REQUEST FOR PROPOSALS

PROFESSIONAL ANIMAL CONTROL SERVICES
TOWNSHIP OF GREENWICH, CUMBERLAND COUNTY, NEW JERSEY

From January 1, 2021 to December 31, 2021

I. Invitation to submit qualifications and proposal. The Township of Greenwich is accepting qualifications and proposal from individuals and/or firms for the following services: Professional Animal Control Services. It will be for a one year contract with two one year options for the Township to renew the contract for additional years. The qualifications and proposals are being solicited under the Local Public Contracts Laws as outlined under N.J.S.A. 40A:11-1 et seq.

II. Submitting and delivery of Qualifications and Proposals. Qualifications and proposals must be submitted on or before 4:00 p.m. on December 31, 2020 and must be submitted via email at clerkgreenwichtownship@yahoo.com.

III. Time and place for acceptance of Qualifications and Proposals. The Township of Greenwich Clerk has been the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted to the Township Clerk via email at clerkgreenwichtownship@yahoo.com. No proposal will be received after the time designated for receipt.

IV. Contract Description and Qualifications. The Professional Animal Control Services, at the request of Township officials, shall perform all of the services customarily performed by a Township Animal Control Officer of a municipality the size of the Township of Greenwich. Such services shall include any one or more of the following:

   a. Animal Control Services performed within the borders of the Township of Greenwich by New Jersey licensed Animal Control Officer seven (7) days a week, 24 hours a day, including holidays and emergencies. When called upon by the Township officials or State Police, contractor shall impound any stray dog or cat, or any animals posing potential danger to humans or other animals. Such animals must be humanely dealt with in accordance with applicable New Jersey law. Contractor shall be responsible for rabies quarantine and compliance with proper procedures. Contractor shall have the power conferred upon an Animal Control Officer as set forth in N.J.S.A. 19-15.16c;

   b. Any services provided by the contractor for private owners shall not be paid for by the Township, but shall be subject to an agreement between those parties.

   c. Calls received between the hours of 5:00 p.m. and 7:00 a.m., weekends and holidays will be for emergency services only. Emergency services are defined
as the care and/or capture of stray animals, injured animals, trapped animals, sick animals whose lives are endangered or animals that are posing a danger or public health nuisance to humans.

d. The services shall also include the transportation, control and sheltering of animals as needed. The contractor shall be responsible for providing his/her own transportation for animals that are taken to a licensed and/or approved shelter or for veterinary services. The contractor must have an existing contract with the licensed shelter, or have an approved shelter. Contractor shall have access to emergency veterinary services as needed.

e. The contractor shall be required to patrol the Township of Greenwich with respect to any animal control services in accordance with any State law and/or regulations;

f. Township agrees that in the event of dissatisfaction with the performance of the contractor’s service, the Township will notify contractor within three working days of any complaint brought to the Township’s attention.

g. Contractor agrees to provide a detailed written monthly report to the Township Committee with respect to each animal apprehended or service requested during the preceding month, specifying the type of animal, date of service, person requesting service, location of service and result of service provided together with any other pertinent information regarding animal control services during the preceding month.

h. The Professional Animal Control services shall be a certified professional by the State of New Jersey. The resumes or curricula vitae of all individuals who perform services under the contract on behalf of the Township of Greenwich shall be submitted with the prospective contractor’s proposal.

i. The prospective contractor’s proposal shall clearly set financial compensation to be paid to the contractor under the contract.

V. Professional Information Required. The following is to be submitted with the proposals:

a. Name of Firm of individual, and the New Jersey Department of Treasury tax identification number under which proponent will operate;

b. Copy of Candidate’s current contract with New Jersey licensed animal shelters of qualified organization where stray animals are to be placed by candidate.

c. Address of principal place of business and all other offices corresponding telephone and fax numbers;

d. Names of personnel that will be assigned to perform the work outlined in the scope of services;

e. Description of candidate’s and staff’s education, experience, qualifications, number of years with the firm, and description of their experience with providing such services for other municipalities;

f. References indicating experience with municipalities;

g. Proposed staffing, hourly rates for emergency services and other expenses and total cost of “not to exceed” amount;
h. Any other information that the candidate deems relevant;
i. Proof that proponent is a “Certified Animal Control Officer” as defined and required by N.J.A.C. 8:23A-2.1 et al.
j. Registration number and photo of all vehicles proponent may use in the performance of his/her duties as animal control officer.

This contract will be awarded for a one (1) year period.

VI. Insurance Requirements. The successful candidate will be required to comply with the following insurance requirements.

a. The contractor shall be required to carry full insurance including comprehensive general liability in the amount of $1,000,000 per claim; workers’ compensation insurance which shall cover all operations of the contractor, its employees, agents and servants hereunder; insurance for motor vehicles and equipment used by the Contractor in connection with the Contractors operations under the Contract: Contractor shall provide professional liability (errors ad omission) insurance for claims arising from any negligent performance of contractors’ services pursuant to the agreement I the amount of $1,000,000 per claim. Said insurance by endorsement shall fully protect the Township of Greenwich from liability.

VII. Selection Process & Award of Contract. Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each proposal to the Township Committee, Municipal Attorney and CFO. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

a. New Jersey State licensure, experience references and reputation in the field that is the subject matter of the contract;
b. Qualifications of the individual who will perform the tasks outlined in the scope of services, and the degree of their perspective participation;
c. Ability to address, complete and facilitate all items stated in the above scope of services;
d. Knowledge of the Township of Greenwich, issues are unique to the Township of Greenwich;
e. Availability to accommodate any required meetings of the Township of Greenwich;
f. Compensation proposal (including proposed compensation at Saturdays, Sundays, Holidays, nights and emergencies);
g. Knowledge of Applicable State law;
h. Other factors as demonstrated to be in the best interest of the Township of Greenwich.

VIII. Obligation of Prospective Contractor. At the time of receipt of proposals, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of request for qualifications and proposals that has been posted on the Township of Greenwich website and wit the contents of this document. The failure of omission of any perspective contractor to receive or examine
either document shall in no way relieve any prospective contractor from any obligations with respect to the proposal submitted.

IX. **Investigation of Qualifications.** The Township of Greenwich will make such investigations as it deems necessary to determine the responsibility of the perspective contractor and the perspective contractor shall furnish the Township of Greenwich all such information as may be requested by the Township of Greenwich notwithstanding the fact that the release of such information to the Township of Greenwich may result in the disqualification of the perspective contractor and the proposal submitted.

The Township of Greenwich reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Township of Greenwich that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.

X. **Signing of Proposal Documentation.** The qualification and proposal documentation that is submitted by the perspective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.

XI. **New Jersey Business Registration Certificate.** Business Organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective Contractors submitting proposals shall submit a copy of their Business Registration Certificate to the Township of Greenwich at the time that the proposal is submitted to the Township. See N.J.S.A.52:32-44b(1). Failure to comply with this paragraph shall result in disqualification of the prospective contractor.

XII. **Miscellaneous**

a. All contracts awarded by the Township of Greenwich shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.

b. If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq and N.J.A.C. 16:27 (EEO in Public Contracts)