

REQUEST FOR PROPOSALS FOR DOG POUND OPERATOR

Return to: Luverne City Offices
P.O. Box 659, 305 E. Luverne St.,
Luverne, MN 56156

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I. Introduction and Background

A. General Information and Scope of Work

The City of Luverne seeks proposals for providing Dog Pound Services to handle the dog pound within the City. Proposals shall include completion of the Proposal Form. Supplemental information may be included.

B. Qualifications and Selection Criteria

The City intends to select and award a contract to the vendor best qualified to perform the work described in the Mandatory Requirements section based on cost, extent and quality of vendor resources, and experience. Supplemental information shall be considered if two or more proposals have met the mandatory requirements and the City deems them to be otherwise substantially equivalent. Selection criteria will be weighted as follows:

Mandatory Requirements Met	20%
Extent and Quality of Vendor Resources	20%
Experience	20%
Cost	40%

C. Review and Recommendation Process

Based upon review of the submitted proposals and vendor interviews, a vendor will be approved by the City. The selection panel will consist of City staff.

D. Financial Liability Limitations

The City shall not be liable for any expenses incurred by the applicant including but not limited to expenses associated with the preparation of the proposal, attendance at interviews, or final contract negotiations.

The City provides the following for the operation of the dog pound: dog food, printing of carbon copy intake forms, chemicals for cleaning and disinfectant, collars and leashes.

E. Rights of Review

The City reserves the right to reject any proposal or to request additional information or clarifications from any or all applicants.

F. Luverne Dog Pound Location and Identification

The Luverne Dog Pound is located at 401 Redbird Road, Luverne, MN. The City shall provide identification such as a badge and/or identification card for the vendor.

II. Mandatory Requirements

- A. Law Enforcement picks up live dogs in violation of City Ordinance and State Statute. Vendor shall respond to the care services needed at the Luverne Dog Pound.
- B. Dogs not claimed will be the responsibility of the City of Luverne following the required holding and notice period as per the State Statute and City Ordinance; five (5) business days per Minn. State law 347.14 (specify rate on bid sheet).
- C. If responding to the Care Services needs for the Luverne Dog Pound, the service rate listed shall be given in a per animal/per day cost. When there are dogs in the pound for more than one day, animal care coverage is one pen cleaning per day, and food and water checks/filling and one exercise period per animal per day.
- D. Respond to and document calls for dog pound. Contractor reports will be provided to the City on the 1st business day after the end of each month. Contractor shall provide the City a monthly accounting of activities to include statistics, numbers associated with impounding and disposal.
- E. Notify the City immediately and no later than 6 hours of any dogs that are in the pound.
- F. All dog bite reports are to be taken by law enforcement officers, not by the Dog Pound Operator. The Rock County Veterinary and Rock County Sheriff's office will review the officer's report and make the determination of potentially, dangerous dog designation or if the animal should be quarantined. Impound dogs for seven (7) business days for bite quarantine per Minn. State law 347.54.
- G. May have to Pick up/deliver unattended injured dogs to Rock County Veterinary if the animal's injuries are life threatening.
- H. Provide a vehicle suitable for animal transport, i.e., a truck or van, clearly marked "Dog Pound".
- I. Advise the City on desirable dog pound methods, ordinances, rule changes and report forms.
- J. Furnish and maintain communication compatibility with the law enforcement dispatch.
- K. Maintain a telephone answering system so that Rock County Sheriff's Office dispatch is responded to as quickly as possible, utilizing cellular phone and voicemail technology.
- L. Maintain minimum Hours of Operation: 24 hours, seven day per week. Subcontractors must be approved by the City. Respond to after-hour callouts as requested by dispatch. Except for situations beyond human control such as natural disasters including floods, tornadoes.
- M. Dog Pound Operator(s) will submit to a criminal background check conducted by the City prior to employment.
- N. Remain knowledgeable in dog welfare statutes and conform to all applicable federal, state, and local laws, codes, ordinances, and regulations.
- O. As part of the contract between the City and the selected Contractor/Service Provider, the Contractor will be required to provide and maintain commercial general liability, business automobile and workers' compensation insurance. General liability and auto insurance shall be in the minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate for any claim and workers' compensation (if applicable) must meet or exceed statutory limits and requirements. The City must be endorsed as an additional insured on the general liability policy.

The liability insurance policy/policies shall provide Contractual Liability coverage specifically referring to and covering the obligation of the Contractor to defend, indemnify, and save harmless the City and its officers, employees, and agents, for any negligent or intentional acts of the Contractor in the performance of the

contract.

The contractor shall annually provide the City with a certificate or certificates of insurance executed by an authorized representative of the Insurer, certifying to the insurance coverage herein required, and stipulating that the policy will not be cancelled, nor any material change effected without first giving 30 days' written notice to the City. Upon request by the City, the Contractor shall promptly furnish to the City for examination at any time the insurance policies required herein.

III. Supplemental Information

The City recognizes that dog pound services can conceivably include activities beyond those listed in the Mandatory Requirements section of the Request for Proposal. Proposals are, therefore, encouraged to include services that may not be listed in the Mandatory Requirements section but may help accomplish the dog pound goals and objectives of the City. These supplemental services, and any costs/charges associated with them, should be separately identified. The inclusion of supplemental information will not adversely affect the evaluation of a proposal.

IV. Proposal Instructions

A. Proposal Submission

Five (5) copies or one electronic copy of the Proposal shall be submitted to:

City of Luverne
Attn: Jessica Mead
P.O. Box 659
Luverne, MN 56156
507-449-9898

Email: jmead@cityofluverne.org

All responses, questions, and correspondence should be directed to Jessica Mead. All responses and information contained therein will be retained pursuant to M.S. 13.591.

B. Timeline

- | | | |
|----|--------------------------------|-------------------|
| 1. | Proposal Due Date..... | August 5, 2024 |
| 2. | Review of RFP's Completed..... | August 9, 2024 |
| 3. | Notice Given to Finalists..... | August 9, 2024 |
| 4. | Interviews | August 12, 2024 |
| 5. | Final Decision..... | August 23, 2024 |
| 6. | Contract Finalization..... | August 30, 2024 |
| 7. | Contract Effective Date..... | September 1, 2024 |

V. Proposal Content

The following is required to be received by the City of Luverne by **August 5, 2024 at 4:00 p.m.** for a proposal to be considered:

- A. A signed letter stating the vendor's understanding of the work to be performed, the commitment to perform the work within the requested time periods, a statement why the vendor believes that it is best qualified to perform the work, and a statement that the proposal is a firm and irrevocable offer.
- B. Completed Proposal Form.

VI. Non-Discrimination

The City does not discriminate against any person based on a protected class and requires, the vendor selected shall not discriminate against any person in accordance with federal, state, and local regulations.

VII. Contract Execution

The information below is being provided as part of this Request for Proposal to give proposers an understanding of the City's expectations with respect to contract execution.

A. Negotiations and Contract Execution

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a vendor be unable to agree upon the entire contract, the City reserves the right to discontinue negotiations, select another vendor, or reject all of the statements of proposal. Upon completion of negotiations agreeable to the City and vendor, a contract shall be executed using a city-prepared services agreement, a copy of which is available for review.

It is anticipated that the City will establish a relationship with a selected vendor for a minimum of five (5) years. A contract for one year with annual renewals is expected. Each party may terminate the contract with 90-day notice.

B. Contracting Ethics

1. No elected official, officer or employee of the City shall, during their tenure of employment have any interest, direct or indirect, in the Agreement or proceeds thereof.
2. No salaried officer or employee of the City shall have a financial interest, direct or indirect, in the Agreement. The violation of this provision renders the Contract void. Any federal regulations and applicable state statutes shall not be violated.
3. It is a breach of ethical standards for any person to offer, give, or agree to give any City employee or Council person, or for any City employee or Council person to

RFP for Dog Pound Services

solicit, demand, accept, or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonable prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential, or more favorable treatment than is normally accorded to general public.

4. The Contractor shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of the City.
5. The Contractor shall not accept any private client or project which, by nature, places it in ethical conflict during its representation of the City.

Proposal Form

Dog Pound Operator

Part I

Date of Proposal:	
Business Name:	
Address:	
Business Phone:	
Authorized Representative:	
Title:	
Email Address:	

Part II

Verify that you can meet or agree to each of the following requirements by selecting yes or no.	YES	NO	RATE
Respond to and document calls for dog pound services. Contractor reports will be provided to the City. Contractor shall provide the City with a monthly accounting of activities to include statistics, fees associated with impounding and disposal, and all other tasks associated with dog pound activities.			
For animal bite reports taken by Law Enforcement, conduct the required follow up including the quarantine requirements.			
Dispose of unclaimed dogs by release to a reputable animal rescue or euthanasia performed by Rock County Veterinary Clinic at city's expense.			
Contact Rock County Veterinary Clinic for rabies observation for signs of rabies.			
Contact Rock County Veterinary Clinic for injured dogs.			
Provide a vehicle suitable for animal transport; i.e., a truck or van, clearly marked with City "Dog Pound".			N/A

Advise the City on desirable dog pound methods, ordinances, rule changes and report forms.			
Maintain minimum Hours of Operation: 24 hours per day, seven days per week on an on-call dispatched basis. Subcontractors must be approved by the City.			
Respond to after-hour callouts as requested by the Rock County Dispatch.			
Maintain a cell phone number for Dispatch and Law Enforcement for immediate response needs.			N/A
Dog Pound Operator(s) will submit to a criminal background check conducted by the City prior to employment.			N/A
Remain knowledgeable in dog welfare statutes and conform to all applicable federal, state, and local laws, codes, ordinances, and regulations.			N/A
Conduct him/herself consistent with the jurisdiction of services being provided.			N/A
<p>As part of the contract between the City and the selected Contractor, the Contractor will be required to provide and maintain commercial general liability, business automobile and workers' compensation insurance as required by the City. General liability and comprehensive auto coverage shall be in the minimum amount of \$1,000,000 per occurrence; \$2,000,000 annual aggregate for any claim and workers' compensation must meet or exceed statutory limits and requirements. The City must be endorsed as an additional insured on the Contractor's general liability policy.</p> <p>The liability insurance policy/policies shall provide Contractual Liability Insurance, specifically referring to and covering the obligation of the Contractor to defend, indemnify, and save harmless the City and its officers, employees, and agents, for any negligent or intentional acts of the Contractor in the performance of the contract.</p> <p>The Contractor shall annually furnish the City with a certificate or certificates of insurance executed by an authorized representative of the Insurer, certifying to the insurance coverage herein required, and stipulating that the policy will not be cancelled, nor any material change effected without first giving 30 days' written notice to the City. Upon request by the City, the Contractor shall promptly furnish to the City any insurance policies for examination at any time all contracts of insurance required herein.</p>			N/A

Part IV

Please list all agencies you have had or currently have contracts with for Dog pound services, or related experience. The City reserves the right to contact these agencies for reference purposes. If additional space is needed, please add a second sheet following the same format.

Agency Name:	
Contract Effective Dates:	
Contact:	
Agency Name:	
Contract Effective Dates:	
Contact:	
Agency Name:	
Contract Effective Dates:	
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Contract Effective Dates:	
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Agency Name:	
Contract Effective Dates:	
Contact:	
Agency Name:	
Contract Effective Dates:	
Contact:	

Name Printed

Signature

Date