

## Regional District of Okanagan-Similkameen

### Animal Control Electoral Areas A, B, C, D, E, F and G

### REQUEST FOR PROPOSALS

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#### Summary

The Regional District of Okanagan-Similkameen is seeking request for proposals from animal control contractors interested in providing animal control services. The request for proposals may contain more than one arrangement to provide services, in:

Electoral Area A (Osoyoos Rural)	Electoral Area E (Naramata)
Electoral Area B (Cawston)	Electoral Area F (Okanagan Lake West/West Bench)
Electoral Area C (Oliver Rural)	Electoral Area G (Keremeos Rural/Hedley)
Electoral Area D (Kaleden/Okanagan Falls)	

The term is for three years, with an option to extend one additional year.

Animal Control Services include enforcing all aspects of Animal Control Bylaw 1838, (Areas A, C, D, E, F), Bylaw 1991 (Area B) and Bylaw 1992 (Area G).

Bylaws and the complete Request for Proposal package are available on the Regional District website at [www.rdos.bc.ca](http://www.rdos.bc.ca). Alternatively, copies are available at the Regional District Okanagan-Similkameen, 101 Martin Street, Penticton, BC between the hours of 8:30 a.m. - 4:30 p.m.

The request for proposals shall include the following information:

1. Company profile
2. Recent animal control contracts of a similar nature
3. Expected remuneration
4. References

Please submit proposals clearly marked "**Request for Proposals - Animal Control Services, Electoral Area A, B, C, D, E, F and G**" to the undersigned. All submissions must be received on or before 4:00 p.m., Monday, March 22, 2010, addressed to:

Mark Woods  
Community Services Manager  
Regional District of Okanagan-Similkameen  
101 Martin Street, Penticton, BC V2A 5J9

## Requirements

We require the successful vendor to:

- a) ensure all animals receive humane treatment, including providing adequate food, water, shelter and veterinary care /or if appropriate taken to the SPCA for care;
- b) pick-up or receive, and impound all animals running at large;
- c) respond, investigate and attend to complaints from the public regarding animals, including nuisance animals, vicious dogs, animals running at large or unlicensed, or otherwise in contravention of the Bylaw and other applicable enactments of the District;
- d) prepare reports and other necessary documents, and attend at and give evidence in Court as required by the District for prosecutions of bylaw violations;
- e) issue dog tags, as provided from the District;
- f) maintain a computerized data base to record all licensed dogs in the District. The database shall become the property of the District at the end of the Term.
- g) issue and process Municipal Ticket Information Systems tickets in accordance with District procedures. (The RDOS will introduce a Bylaw Adjudication System in 2010)
- h) pick-up and dispose of any animal found dead in the District except those properties under the jurisdiction of the Highway Act or the Wildlife Act.
- i) provide for the humane destruction of animals by euthanasia in accordance with all applicable enactments.
- j) place quarterly advertisements in a newspaper.

Contractors must be capable of demonstrating similar acceptable work to the satisfaction of the Regional District of Okanagan-Similkameen.

## Evaluation Criteria

The following criteria will be used in evaluating potential vendors as suppliers to the project:

1. Qualifications of the firm and project team members
2. Experience of firm and project team members
3. Past performance with attention to reference checks, monitoring, timeliness and budget constraints
4. The firm's resources (i.e., staff, equipment)
5. Scope of the proposals reflect the project objectives
6. The methodology employed is clear, sufficient and logical

7. The proposed schedule will meet the objectives required
8. The total hours allocated to the project is adequate
9. The proposals are clear, concise and logical
10. The total price in relation to the other proposals.

### Submission Guidelines

Please forward proposals outlining your approach to the Animal Control Service to the RDOS. Please include examples of similar projects, a list of all employees who may work on this, their qualifications, references and hourly rates.

Proponents may not submit more than one proposal; however, the proposals may contain more than one business arrangement.

Proposals shall be delivered to the Regional District in accordance with the instructions, set out herein. Any proposals submitted after the submission closing date of March 22, 2010 at 4:00 p.m. will not be evaluated and will be returned to the proponent.

Three (3) copies of the proposals must be submitted in a sealed envelope clearly addressed:

Mark Woods  
Community Services Manager  
Regional District of Okanagan-Similkameen  
101 Martin Street  
Penticton, BC V2A 5J9

**Proposals for Animal Control - Do Not Open**

### Attachments

1. [Consolidated Animal Control Bylaw No. 1838](#)
2. [Consolidated Animal Control Bylaw No. 1991](#)
3. [Consolidated Animal Control Bylaw No. 1992](#)
4. [Animal Control Statistics \(2009\)](#)
5. RDOS Map
6. Response to RFP
7. Insurance Requirements

# **SCHEDULE “A”**

Response to RFP

# SCHEDULE "B"

## INSURANCE REQUIREMENTS

Attachment to the agreement with \_\_\_\_\_ for Animal Control Services.

1. Without restricting the generality of the indemnification provisions contained in the Agreement, the Contractor shall, at its own expense, provide and maintain, during the term of the Agreement, the following insurance coverage as fully specified in clause 16:
  - a) Comprehensive General Liability       Not Required       Required
  - b) Automobile Liability       Not Required       Required
  - c) Professional Liability       Not Required       Required
2. Insurance shall be placed with Insurers registered in and licensed to underwrite such insurance in the Province of British Columbia. All such insurance shall be at no expense to the Regional District Okanagan-Similkameen.
3. The Contractor shall, prior to the commencement of services and before any payments are made under the Agreement, file with the General Manager of Administration Services evidence of insurance coverage using forms provided by the Regional District Okanagan-Similkameen.
4. The insurance policies, except for ICBC Automobile Liability Insurance, shall provide that the insurance shall not be cancelled, or materially changed so as to affect the coverage provided under the Agreement, without the Insurer giving at least thirty (30) days prior written notice to the Regional District Okanagan-Similkameen.
5. Failure to provide the required insurance documentation shall result in termination of the Agreement.

6. The following forms of insurance and specified minimum limits are required:

**Comprehensive General Liability Insurance**

- a. The Contractor shall provide Comprehensive General Liability Insurance with limits of not less than two million (\$2,000,000.00) Dollars inclusive per occurrence for personal injury, death, and damage to property including the loss of use thereof and shall include coverage for:
- premises, activities and operations liability
  - blanket contractual liability
  - cross liability
  - contingent employer's liability
  - owners and contractors protective
  - occurrence basis property damage
  - broad form property damage
  - employees as insureds
  - personal injury
  - broad form loss of use
- b. The policy shall cover as unnamed insureds, anyone employed directly or indirectly by the Contractor to perform a part or parts of the Work.
- c. The form of this insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the Contract Agreement. The policy shall be endorsed to provide the Regional District with not less than **thirty (30) days** notice in advance of cancellation or termination.
- d. The policy shall include the Regional District Okanagan-Similkameen as an Additional Insured.

**Automobile Liability**

- a. The Contractor shall provide and maintain liability insurance in respect of owned, non-owned and leased or rented licensed vehicles, subject to limits of not less than two million dollars (\$2,000,000.00) inclusive.
- b. The policy shall cover as unnamed insureds, anyone employed directly or indirectly by the Contractor to perform a part or parts of the Work.

- c. The form of this insurance shall be acceptable to the Regional District and shall be maintained continuously during the term of the Contract Agreement. The policy shall be endorsed to provide the Regional District with not less than **thirty (30) days** notice in advance of cancellation or termination.
- d. The policy shall include the Regional District Okanagan-Similkameen as an Additional Insured.

### **Workers' Compensation Insurance**

- a. The Contractor shall, during the term of this Agreement, maintain Workers' Compensation Insurance in order to fully protect both his employees and the Regional District as may be required by the law during the term of this Agreement, and shall on demand, if requested by the Regional District, show proof of payment of claims in good standing with the Workers' Compensation Board.

**CERTIFICATE OF INSURANCE**

**PROOF OF LIABILITY INSURANCE WILL BE ACCEPTED ON THIS FORM ONLY**

**Regional District Okanagan-Similkameen**

This is to certify that policies of Insurance, subject to their terms, conditions and exclusions, are at present, in force for the Insured named below with the insurer specified.

**NAME OF INSURED:** \_\_\_\_\_

**ADDRESS OF INSURED:** \_\_\_\_\_

**PROJECT:** \_\_\_\_\_

TYPE	INSURER & POLICY NO.	TERM	LIMITS OF LIABILITY (Not less than \$2,000,000)
<b>COMMERCIAL GENERAL LIABILITY</b>			Inclusive Limit each Occurrence
Including <b>NON-OWNED AUTOMOBILE LIABILITY</b>			Aggregate Limit, Products and Completed Operations
<b>EXCESS OR UMBRELLA LIABILITY</b>			

**Regional District Okanagan-Similkameen** . Has been added as an additional insured to the Commercial General liability Policy but ONLY with respect to liability arising out of operations by or on behalf of the named Insured. The Policy provides Products and Completed Operations, Blanket Written Contractual, Owners and Contractors Protective Severability of Interest or Cross Liability; and where performed by the named insured, coverages include Piledriving, Demolition, Excavation Hazard, Shoring/Underpinning Hazard and Blasting Hazard.

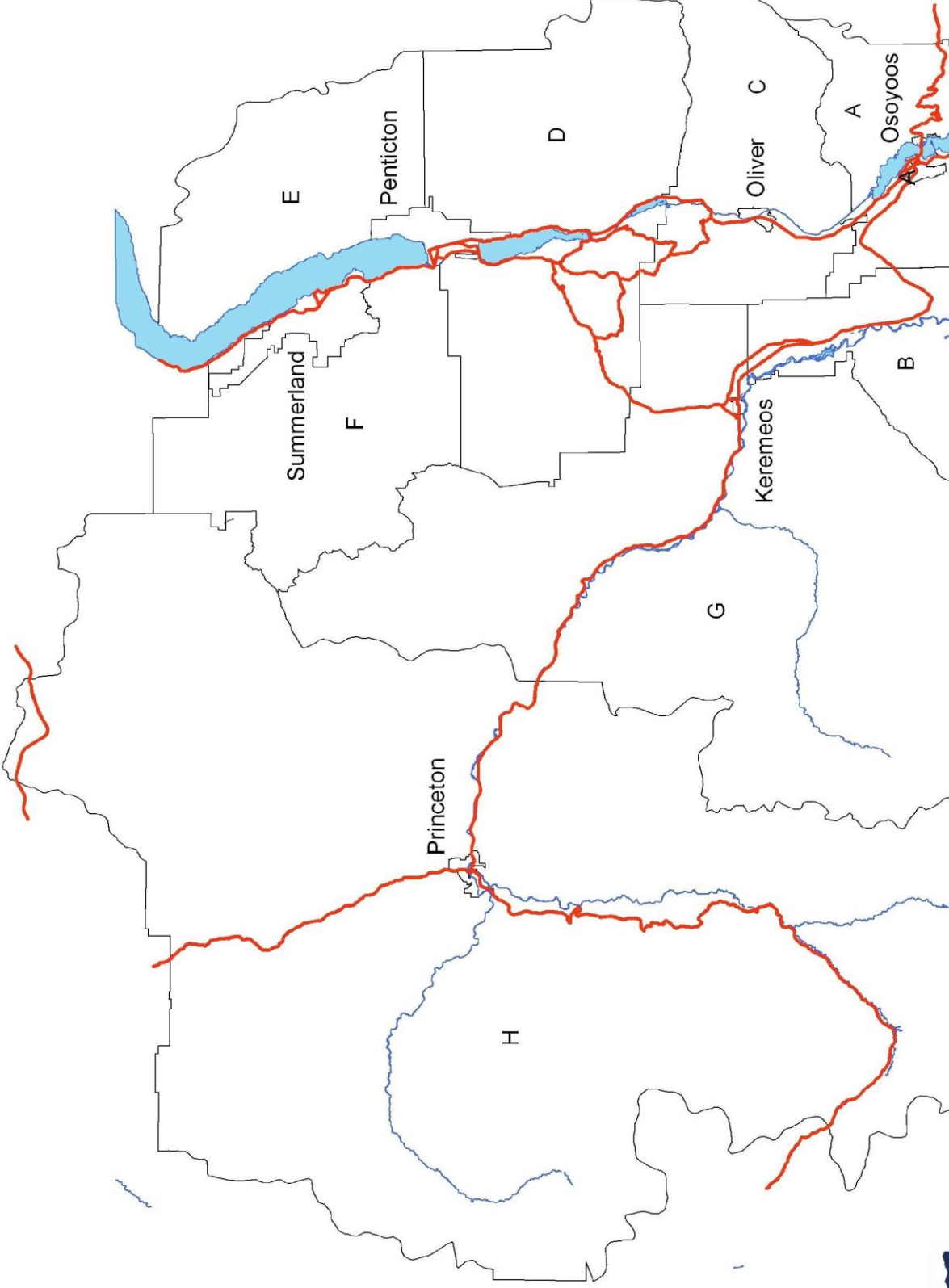
This is to certify that Policies (including endorsements) or insurance as described above have been issued by the undersigned to the named insured above and are in full force at this time. If cancelled or changed in any manner for any reason, during the period of coverage stated herein so as to effective this certificate, thirty (30) days prior written notice will be give by this Insurance Company **Regional District Okanagan-Similkameen 101 Martin Street Penticton BC V2A 5J9**

Date: \_\_\_\_\_, 2008

Signed by: \_\_\_\_\_

Name: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BY YOUR INSURANCE AGENT OR COMPANY AND RETURNED**



Regional District of Okanagan Similkameen

