



The Corporation of the Township of Madoc

15651 Highway 62, Eldorado, Ontario K0K 1Y0

www.madoc.ca

613-473-2677

Fax: 613-473-5580

Request for Proposal (RFP) No. 2020-11

Dog Control and Keeper Services

For the Township of Madoc

The Township of Madoc is seeking proposals for Dog Control and Keeper Services for the Township of Madoc.

This is a Request for Proposal only, not a tendering process. The quality of service, experience and other factors outlined in this document will be taken into consideration in the evaluation of this RFP. The Township reserves the right to reject any or all Proposals.

1. Introduction:

The Municipality's Dog Control By-law 1087-2003 as amended regulates the keeping of dogs, provides for fixing, imposing and collecting license fees and establishes regulations during dog impoundment. This by-law is intended to establish rules for keeping, licensing, control and impounding of dogs to preserve the peace, rest, comfort, and tranquility of the Municipality.

2. Objectives:

The Municipality wishes to enter into a service contract with an experienced proponent for the provision of Dog Control and Keeper Services for a term commencing immediately and expiring December 15, 2021. Service contracts may be extended past the expiry date.

The following objectives for Dog Control and Keeper Services are identified:

- a. Shall provide Dog Control and Keeper Services in accordance with the provisions of the Municipal Act, the Animals for Research Act, Dog Control bylaw and regulations made thereunder.
- b. Dog Control Officers shall be clearly identified by virtue of logos, badges or signage on apparel and vehicles.



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- c. The proponent will seize dogs that have been tied up and will make every effort to capture dogs running at large.
- d. Dog Control Officers with effective communication and conflict resolution skills to provide a firm, yet reasonable, response to dog running at large complaints.
- e. The proponent will inspect and issue kennel licenses.
- f. The proponent must supply their own sheltering facilities for keeping and feeding of all impounded dogs and veterinary services as required.
- g. Dog Control Officers may be subpoena as a witness in court to give evidence.
- h. Ability to respond to an emergency and/or call out at any time of the day.
- i. Monthly reporting of Dog Control and Keeper activities and provide report to the Clerk.

3. Submission of Proposal / Closing Date

Sealed proposals are to be submitted in writing to:

Amanda Cox
Municipal Clerk
The Township of Madoc
15651 Highway 62
Eldorado, Ontario K0K 1Y0

Or via email to clerk@madoc.ca

Deadline for submission is December 8, 2020 at 2:00 p.m.

The Municipality reserves the right to reject any or all proposals without further questions or redress from any respondents and reserves the right to accept any



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proposal other than the lowest Proponent. All proposals are awarded by resolution of Council.

4. Format of Proposals:

The Township of Madoc will not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed by authorized Municipal personnel. However, RFPs should be as detailed and complete as possible to facilitate the formation of an agreement.

- a) Monthly reporting to the Municipality of the number of complaints received, dogs impounded, dogs claimed, and dogs otherwise disposed of during the previous month.
- b) Twenty-four-hour emergency service each day including statutory holidays.
- c) Proponents may provide private services to residents regarding animal control matters. Any costs incurred by the resident regarding this service will be invoiced to the resident and not the Municipality.
- d) Adequate food and shelter for impounded dogs.
- e) Enforcement of the impoundment regulations pursuant to the Dog Control Bylaw as may be amended from time to time and all other Provincial, Federal and Municipal statutes, regulations and bylaws pertaining thereto.

Costs:

The proponent shall receive monthly payment for services rendered to the Municipality upon receipt of an invoice not later than the 25th day of each month.

General:

- a) The proposal must be signed by a duly authorized official of the company.
- b) Proposals that are unsigned, incomplete, conditional, unbalanced, obscure, or contain irregularities of any kind, may be rejected.

5. Right to Cancel and Accept Proposal:



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The Municipality reserves the right to require additional terms and conditions in any final agreement to be negotiated with the successful proponent.

- a) The proposal is irrevocable and open for acceptance for a period of thirty (30) days from the date of closing of this RFP call.
- b) In considering this RFP, the Municipality reserves the absolute and unfettered discretion to;
 - accept or reject any proposal that fails to comply with the requirements set out in this RFP for the content of proposals;
 - assess proposals as it sees fit, without in any way being obligated to select any proposal or Proponent;
 - assess and select proposals as it sees fit without being obligated in any way to select the proposal that offers the lowest price or cost;
 - determine whether any proposal or proposals satisfactorily meet the selection criteria set out of this RFP;
 - require clarification after the dates and times set out above from any one or more of the Proponents in respect of proposals submitted
 - communicate with, meet with or negotiate with any one or more of the Proponents respecting their proposals or any aspects of the service;
 - reject any or all proposals with or without cause, whether according to the selection criteria set out above or a result of an actual or potential conflict of interest or otherwise

6) Liability Insurance/ WSIB:

The Proponent shall, at its own expense, obtain and maintain until the termination of the contract, and provide the Municipality with evidence of current liability insurance particulars with an insurer satisfactory to the Municipality in accordance with the following terms:

- All policies shall include the Municipality as an additional insured in respect of all operations performed by, or on behalf of, the Proponent in relation to the Contract requirements.
- The policies shall include a provision that they will not be cancelled or permitted to lapse unless the insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of cancellation or expiry. The Municipality



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reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Municipality may reasonably require.

- The successful Proponent shall not commence work until such time as evidence of insurance has been filed with and approved by the Administrator. The successful Proponent shall further provide that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

Workplace Safety Insurance Board

The Proponent must comply with all conditions and safety regulations of the WSIB of Ontario. Prior to execution of the Contract Documents, the Proponent shall provide to the owner a clearance certificate from the Workplace Safety Insurance Board certifying that all assessments have been paid and that the Contractor is in good standing with the WSIB.

7) Confidentiality:

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals. Information pertaining to the Municipality obtained by the Proponent as a result of participation in this service is confidential and must not be disclosed without the written authorization from the Municipality. All submitted proposals, after the Closing Date of this RFP, become the property of the Municipality. The Municipality is, subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F. 31* (FIPP). Proponents, who wish to ensure particular parts of their proposals are protected from disclosure under the FIPP Act, should specifically identify any information or records provided with their proposals with their proposals, that constitute a) trade secrets, 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 foregoing categories may be subject to disclosure to third parties. Please refer to the FIPP Act for further information.



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