

**TOWNSHIP OF DELANCO
BURLINGTON COUNTY
NEW JERSEY**

**ANIMAL CONTROL SERVICES
REQUEST FOR PROPOSALS**

Contract: ANIMAL CONTROL SERVICES

Date RFP Packet Available: January 6, 2010

Proposals Due By: Wednesday, January 27, 2010 at 10:00 am

Bid Submitted By: _____
Company Name

NOTICE TO PROPOSERS

Notice is hereby given that the Township of Delanco, County of Burlington, New Jersey is requesting Proposals for **Animal Control Services** for a one year period effective February 1, 2010. Proposals must be received at the Delanco Municipal Building, 770 Coopertown Rd., Delanco, New Jersey on **Wednesday, January 27, 2010 at 10:00 am.**

Details on the Township's requirements for this service and forms required by the proposals may be obtained from the Township Clerk's office at 770 Coopertown Rd., Delanco, New Jersey. The packet and forms are also available on the township website at www.delancotownship.com.

All proposals must be submitted in a sealed envelop marked "Animal Control Services Proposal".

The proposer must submit the required state Business registration form (BRC) with their proposal.

The Township reserves the right to reject any and all proposals if required documents are not submitted and/or if it is deemed to do so in the best interest of the Township.

By order of the Township Committee of the Township of Delanco, Burlington County, New Jersey.

Janice Lohr, Township Clerk

**TOWNSHIP OF DELANCO
INSTRUCTIONS TO PROPOSERS**

Qualified firms or individuals capable of contracting for Animal Control Services in Delanco are invited to submit proposals for providing these services for the period from the award and signing of a contract through January 31, 2011. It is anticipated that the award will be made at the Township Committee's February 1 meeting at which time the contract is expected to be signed. The contract will be effective when signed and expire January 31, 2011 regardless of the effective date. Therefore, the successful proposer should be prepared to begin providing service with little or no delay.

Attached are details of the services required by the Township. They include optional services that the Township requests proposers submit pricing for. Each proposer should submit the details and pricing for all items required or desired by the Township in whatever form they wish, as long as all items requested are covered. Each proposer may offer whatever pricing they believe is appropriate, either fixed or per unit or some combination. In addition, for ease of comparison and review, attached is a summary pricing form that all proposers are required to fill out and sign.

Questions about this RFP or concerns about the requirements should be communicated at least ten (10) days prior to the due date, to Richard Schwab, Acting Township Administrator by phone at 856-461-0561 ext. 223, or fax 856-461-0685 or email at rschwab@delancotownship.com. Any clarifications or decision to change the requirements will be shared with all prospective proposers at least five (5) days prior to the due date.

All proposals must be submitted in a sealed envelop marked "Animal Control Services Proposal".

The proposer must submit the required state Business registration form (BRC) with their proposal.

The Township will review the qualifications, estimated costs based on the pricing, and service level that each proposer provides, as understood by the Township. A decision on a contract award will be based on what the Township Committee believes is in the best interests of the Township.

PROPOSAL SUMMARY FORM – as amended 1/13/10

ANIMAL CONTROL SERVICES

COMPANY NAME: _____

Price for ROUTINE SERVICE \$_____ per _____

Price for PRIORITY SERVICE

 Injured Dogs & Cats \$_____ per _____

 Wild Animals \$_____ per _____

 Animal Bites \$_____ per _____

 Confined Animals \$_____ per _____

Price for OTHER SERVICES:

Dead Animal pick up (normal business hours) \$_____ per _____

Dead Animal pick up (outside normal business hrs) \$_____ per _____

Court Appearances \$_____ per _____

Other (specify) _____ \$_____ per _____

OPTIONAL SERVICES:

 Pick up “unintentionally”
 trapped wild animals per 2.a.2) \$_____ per _____

 Providing traps per 2c. \$_____ per _____

 Dog & Cat Census per #7 \$_____ per _____

Exceptions: List exceptions to the specifications, if any, here or in the space provided in the detailed specifications or on a separate, clearly marked page.

Delanco Animal Control Services RFP

The undersigned proposes to provide the above services pursuant to the attached proposal and made part hereof:

Signed _____
Attest: _____ Name (print) _____
Name (print) _____ Title _____
Title: _____ Company Name _____
Date: _____ Fed. I.D. # or Soc. Security #: _____
Address _____

Contact Information

All communications to the Bidder regarding this Bid should be addressed to (include email, phone and fax numbers):

Name: _____
Title: _____
Mailing Address: _____
City, State, Zip Code: _____
Email: _____
Telephone: _____ Fax: _____

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TOWNSHIP OF DELANCO

**DETAILED SPECIFICATIONS FOR
ANIMAL CONTROL SERVICES**

Animal Control Contractor shall provide the below listed services either on a fixed monthly fee basis, a per call basis or other basis clearly stated in the proposal.

1. ROUTINE SERVICE

Routine Service to be provided by the contractor during regular business hours defined as Mondays through Fridays, from 8:30 am to 4:30 pm (except festive holidays as specified in the proposal) shall be as follows:

- a. Patrol the Township's streets for stray, lost and free roaming animals on a regular basis and attempt to apprehend said animals.
- b. Receive and respond to calls from the Township and/or Township residents concerning stray dogs or cats running at large on private and public property for the purpose of containing and impounding the animal.
- c. Report the impoundment of any animal able to be identified to the owner and the Police Department.
- d. Issue citations for violations of Township ordinances with respect to animals running at large or otherwise in violation, particularly sections 123-8 and 123-23 of the codified ordinances of the Township of Delanco (attached). Court appearances are covered in section 5 below.
- e. Assist citizens by telephone with questions or problems with wild animals.
- f. The Contractor shall normally only be asked to retrieve dead animals (the size of a raccoon or larger) in daylight outside regular business hours. The Township Department of Public Works shall normally retrieve dead animals during regular business hours. However the Contractor shall retrieve dead animals from the street or other property at any time when so directed by the Township Police Department when they determine it is necessary for public health or safety reasons.

2. PRIORITY SERVICE

Priority Service shall be provided twenty-four (24) hours a day every day shall be as follows:

a. Injured Animals

1) Dogs and Cats

The contractor shall respond to calls from the Township or Township residents regarding injured dogs or cats on a priority basis.

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Stray injured dogs or cats shall be taken to a veterinarian for humane first aid or euthanasia as may be determined by the veterinarian in consultation with the Animal Control Officer. In light of the stray nature of the animal, the Township shall bear the cost of veterinarian services for stray dogs and cats.

Injured dogs and cats whose owners are identifiable shall be delivered to a veterinarian and the owner shall be notified as soon as possible for instruction on the treatment of the animal beyond humane first aid. The animal owner shall be liable for the cost of veterinarian services for their animal.

2) Wild Animals

The contractor shall respond on a priority basis to calls from the Township and/or Township residents for “injured and ill” wild animals, on public or private property. Such animals shall be taken to a facility licensed to care for them or be euthanized.

As an optional service, Contractor shall also respond on a priority basis to calls from the Township and/or Township residents in connection with “unintentionally” trapped wild animals in “living quarters” (this shall not include attics, basements, sheds, etc.), on public or private property, which are deemed “potentially dangerous” by the Contractor. Such animals shall be taken to a facility licensed to care for them or be euthanized.

b. Animal Bites

The Contractor shall respond to all cases when notified that an animal (including a wild animal) has bitten a human on a priority basis and provide for the capture (if possible) and quarantine or destruction of the animal as provided by State Law and Regulations. The Contractor shall further provide for all documentation and reports required by the New Jersey State Department of Health and the Burlington County Department of Health and provide for the transportation of the animal to the proper facility for rabies examination.

c. Confined Animals

The Contractor will respond to calls from the Township and/or Township residents concerning stray dogs or cats which have been confined and need to be picked up for impoundment and transportation to the owner if such owner can be readily identified, or otherwise to the Burlington County Animal Shelter in the case of dogs and cats, or to an appropriate facility in the case of wild animals.

As an optional service, contractor may propose to provide traps to residents for trapping feral cats and wildlife for pick up under this section.

3. SERVICE IN EXCESS OF THAT SPECIFIED IN THE CONTRACT

Citizens requiring service in excess of that specified above shall be advised that such service is available privately at the expense of the citizen.

4. BACKGROUND INVESTIGATION

The Contractor agrees that he and/or any of his agents shall submit to a background investigation by the Township Police Department for the purposes of being sworn as a Township Animal Control Officer. Each Animal Control Officer shall have the ability to issue summonses for Animal Control Violations within the Township.

5. COURT APPEARANCES

Court appearances resulting from the issuance of a summons by an Animal Control Officer shall be compensated by the Township at the hourly rate indicated on the proposal sheet. Multiple cases will be to the extent possible scheduled for the same Court session.

6. OPERATION OF SHELTER

The Contractor shall transport all animals that have been impounded to the Burlington County Animal Shelter.

7. DOG AND CAT CENSUS

As an optional service, to be used at the discretion of the Township the contractor may provide a cost to provide a canvass of all properties in the Township for the purposes of determine where domestic dogs and cats reside per State law. This information is to be turned over to the Township Clerk for the purposes of enforcing dog and cat licensing laws.

8. CONTRACT PERIOD

The term of this contract shall be for one (1) year commencing date awarded and the contract signed and ending January 31, 2011. This contract may be cancelled by either party upon thirty days (30) written notice to said party. Said notice shall be via hand delivery or certified mail.

9. REPORTING

The Contractor shall provide a written report of all activity on behalf of the Township on at least a monthly basis along with the payment invoice. Verbal or other immediate reports to the designated Township official shall be required whenever there is an animal taken to a Veterinarian for treatment that is expected to be paid for by the Township.

The Contractor must communicate and/or meet with appropriate Township officials as necessary and when requested to discuss items relating to the operation of this agreement. There shall be no charge for such meetings.

10. PAYMENT

Payment by the Township shall be made monthly, within thirty (30) days of the receipt of a signed Township voucher and the monthly activity report. The amount paid shall be based on the Contractor's proposal.

11. INSURANCE

It shall be the responsibility of the Contractor to maintain the following insurance coverage in the amounts specified for the length of the contract with a company that is permitted to do business in the State of New Jersey and is a participant of the New Jersey State Guaranty Fund.

A certificate of insurance must be provided to the Township prior to entering into a formal contract reflecting all required coverage and including thirty (30) days notice of cancellation to the Township. The Township of Delanco must be listed as an additional named insured. Failure to do so will result in the contract not being awarded.

The following coverage is required:

Workers Compensation	Statutory
*In addition, state whether any proprietor/partner/executive officer/member is excluded. If "yes" describe.	
Comprehensive Automobile Liability	\$1,000,000 Single Limit
Comprehensive General Liability	\$1,000,000 Single Limit

NO DEDUCTIBLE WILL BE PERMITTED ON THE LIABILITY INSURANCE

*** Added via addendum issued 1/11/10**

12. LABOR LAWS

The contractor shall comply will all applicable Federal and State labor and wage laws, including the New Jersey Prevailing Wage Act (N.J.S.A. 34:11-56.25) and all regulations pursuant thereto. Minors under the age of fourteen (14) may not perform "door-to-door" canvassing for the purpose of surveying unlicensed dogs and cats within the Township.

The Contractor shall submit a certified payroll record (as defined in N.J.A.C. 12:60-2.1) to the Township within ten (10) days of any payment of wages for work performed under this contract.

13. QUALIFICATIONS, REQUIREMENTS & SUBMITTALS

All contractors submitting proposals shall meet the following requirements:

1. Personnel providing animal control service must be licensed by the State of New Jersey as a Certified Animal Control Officer. A list of personnel who will carry out the proposed contract with their qualifications and copies of current licenses must be submitted with the proposal.
2. All personnel must wear some sort of exterior identification that they are an animal control officer along with an appropriate identification card. Information showing that the contractor can meet this requirement should be included with the proposal.
3. Contractor must have at least one fully and properly equipped vehicle in good condition with appropriate cages or containers for impounding stray, sick/injured and deceased animals for transport, and all necessary equipment for the purposes of this contract. The vehicle must be clearly identifiable as an animal control vehicle with the name of the contractor on it. Information on the available equipment must be submitted with the proposal.
4. Contractor shall make available a phone number and, if available, an email address, for receiving complaints and service requests from the general public, the Police Department and other Township officials. The contractor should advise if there is a separate cell phone number or radio contact available exclusively to the Police Department for service requests outside normal business hours. Information about these communications methods should be included with the proposal.
5. The Contractor must be able to respond to a priority service request within thirty (30) minutes of receiving the call. Response to routine or other calls must be within four (4) hours. The Contractor should explain in the proposal how they will be able to meet these standards or propose alternatives.
6. The Contractor must include a list of all current municipal clients along with contract names and phone numbers, along with a similar list of past municipal clients as references. The Contractor must state how they will be able to handle Delanco in addition to their other responsibilities.
7. Contractor shall provide a monthly activity report with each monthly invoice. A sample of the report shall be provided with the proposal.
8. If the Contractor has a form of contract that they wish to use, a sample should be included with the proposal.
9. All proposals must be submitted in a sealed envelop marked "Animal Control Services Proposal".

10. The proposer must submit the required state Business registration form (BRC) with their proposal.