to the humane treatment of animals

VI. Contract

The City anticipates a two-year contract, with the option to renew for an additional three years. Renewal of the contract will require City Council reauthorization. All fees should be set for a

two-year term and should be clearly stated in the proposal. The City reserves the right to revise the stated contract terms and conditions prior to contract signature.

VII. Inquiries

Inquiries regarding this RFP should be directed to:

Dan Porter, Assistant City Manager

Email: dporter@tonganoxie.org

Phone: 913-845-2620 ext. 1040

VIII. Submission Instructions

The City reserves the right to request additional written or oral information to clarify all written statements of qualifications or proposals. Submit all material to:

Dan Porter, Assistant City Manager, City of Tonganoxie, PO Box 326, Tonganoxie, KS 66086, dporter@tonganoxie.org, no later than **2:00 p.m. on September 19, 2018.**

IX. Right to Reject

The City of Tonganoxie reserves the right to reject any and all proposals and accepts no responsibility for the cost of proposal preparation. Respondent has no expectation or right to an agreement with the City.

The City of Tonganoxie is an equal opportunity employer and encourages all qualified individuals and firms to respond.