



REQUEST FOR PROPOSAL

DOG POUND / SHELTER SERVICES

RFP#01-24 ADMIN

Important submission dates are as follows: Closing date is March 1, 2024 at 3 pm (Pacific standard time)

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1.0 INTRODUCTION

The District of Hope invites proposals from qualified Proponents interested in providing Dog Pound / Shelter Services for the District for a five-year period; April 1, 2024 to April 1, 2029.

1.1 Definitions

In this Request for Proposal (RFP) the following definitions apply:

“Contract” means a formal written agreement between the Preferred Proponent and the District of Hope;

“Preferred Proponent(s)” means the Proponent(s) selected by the evaluation team to enter into negotiations for a contract;

“Proponent” means an entity that submits a Proposal;

“Proposal” means a Proposal submitted in response to this RFP;

“RFP” means this Request for Proposals; and

“Services” means the professional services as outlined here in this RFP document.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Closing Time and Address for Proposal Delivery

All proposals should be clearly labeled with the Proponent’s name and address and the RFP title as shown on the title page and should be received:

Hand delivered, courier or Canada Post to: District of Hope
Attn: Director of Corporate Services
Box 609
325 Wallace Street
Hope, BC V0X 1L0

Submissions must be received no later than 3pm, Friday March 1, 2024.

The District of Hope is not responsible for proposals delivered to wrong addresses, or proposals that are not received before the closing date and time. It is the sole responsibility of each Proponent to ensure their proposal(s) is/are received as intended.

2.2 Number of Copies

Two (2) paper copies of the RFP are to be in sealed envelopes or packages marked appropriately and delivered as per 2.1: one (1) signed original and one (1) copy.

2.3 Late Proposals

Late proposals will neither be opened, nor considered for contract award.

2.4 Amendments to Proposals

Written amendments to proposals will be accepted as per Section 2.1.

2.5 Enquiries and District of Hope Representative

All general and technical enquiries related to this RFP shall be directed in writing to the person(s) named below, the District of Hope representative:

Donna Bellingham, Director of Corporate Services

Email: dbellingham@hope.ca

Phone: 604-869-5671

Enquiries should clearly state the RFP as on the cover page and be made no later than seven (7) days before closing date and time. The District of Hope may not respond to inquiries made within seven (7) days of the closing time. Inquiries and responses will be recorded and may be distributed as per section 2.6 at the discretion of the District of Hope.

2.6 Addenda

If deemed necessary by the District of Hope, responses to any questions received and/or any additional information will be issued in the form of a written addenda.

Addenda, if any, will be posted on the District of Hope website as noted below up to the closing date and time. It is the sole responsibility of each Proponent to check for addenda posted. It is assumed that each Proponent submitting a proposal will have received any and all addendum as posted on the District of Hope website up to the closing date and time www.hope.ca

3.0 PROPOSAL FORMAT AND CONTENT

To assist in receiving similar and relevant information, the District of Hope requires Proponents provide detailed information to the itemized list below, and follow the same format and numbering system.

- I. Cover Page referencing project title.
- II. Table of Contents.
- III. Schedule "B", Completed and signed proposal form.
- IV. Company contact information.

- V.** Detailed company information such as company profile, company history, length of time in business, ownership details, company location(s), number of employees, etc.
- VI.** Detail on directly related (same or similar) working with municipal governments within the province of British Columbia.
- VII.** Names, resumes and detailed information on the individual(s) that will be performing the services during the Contract.
- VIII.** Include any detail such as education, training, and knowledge of the service being provided.
- IX.** References, preferably municipal and within the Province of BC, to whom you currently or recently provided same or similar services.
- X.** Financial offering; detail the financial offering to the District of Hope, including hourly fees, and disclose any and all reimbursable costs.
- XI.** Confirm pricing.
- XII.** Confirmation that location meets the local zoning and use requirements.
- XIII.** Statement of Agreement to the District of Hope mandatory requirements (described in Section 4.5).

4.0 EVALUATION AND SELECTION

4.1 General

The evaluation of proposals will be conducted at the District of Hope's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by the District of Hope, whether provided by the Proponent or not, may be used in the evaluation process.

The District of Hope is not obligated to complete a detailed evaluation of all proposals and may, at its discretion, after completing a preliminary review of all the proposals, identify and drop from the detailed evaluation any proposal that the District of Hope deems is not in contention to be recommended for final selection.

4.2 Evaluation Process

The District of Hope may, at its discretion, request clarification or additional information from a Proponent and the District of Hope may make such requests to selected Proponent(s) only. The District of Hope may consider such clarifications or additional information in evaluating a proposal.

Proponents are advised that no information relating to our process will be given out after the closing date or while the evaluation and selection process is underway. Proponents are asked to refrain from contacting the District of Hope during the evaluation process.

The District of Hope intends to evaluate proposals based on the best overall value to the District of Hope in its sole discretion using the following criteria:

- Qualifications and experience of the Proponent
- Methodology and approach (understanding of service objectives and outcomes)
- Resources and pricing structure (staff, equipment)
- Proposal is clear and logical and shows value for money to the District
- References (minimum of 3)
- Interview (if required)

Proponents will be advised of the outcome of the process after it is concluded, whether by the award of a contract or by cancelling the RFP process without contract award. Once a contract is awarded, the name of the contracted party only will be disclosed to anyone that inquires.

4.3 Litigation

In addition to any other provision of this RFP, the District of Hope may, at its absolute discretion, reject a proposal if the Proponent, or any Officer or Director of the Proponent submitting the proposal, is or has been engaged directly or indirectly in a legal action against the District of Hope, its elected or appointed officers, representatives or employees in relation to any matter.

4.4 Negotiation(s) May Occur with Proponents

If the District of Hope selects a preferred Proponent(s), it may then:

- a) Enter into a contract with the preferred Proponent(s); or
- b) Enter into discussions or negotiations with the preferred Proponent(s) in an attempt to finalize the terms of the contract, including financial terms. If discussions are successful, the District of Hope and the preferred Proponent(s) will finalize the contract; or
- c) If at any time, the District of Hope reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached within a reasonable time, the District of Hope will give the preferred Proponent(s) written notice to terminate discussions, in which event the District of Hope may then either open discussions with another Proponent(s) or terminate this RFP without contract award.

4.5 Mandatory Proponent Requirements

The successful Proponent will have the following obligations at all times during the contract, should one arise:

- a) District of Hope Business License - The Proponent will be required to obtain and maintain a valid District of Hope Business License at all times during the contract at no additional cost to the District of Hope;
- b) Insurance -The Proponent shall obtain and maintain insurance in full force and effect during the term of the Contract, the insurance set out herein and provide proof of insurance provided by a company duly registered and authorized to conduct insurance business in the Province of British Columbia:
 - i. the Proponent shall provide proof of Commercial/Professional General Liability Insurance. The insurance shall be on an occurrence based policy with a minimum five million dollars (\$5,000,000) limit per occurrence basis with a deductible not greater than ten thousand dollars (\$10,000);

The Proponent shall ensure that all policies where the District of Hope is named as an Additional Named Insured contain the Cross Liability Clause. The insurance policy referred to herein shall not be cancelled or materially changed without the insurer giving not less than thirty (30) days written notice to the District of Hope.

- c) WorkSafe BC – prior to commencing any work or services on a District of Hope site, the Proponent must provide evidence that it is registered with, and in good standing with WorkSafe BC. The Proponent shall be deemed to be the prime contractor within the meaning of British Columbia Worker’s Compensation Act, for the purpose of the Contract(s) and shall ensure work is done in a safe manner that complies with all the regulatory requirements.

5.0 GENERAL CONDITIONS OF THIS RFP

5.1 No District of Hope Obligation

This RFP is not a tender and does not commit the District of Hope in any way to select a preferred Proponent, or to proceed to negotiations for a contract, or to award any contract. The District of Hope reserves the right to reject all proposals and to terminate this RFP process at any time.

5.2 No Claim for Compensation

Except as expressly and specifically permitted in these general conditions, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

5.3 Conflict of Interest

Proponents should disclose in their proposal any actual or potential conflicts of interest and existing business relationships it may have with the District of Hope, its elected or appointed officials or employees. The District of Hope may rely on such disclosure.

5.4 Ownership of Proposals and Freedom of Information

All proposal submissions submitted under this RFP becomes the property of the District of Hope and will not be returned to the Proponent. The District of Hope advises Proponents that their proposals may be subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* (FOIPP) and the *Community Charter*. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in those rights as set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Proponents who wish to ensure particular parts of their proposals are protected from disclosure under the FOIPP Act should specifically identify any information or records provided with their proposals that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the *Freedom of Information and Protection of Privacy Act* for further information.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

5.5 Solicitation

Proponents shall not attempt to solicit any members of the elected Council or employees of the District of Hope. Any solicitation will result in the Proponent being removed from consideration for contract award.

5.6 Pricing

Pricing offered by Proponents shall be in Canadian currency and be pre-tax, i.e. void of any applicable tax.

5.7 Dispute Resolution

All claims, disputes or issues in dispute between the District of Hope and the Proponent shall be decided by mediation or arbitration, if the parties agree, or failing agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

Schedule “A”

Dog Pound / Shelter Services Description

1. Anticipated Scope of Services

The District of Hope requires Dog Pound / Shelter Services to be operated on behalf of the District on a five (5) year contract basis starting April 2024 in accordance with the most current District's Dog Responsibility Bylaw or bylaw that regulates the keeping of dogs and includes but is not limited to:

- provide proper shelter services, including feeding, boarding, and exercise, for dogs strayed, abandoned, or otherwise deposited to the shelter for care;
- provide daily cleaning of all shelter and kennel areas, food and water containers, hallways and equipment;
- provide collection and proper disposal of dog waste;
- maintain adequate security for impounded dogs;
- provide humane treatment of all dogs while in shelter; provide basic first aid services, including licensed veterinary care, for all sick and injured dogs; ensure that all veterinarian services shall be provided by qualified personnel licensed by the British Columbia Veterinary Medical Association;
- in coordination with the District's Bylaw Officer provide humane destruction of dogs as required in cooperation with a licensed veterinarian in a manner that conforms with the BC Veterinary Medical Association including the disposition of any dog carcasses as required;
- maintain access to a vehicle or trailer of sufficient size and capacity to transport large dogs in a humane and safe manner;
- maintain reasonable hours for access to facility by designated District of Hope Employees and RCMP, 7 days/week (outline hours for access);
- adoption services and coordinate referrals;
- maintain accurate records of all activities, business transactions, monies received and monies paid out in the performance of this agreement; such records shall include a 'Dog Log' to be used for recording all dogs impounded, put up for adoption, boarding fees, veterinarian services, or destroyed for humane destruction; and
- maintain adequate staff levels to ensure all services outlined in the contract are provided in an efficient and professional manner.

2. Proposal Requirements

Only complete submissions will be accepted. Partial submissions will not be considered. Submissions may be revised by written amendment, delivered to the location set out for delivery of submissions, before the Closing Date.

Should the Proponent consider additional services and materials to be appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

The proposal must include all of the following information:

- Proponent's information including proposed facility and property (include photographs).
- Proponent's operating philosophy and service approach and methodology.
- Experience and expertise in dog pound / shelter services. Provide a list and brief description of similar contracts within the past 3 years.
- Qualifications and relevant experience.
- Identification and brief description of each key personnel to be assigned to the work history including their experience and qualifications.
- List of references, including, names and telephone numbers of contact persons.
- Provide proof that the property is appropriately zoned for this use.
- Fee and/or pricing schedule for the services provided based on:
 - set monthly operating fee
 - plus a daily fee for unclaimed dogs on a per dog basis

Schedule “B” – Proposal Signatory Form

RFP Project Title: *Dog Pound / Shelter Services*

Name of Proponent:

Contact Person and Title:

Business Address:

Telephone: Fax:

E-Mail Address:

TO:

Postal Mailing Address: The District of Hope Attn: Director of Corporate Services Box 609 H, BC V0X 1L0	Courier/Drop Off Address: District of Hope Attn: Director of Corporate Services 325 Wallace Street Hope, BC V0X 1L0
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I/We, the undersigned duly authorized representative of the proponent, having received and carefully reviewed all of the proposal documents; including the RFP and any issued addenda and having full knowledge of the site(s) submit this proposal in response to the RFP. We are including comprehensive information as requested.

This Proposal is submitted this _____ day of _____, 2024.

Name of Proponent:

Signature of authorized representative:

Print name and position of authorized representative:
