

REQUEST FOR QUOTATION

**PROVIDING ANIMAL CONTROL SERVICES
FOR THE TOWNSHIP OF BUENA VISTA**

PROPOSAL DEADLINE:
2:00 P.M. PREVAILING TIME
WEDNESDAY, DECEMBER 7, 2016
TOWNSHIP OF BUENA VISTA TOWNSHIP MUNICIPAL BUILDING
890 HARDING HIGHWAY, NEW JERSEY

KENIA NUNEZ-ACUNA, CMFO/QPA
CHIEF FINANCIAL OFFICER / QUALIFIED PURCHASING AGENT

LISA A. TILTON, RMC/CMR
TOWNSHIP CLERK

Press Published
Wednesday, November 16, 2016

NOTICE TO SUPPLIERS

SEALED PROPOSALS will be received by the Township Clerk for Providing Animal Control Services for Buena Vista Township until Wednesday, December 7, 2016 at 2:00 P.M. prevailing time.

The Township will not be responsible for the late delivery of proposals, regardless of the method of delivery. Proposals received after the designated date and time will not be considered.

Sealed Proposals must be submitted on the Quotation Sheets provided in the matter designated. Return all pages of this Request for Quotation as they will be the contract documents between Buena Vista Township and the successful vendor (contractor).

Sealed Proposals are to be delivered to:

Lisa A. Tilton, CMR/RMC, Township Clerk
c/o Kenia Nunez-Acuna, CMFO/QPA
Buena Vista Township
890 Harding Highway
Buena, NJ 08310

Proposals will not be accepted by fax or e-mail.

Indicate on the envelope for mailed proposals the subject of the quotation.

The Township Committee reserves the right to reject any and all proposals when it is deemed in the best interest of the Township.

Any questions regarding this Request for Proposals prior to the opening may be addressed to Lisa A. Tilton, Township Clerk, c/o Kenia Nunez-Acuna, CMFO/QPA 890 Harding Highway, Buena, NJ 08310; telephone (856) 697-2100 ext. 1.

Lisa A. Tilton, CMR/RMC
Township Clerk

**PROVIDING ANIMAL CONTROL
SERVICES FOR THE TOWNSHIP OF BUENA VISTA**

1.0 INTENT

The intent and purpose of this specification is to adequately describe the requirements for Providing Animal Control Services for the Township of Buena Vista, and to list all requirements necessary for entering into a contract for providing the services described herein or as mutually agreed upon.

1.1 SUBMISSION OF MANDATORY FORMS

All pages of this packet, including the necessary forms to be signed, must be returned with the quote. Failure to return all pages of this packet may be cause for rejection of your proposal.

1.2 TERMS OF AGREEMENT

The contract shall commence January 1, 2017, or upon appointment, whichever is later, and shall terminate December 31, 2017. The contractor shall be paid monthly for providing the services.

1.3 CANCELLATION FOR UNSATISFACTORY PERFORMANCE

Vendor's are hereby notified that any contract awarded as a result of this of this request for quotation may be voided without recourse, with ten (10) calendar days written notification, by certified mail, if services provided under this contract are not complete and satisfactorily performed.

1.4 VENDOR INQUIRIES

All inquiries from vendors with respect to this request for proposal shall be directed to Lisa A. Tilton, Township Clerk, c/o Kenia Nunez-Acuna, CMFO/QPA, 890 Harding Highway, Buena, New Jersey 08310; telephone (856) 697-2100 x *811.

1.5 INSURANCE (Required for this Quotation: Yes X No)

The successful vendor shall not commence any work in connection with the awarded contract until all of the following types of insurance have been obtained and such insurance policies have been approved. All insurance policies shall be obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office on the State of New Jersey.

The vendor shall furnish proof of insurance coverage by Certificate of Insurance accompanying the contract documents and shall name the Township of Buena Vista as additional insured. Such Certificate of Insurance shall provide that the insurance company give the Township of Buena Vista thirty (30) days prior of any changes or cancellation terms of such policies during the period of coverage.

The Township of Buena Vista shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.

It shall be the responsibility of the successful vendor to maintain in force such insurance policies named herein during the life of this contract.

WORKER'S COMPENSATION INSURANCE, including Occupational Diseases, shall be required of the successful vendor, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements.

GENERAL PUBLIC LIABILITY INSURANCE shall be required of the successful vendor, which shall also include Products Liability, including losses, injury, or damage resulting from the performance of this agreement, with a limit of not less than \$500,000.00 single limit bodily injury and/or property damage combined from the damages arising out of bodily injury and/or property damage combined from damages arising out of bodily injuries to or death of all persons in any one occurrence and for damages to, and destruction of property including the loss of use thereof in any one occurrence, and \$500,000.00 aggregate property damage per accident.

AUTOMOBILE LIABILITY INSURANCE shall be required of the successful vendor, with a limit of not less than \$500,000.00 single limit bodily injury and/or property damage combined for damages arising out of bodily injuries to, or death of all persons in any one occurrence and for damages to, or destruction of property, including the loss of use thereof in any one occurrence covering owned, non-owned, or hired vehicles.

1.6 BUSINESS REGISTRATION (Required for all Proposals)

All New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall submit with their quotation proof of their valid Business Registration with the Division of Revenue, Department of the Treasury, State of New Jersey, and, if applicable, proof of the valid registration of each prime contractor. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm.

1.7 TIE PROPOSALS

The Township of Buena Vista reserves the right to award at their discretion to any one of the tie proposals.

TECHNICAL SPECIFICATIONS

2.0 SCOPE AND DESCRIPTION OF SERVICES

The Township is interested in entering into a contract with a qualified vendor who is able to provide Animal Control Services for the Township of Buena Vista, within the jurisdiction of the Township, as detailed and described herein.

The contractor shall be required to provide animal control services as detailed and described herein and in accordance with all regulations established by the State of New Jersey for performing such services. Vendors must be certified by the New Jersey Department of Health as a Certified Animal Control Officer prior to contract award.

The Township reserves the right to award the contract for the performance of these services in the manner which is most advantageous to the Township.

Once awarded, this contract shall be managed and enforced by the Township Clerk in conjunction with the Township Qualified Purchasing Agent. All inquiries, invoices and all paperwork submitted for payment shall be directed to the Finance Department.

Respondents shall provide on the Official Proposal Form their annual, total, all inclusive price that they shall charge the Township to provide the animal control services as detailed and described herein. Contractor payment shall be made on a monthly basis.

Services to be provided by the contractor within the jurisdiction of Buena Vista Township shall include but not be limited to the following:

- A. All services performed under this contract shall conform to the Federal and State requirements in effect at the time of the contract-specifically N.J.S.A. 4:19, 4:22 and 8:23A.
- B. Vendor must have at least (3) years field experience as an Animal Control Officer.
- C. Vendor must hold a New Jersey Animal Control Officer Certification along with their Animal Cruelty Investigators Certification and proof of same must be submitted with proposal. Vendor must also list any additional staff workers and their certifications.
- D. Vendor must hold a New Jersey License or Certificate for Chemical Immobilization of animals and proof of same must be submitted with proposal.
- E. The Vendor shall proactively patrol the streets and neighborhoods of the municipality for lost, stray and free roaming animals.
- F. The Vendor shall receive and respond to all communications from authorized Township personnel and Buena Vista Township residents/property owners. The contractor shall, within six (6) hours of receipt of said communications, apprehend

- by proper means, all stray animals and/or animals running at large and shall transport them, at the contractor's expense, to the Atlantic County Animal Shelter. The contractor shall immediately contact the owner's of those animals apprehended that have identification.
- G. Vendor shall be available between the hours of 8:00 am and 8:00pm. Vendor will respond to emergency calls 24 hours per day, 7 days per week.
 - H. Telephone calls pertaining to rabid animals, dog bites and/or dogs which have been hit by a car but are still alive and received between the hours of 4:00 P.M. and 8:00 A.M., weekends and holidays, shall be considered emergencies.
 - I. Owners of free roaming animals will be contacted before transporting them to the Atlantic County Animal Shelter.
 - J. The Vendor shall provide to the Township a telephone number by which residents may contact the contractor when services are required. The contractor shall additionally provide the Township with a cellular telephone number, which will not be released to the public, by which the contractor may be reached either by Township personnel and/or by the New Jersey State Police. An answering machine will be available to accept calls from the vendor beyond normal working hours. Fax and e-mail communications is strongly suggested in the event of emergencies and for prompt communications with the contract administrator.
 - K. Vendor will investigate dog bites and impound animals under the NJ Vicious Dog Law N.J.S.A. 4-19-19. The owner is responsible for removal and boarding costs.
 - L. Vendor will provide residents with humane traps for the capture of feral and stray cats. All cat trapping will be conducted to comply with N.J.S.A. 8:23-11 a-h. Vendor will remove contained stray cats during normal business hours only.
 - M. The contractor shall provide humane treatment to all animals in conformity with the rules and regulation established by the New Jersey Department of Health.
 - N. The Vendor shall complete and maintain all required records and documentation and shall make them available for inspection by authorized Township personnel. With the vendors invoice, a listing of the activity shall be submitted and will include specific information to identify the animal and response made to an inquiry (including date, time and outcome of the calls).
 - O. The Vendor shall conduct, in accordance with State regulations, regular patrols of the Township to apprehend stray and/or running at large animals and to detect possible violations of State and Local animal regulations.
 - P. The Vendor will investigate code violations in regard to dogs and cats and issue warnings and summons for violations of said codes. This will also include Municipal court appearances.

- Q. The Vendor shall inspect sick and/or injured animals to determine whether they need emergency veterinary care and if so, take the injured animal to Animal Clinic of Buena, 3530 Oak Road, Buena, NJ 08310 or an appropriate 24 Hour Emergency Hospital. The Vendor shall submit all veterinary fees to the owner, if known, and if not known, to the Township.

The Vendor is responsible for immediately reporting any seized and suspected animal to be rabid to the Atlantic County Health Department, and reporting wild animal exposure to a domestic animal, or human being. During working hours, 8:00 A.M. to 5:00 P.M. contact either 609-645-5971 or 609-645-5972; weekends, nights and holidays a representative of the Health Department can be reached via the Atlantic County Sheriff's Department 609-641-0111.

- R. Vendor shall provide all necessary equipment needed to patrol and impound sick, stray and injured animals. The vendor shall provide a listing of equipment available to the ACO for use in performing the services under this contract. All vehicles used under this contract shall be equipped with Humane Society Approved dog boxes and must have current inspection, registration and insurance. Vehicles shall be made available to the Township for inspection.
- S. All primary enclosures such as compartments, cages, ect, used to transport animals in vehicles shall be equipped with supplementary air conditioning and heating to maintain the temperature within the enclosure between 85 degrees Fahrenheit and 45 degrees Fahrenheit at all times when animals are in the enclosure per N.J.A.C. 8:23A-1.12.
- T. Per N.J.S.A. 4:19-15.16b no one shall apply for the position of Animal Control Officer if he/she has been convicted of animal cruelty. If any animal control employee is found guilty, the Township will immediately notify the NJDHSS and will terminate that officer.
- U. Vendor shall provide a listing of personnel that are available to assist the ACO in the performance of the duties of this contract. Under no circumstance will any individual whose ACO certification has been revoked by the State of New Jersey perform any duties under this contract as an ACO. All personnel shall bear uniforms and carry appropriate identification at all times.
- V. Vendor will provide a copy of all licensing and insurance documents with the proposal.
- W. Vendor must provide monthly and yearly reports. All reports are to be submitted to the Township Clerk, Licensing Official.

2.1 PAYMENT

Vendor payment will be made on a monthly basis. A purchase order will be issued from the Township of Buena Vista for these services. With each purchase order a voucher will be submitted for a Claimant Signature. The vendor will sign the voucher and return it, along with an invoice, to the Buena Vista Township Finance Department.

OFFICIAL PROPOSAL SHEET-Animal Control Officer

The Respondent agrees to Provide Animal Control Services for the Township of Buena Vista for the prices submitted below and in accordance with the "General and Technical Specifications" as detailed and described herein.

My **total**, all inclusive, **annual cost** to provide the services detailed and described herein, which shall be paid on a monthly basis, shall be: \$ _____.

PROPOSAL SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

BID BY: _____

(PLEASE PRINT OR TYPE NAME)

TITLE: _____

DATE: _____

TELEPHONE: _____ FAX: _____

TAXPAYER IDENTIFICATION NUMBER: _____

Do you have any exceptions to the specifications? Yes _____ No _____. If yes, the respondent shall list all exceptions on a separate sheet and attach to the front of this Quotation Document.

QUESTIONNAIRE

Please answer the following questions.

List two (2) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact name and telephone number.

1. _____

2. _____

3. _____

How many employees does your company presently employ? _____

How many years has your company been providing this service? _____

Has your company ever failed to complete any contract with regard to any of the services herein described? Yes _____ No _____. If yes, provide details here:

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise:

Name and telephone number of an individual who can be contacted at all times if service information is required:

VENDOR INFORMATION SHEET

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this Request for Quotation:

Name of Business:

Correspondence Address, including zip code:

Purchase Order Address, including zip code:

Payment Address, including zip code:

Telephone Number: _____

Facsimile Number: _____

Cellular Number: _____