



CITY OF BLUE EARTH REQUEST FOR PROPOSALS ANIMAL IMPOUND SERVICES

Introduction

The City of Blue Earth is seeking proposals from qualified persons or entities interested in providing animal impound services to the City beginning July 1, 2022.

Scope of Services

The provider shall perform animal impound services which shall include:

- a. Adequate and sanitary facilities for the clean and humane impoundment of dogs and cats for up to five (5) days delivered to the facility by the City
- b. Adequate and sanitary facilities for the clean and humane impoundment of dogs and cats which, if suspected of rabies, may be required to be quarantined for up to ten (10) days
- c. Provisions for the impounded animal's nutritional, health, and exercise needs
- d. Access by the Blue Earth Police Department to the impound facilities on a 24 hour a day basis to deliver animals
- e. Being located within a 20-minute drive of the City of Blue Earth
- f. Compliance with all applicable State laws and City ordinances governing the impound of animals, their redemption, destruction, and adoption, including but not limited to the requirements of Minnesota Statutes Sections 347.31 through 347.40, Minnesota Rules 1721.0520, and Blue Earth Ordinances, Chapter 1, Subsection 360 Animals, (as may be amended from time to time)
- g. Ability to provide veterinary care, emergency medical treatment and/or euthanasia upon authorization of the Blue Earth Police Chief or his/her designee
- h. Promoting the adoption of unclaimed animals whenever possible
- i. Submitting a monthly detail of the disposition of each animal placed in its custody

- j. Submitting a monthly accounting of its activities and the basis for all charges to the City for services performed

Proposal Instructions

Proposals must be in writing **and must be received by 4:00 p.m., May 27, 2022.**

All proposals, questions and correspondence should be directed to: City Administrator Mary Kennedy, 125 W 6th Street, Blue Earth MN 56013, mkennedy@becity.org 507-526-7336.

Proposal Contents

- a. Title page including words “Proposal for Impound Services,” business name and type of business (sole proprietorship, partnership, corporation, or other type of business), address of site proposed for impound services, mailing address, email address, telephone number(s), responsible parties/officers/partners, contact person, date of proposal, and identification of license from State board of animal health).
- b. Statement of the proposal, confirming ability to meet all requirements of this RFP, including completed statement of non-collusion form attached hereto as Attachment A, and price sheet form attached hereto as Attachment B.
- c. Description of proposer’s qualifications to provide impound services including education, licensures, history, staffing, training and experience.
- d. Any necessary explanation of proposal or any options proposed, including variations from the vision of the City for impound services as stated in this RFP.

Insurance and Indemnification Requirements

The successful service provider shall provide a certificate of insurance showing evidence of workers’ compensation coverage for the provider’s employees or provide evidence of qualification as a self-insurer of workers’ compensation.

The service provider shall maintain commercial general liability (CGL) insurance, and if necessary commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000 and the aggregate limit shall apply on a per-project basis. The CGL insurance shall cover liability arising from premises, operations, independent contractors, personal injury, and contractually assumed liability. The City of Blue Earth shall be named as an additional insured under the CGL insurance.

A certificate of insurance acceptable to the City shall be filed with the City prior to commencement of the contract. The certificate and the required insurance policies shall contain a provision that the coverages afforded will not be canceled or allowed to expire unless at least 30 days prior written notice has been given to the City.

The service provider shall defend and indemnify the City of Blue Earth against claims brought or actions filed against the City or any of its officers, employees or agents for property damage,

bodily injury, or death to any person, arising out of the service provider's work under the contract with the City.

Proposal Evaluation

Evaluations will be based on:

- Fair and reasonable fees and charges
- Condition and accessibility of facilities
- Qualifications of proposer to perform services
- Ability of proposer to meet all requirements of this RFP
- Ability and commitment of proposer to work with City and residents to return animals to owners and find adoption alternatives if animals are unclaimed and deemed adoptable in health and temperament
- Willingness of proposer to allow for possible community volunteer involvement in the care of animals, e.g., exercising dogs, cleaning kennels, socializing animals to make them more adoptable, etc.

Reservation of Rights

The City reserves the right to reject any and all proposals, to waive irregularities and informalities therein, to award a contract for the best interests of the City, and to negotiate terms different or additional to the terms stated herein with the successful proposer. The City is not bound to accept the lowest financial proposal but will select a provider on the basis of the overall best interests of the City.

Timeline

The City Administrator and Police Chief designees will make a site visit to each qualifying proposer between June 6 and June 17, 2022, before a final recommendation is made to the City Council. The City Council may award a contract for a term of up to three (3) years for impound services as soon as possible thereafter.

The starting date for animal impound services under the new contract will be Friday, July 1, 2022.

Attachment A – Signature

Attachment B – Proposal Worksheet

ATTACHMENT A

STATEMENT OF NON-COLLUSION

The following statement shall be made as part of the Contractor's proposal.

I _____ affirm that I am the contractor, a partner of the consulting Contractor, or an officer or employee of the Contractor's corporation with authority to sign on the Contractor's behalf.

I also affirm that the attached has been compiled independently and without collusion or agreement or understanding with any other vendor designed to limit competition.

I hereby affirm that the contents of this Proposal have not been communicated by the Contractor or its agent to any person not an employee or agent of the City.

Signed

Dated

Signed

Dated

ATTACHMENT B**PROPOSAL WORKSHEET**

CONTACT INFORMATION

COMPANY			
NAME			
ADDRESS		CITY	STATE ZIP
PHONE		EMAIL	

PRICE INDEX

ANIMAL SERVICE	PRICE
Initial Impound Fee	\$
Daily Impound Rate DOG	\$
Daily Impound Rate CAT	\$
Rabies Vaccination Rate	\$
Euthanasia/Disposal Fee	\$
Transportation Fee	\$
Other (please specify)	\$
Other (please specify)	\$
Other (please specify)	\$