

**ADVERTISEMENT
REQUEST FOR PROPOSALS
FOR ANIMAL CONTROL SERVICES
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

Sealed proposals will be received by the **City Clerk's Office**, 100 E. First Street, Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE 68802 until **4:00P.M. (local time) on May 28, 2013** for **Animal Control Services for the City of Grand Island, NE**. Proposals received after the specified time will be returned unopened to sender. Proposals must be based on the City's Request for Proposals. Contact the Assistant to the City Administrator (308) 385-5444 ext. 149 for further information.

Proposed services shall include:

- **Code enforcement, capture and intake of animals**
- **Shelter, care, and disposition of animals**

The award winning proposal will be required to comply with the City's insurance requirements and policies regarding equal employment and discrimination.

Proposals will be evaluated based upon Price, Relevant experience, and Ability to perform the services requested by the City. Proposals shall remain firm for a period of one hundred twenty (120) days after proposal due date. The City of Grand Island reserves the right to refuse any or all proposals, to waive technicalities, and to accept whichever proposal, or part thereof, that may be in the best interest of the City, at its sole discretion.

RaNae Edwards, City Clerk

**REQUEST FOR PROPOSALS
FOR ANIMAL CONTROL SERVICES
FOR THE CITY OF GRAND ISLAND, NEBRASKA**

INTRODUCTION

The City of Grand Island, Nebraska, is seeking proposals from qualified persons or firms for animal control services within the city limits. The City's objective is to enforce City ordinances pertaining to animals in an effective, efficient and humane manner. Proposals will be evaluated and scored based on the following criteria:

1. Price
2. Relevant experience
3. Ability to perform the services requested by the City

PROPOSAL CONTENT

The written proposal should provide background information about the proposer and contain a general overview of the plan for animal control according to the scope of services required by the City. There are two broad components to animal control. The first is code enforcement and the capture or intake of animals within the City's enforcement jurisdiction and the second is the sheltering, care, and disposition of such animals. Proposals may be submitted for the first component and the second component. The objective is to provide to the City a detailed description of your animal control concept answering the questions, "How will the City ordinances regarding animal control be enforced?" and "How will the proposer handle the capture, sheltering, veterinary care, and disposition of animals?"

Specifically, the proposal must include the following:

1. Name, address and telephone number of the proposer and the names, addresses and telephone numbers of individuals authorized to speak on behalf of the proposer.

2. Name, address and telephone number of any general partner, manager, agent or other member of the proposer's organization.
3. Provide a statement of any business, financial or other relationship with any member of the City Council or Grand Island city administration.
4. Proposed lump sum fees for services for an initial year and for four additional years at the option of the City.

Regarding code enforcement and the capture or intake of animals, you should include:

5. A summary of the proposer's prior experience in animal care or animal control.
6. A detailed plan for providing the services and documentation proving the ability to provide the services as proposed.
7. If City participation is required, include all public sector participation assistance needs and requirements.
8. Describe the proposer's staff, facility, and organizational capability to provide code enforcement and the capture or intake of 2,000 to 3,500 animals per year. Describe how both domesticated and non-domesticated animals along with dangerous animals would be managed. Include information regarding hours of operation and staff training/experience regarding animal capture and handling. (If the proposer intends to utilize the services of another for this component, provide information regarding that other person or entity). Describe the procedures that animal control officers would use to deliver and check animals during normal business hours and after normal business hours.
9. Describe your plan for record keeping regarding animals taken into custody.
10. Describe how cruelty and neglect cases will be investigated including what assistance will be requested from the City.

11. Describe your plan for temporary impoundment of animals prior to transfer to a kennel or shelter.
12. Describe your plan for impoundment and rabies observation of animals involved in a biting incident.
13. Describe your plan for impoundment and disposition of licensed and unlicensed stray animals or animals running at large.
14. Describe your plan for the intake of injured or ill animals under the City's animal control duties.
15. Describe your plan for collecting and remitting license fees to the City.
16. Describe your plan for animal control relating to wild and feral animals and the disposal of animal carcasses found on public and private property.

Regarding the sheltering, care, and disposition of animals, you should include:

17. A summary of the proposer's prior experience in animal care or animal control.
18. A detailed plan for providing the services and documentation proving the ability to provide the services as proposed.
19. If City participation is required, include all public sector participation assistance needs and requirements.
20. Describe the proposer's staff, facility, and organizational capability to provide sheltering, care, and disposition of 2,000 to 3,500 animals per year. Describe how both domesticated and non-domesticated animals along with dangerous animals would be managed. Include information regarding hours of operation and staff training/experience regarding animal sheltering and handling. (If the proposer intends to utilize the services of another for this component, provide information regarding that other person or entity). Describe the procedures that animal control officers would use to deliver and check animals during normal business hours and after normal business hours.

21. Describe your plan for record keeping regarding animals while sheltered and after release.
22. Describe how cruelty and neglect cases will be investigated including what assistance will be requested from the City.
23. Describe freezer or containment facilities available for deceased animals.
24. Describe your plan for disposition or euthanasia for unclaimed animals.
25. Describe your plan for impoundment and rabies observation of animals involved in a biting incident.
26. Describe your plan for impoundment and disposition of licensed and unlicensed stray animals or animals running at large.
27. Describe your care plan for injured or ill animals housed under the City's animal control duties.
28. Describe your plan for collecting and remitting license fees to the City.
29. Describe your plan for animal control relating to wild and feral animals and the disposal of animal carcasses found on public and private property.

The City may request additional information and/or conduct interviews during the evaluation process.

INDEMNIFICATION AND INSURANCE

1. **INDEMNIFICATION.** The Proposer will indemnify and save harmless the City from all demands, claims, causes of action or judgments, and from all expenses that may be incurred in investigating or resisting the same, arising from, or growing out of, any act or neglect of the Proposer, its contractors, agents or servants in connection with the operation of the shelter or in the performance of related duties. The Proposer shall fully inform all persons using or being upon the said premises, or dealing thereat, of the non-liability of the City for any act or neglect of the Proposer by posting an adequate number of notices to that effect in, about, or on said premises. Proposer will keep and maintain the minimum insurance requirements for City vendors.

2. EQUAL EMPLOYMENT AND NON-DISCRIMINATION. The City is an Equal Opportunity agency. It is the intent of the successful Proposer provide equal employment opportunity in its employment practices for all persons and will not discriminate on the basis of race, color, religion, sex, age or national origin, or against any qualified handicapped/disabled individual. This same policy of non-discrimination will be practiced throughout the entire contract as pertains to the treatment of its volunteers and in dealing with all customers.

3. GRATUITIES AND KICKBACKS. City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefor. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

CONTRACT NEGOTIATIONS

An evaluation committee will rank the proposals according to the selection criteria and interviews may be scheduled accordingly. The City will attempt to negotiate an agreement with the highest ranked proposer subject to the approval of the governing body. At all times, the proposer must comply with Nebraska Department of Agriculture Bureau of Animal Industry regulations promulgated pursuant to the Nebraska Commercial Dog and Cat Operator Inspection Act: <http://www.nda.nebraska.gov/regulations/animal/animal.html>

SUBMITTALS

Proposals must be delivered to the Grand Island City Clerk's Office no later than 4:00 p.m. on the 28th day of May, 2013. Please provide the original and five (5) copies of your proposal in a sealed envelope clearly marked on the exterior as containing "Proposal for Animal Control Services".

Submit proposals to RaNae Edwards, City Clerk, City of Grand Island, 100 East First Street, Grand Island, Nebraska 68801. Interested persons should submit their questions to the Assistant to the City Administrator at (308) 385-5444, extension 149.

Proposals must remain firm for one hundred twenty (120) days from the proposal due date. The City of Grand Island reserves the right to reject any and all proposals, waive irregularities, and to select the proposal that is deemed to be in the City's best interest, at its sole discretion. The expected start date for services is October 1, 2013 for a period of five years.

Price is not the sole selection factor and will be considered together with other factors allowed under Nebraska Law. Any cost incurred by respondents in preparing or submitting a proposal for the project shall be the respondent's sole responsibility. All responses, inquiries or correspondence relating to this RFP will become the property of the City of Grand Island. The City reserves the right to: reject any or all proposals or portions thereof, to waive irregularities therein, require modifications to initial proposals, negotiate, and to accept a partial proposal, complete proposal, or multiple proposals that may be in the best interest of the City, at its sole discretion.