



REQUEST FOR PROPOSALS (RFP)

Municipal Poundkeeping/Animal Control

Closing Date: March 1, 2024

Closing Time: 11:00 a.m. Saskatchewan Time (CST)

Delivery Address:

Attention: Fire Chief
kdyck@martensville.ca
City of Martensville
P.O. Box 970
37 Centennial Drive South
Martensville, Saskatchewan
S0K 2T0

1.0 INTRODUCTION

1.1 OVERVIEW

The City of Martensville is seeking competitive proposals for the delivery of municipal poundkeeping services. These services include selling pet licences and collecting fees on behalf of the City, spaying and neutering of dogs and cats, boarding of animals, euthanizing and disposing of animals. More details are included in the scope section of this RFP document.

2.0 DETAILS OF REQUEST FOR PROPOSAL

2.1 PROPOSAL SUBMISSIONS

Proposal Submission – Proposals must be received at the Delivery Address before the Closing Time as indicated on the cover of this RFP. Late proposals will not be accepted. Proposals are not publicly opened.

The proposal must be signed by a person authorized to sign on behalf of the consultant and to bind the consultant to statements made in the proposal to this RFP.

The office hours for the purpose of receiving bids are: 9:00 a.m. to 5:00 p.m., Local Saskatchewan Time, Monday to Friday, excluding statutory holidays.

Email proposals will be accepted.

Proposal Validity Period – By Submitting a proposal, each proponent agrees that its Proposal, including all prices, are to be irrevocable and open for acceptance from the Closing Time until midnight at the end of the 45th calendar day following the Closing Time.

Receipt of Complete RFP – Proponents are responsible to ensure that they have received the complete RFP as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal is deemed to have been prepared on the basis of the entire RFP issued prior to the Closing Time. The City accepts no responsibility for any Proponent lacking any portion of this RFP.

This procurement will be subject to any applicable trade agreement(s).

2.2 INQUIRIES

To ensure the equality of information among proponents, answers to inquiries that are relevant to the quality of responses will be distributed to the other proponents without revealing the source of the inquiry. Verbal responses to any inquiry are not binding on either party.

All inquiries related to this RFP are to be directed in writing to the contact person at the email address on the front cover of this RFP. Contacting any member of the City Council or other members of administration may disqualify a consultant from the proposal.

Proponents are encouraged to contact the above-noted representative to obtain a clear understanding of the City of Martensville's requirements, prior to completing proposals.

Proponents must recognize that the detailed notes of meeting discussions will be taken and that any questions and answers that clarify or change the RFP requirements or that are process related will be shared with all proponents.

Questions relating to this competition must be provided in writing no later than five (5) business days prior to the specified closing date. Questions received after that time may not be addressed.

Proponents should make inquiries as early as possible and should not make assumptions regarding the nature of the requirements of the RFP. Proponents who fail to raise issues and questions they may have during the RFP period do so at their own risk.

Proponents must recognize that certain proprietary information may not be released to anyone other than the successful proponent(s) for security and privacy reasons.

The City of Martinsville assumes no responsibility or liability arising from information obtained in a means other than those prescribed in this RFP.

3.0 PROPOSAL RESPONSE FORMAT

To ensure a proposal is considered for evaluation it should include all the information requested below.

Responses containing references to documents, manuals and/or websites in lieu of providing the requested information may result in the proposal being rejected.

This type of information can be provided as “additional information”.

3.1 Executive Summary

Provide a summary of the key features of your proposal.

3.2 Proponent Experience

Provide a brief introduction of your company which may include:

- length of time in business
- location of head office and any sub-offices
- experience
- any sub-contracting or partnership arrangements. Outline the nature of the proposed involvement and the nature of the relationship.

3.3 Proposed Approach

Provide a detailed description of your proposed approach to fulfill the scope of work as stated in this RFP.

The description should include your understanding of the project requirements as well as outline any creative alternatives, opportunities or innovations that may be beneficial to the project.

3.4 Proponent Facilities

Provide details of the facilities which the proponent will use to fulfill the requirements of this RFP.

3.5 Proposed Staffing Resources

Provide an indication of the knowledge, education, qualifications and/or skill sets the resource possesses to deliver the required services

3.6 Project Costs

A cost or fee schedule must be provided which outlines all costs associated with the services outlined in the proposal. Please note that the City is requesting the costs for a one year contract, with the option to renew or negotiate for future years.

Please note:

Estimated costs will not be accepted.

The City of Martensville is a GST exempt entity. Therefore, it is the proponent's responsibility to ensure the City of Martensville is not charged GST. PST, if applicable, shall be included as a separate line item.

All prices quoted will be in Canadian Funds.

4.0 EVALUATION

Each proposal will be evaluated solely on its own content. Each proposal will be reviewed to ensure that it is complete and that it complies with the instructions, requirements and terms and conditions of this RFP. The City shall accept the proposal which, in the opinion of the City, best meets the requirements of the City.

5.0 SCOPE OF WORK

The proponent must include the following information in their proposal:

Costs and process for boarding of cats and dogs (and other animals if applicable). The process includes the proposed holding period for animals, and the process when that holding period has been exceeded.

Costs for spaying and neutering of cats and dogs.

Costs and process for handling of dangerous animals.

Costs and process for euthanizing and disposing of animals.



Process and associated fees for selling pet licences on behalf of the City, as well as collecting fees on behalf of the City.

6.0 CONTRACTUAL AGREEMENT

The City of Martensville will negotiate a contractual agreement with the preferred proponent. If the City of Martensville is unable to negotiate an acceptable contractual agreement with the preferred proponent, then the second preferred proponent may be selected and a formal written contractual agreement will be developed. In any case, the City of Martensville, at any time and without liability, may withdraw from negotiations with any potential proponent.