

THE CITY OF DUNKIRK REQUESTS PROPOSALS FROM
INDIVIDUALS AND/OR FIRMS INTERESTED IN PROVIDING DOG CONTROL SERVICES
FOR THE PERIOD APRIL 1, 2024 TO DECEMBER 31, 2025

INTRODUCTION:

The City of Dunkirk ("City") seeks proposals ("RFP") from qualified vendors to provide Dog Control Services for the City for a contract period running April 1, 2024 until December 31, 2025.

GENERAL AND TECHNICAL SPECIFICATIONS:

Scope and Description of Services:

The City is interested in entering into a contract with a qualified vendor who is able to provide Dog Control Services for the City as detailed and described herein.

The City reserves the right to award the contract for the performance of these services in the manner which is most advantageous to the City.

Once awarded, this contract shall be managed and enforced by the City's Mayor.

All inquiries, invoices and all paperwork submitted for payment shall be directed to the City of Dunkirk, 342 Central Ave, Dunkirk, NY 14048.

Respondents shall provide on the Official Proposal Form their annual, total, all-inclusive price, which shall be paid monthly, that they shall charge the City to provide the dog control services which shall include, but not be limited to, all labor, equipment, record keeping, etc.

The services to be provided by the vendor shall include, but not be limited to, the following:

- 1) Investigate complaints related to dog annoyance/ nuisance.
- 2) Seize and impound stray and dangerous dogs that pose a public hazard.
- 3) Receive and answer complaints regarding dog nuisances.
- 4) Issue appearance summons and arrest warrants, as well as, participate in court proceedings including the preparation of reports and providing information, testimony and evidence.
- 5) Enforce local ordinances, quarantine laws and orders applicable to dog licensing and behavior.
- 6) Attempt to locate owners of seized dogs.
- 7) Transport dogs to local/ appropriate animal shelter.
- 8) Investigate reports of cruelty to animals.
- 9) Report sick or wounded dogs to veterinarian for corrective action.
- 10) Maintain records of work performed, including a record of all dogs impounded, returned to owners, sold, or transported to the shelter.
- 11) Report to City Administration as required other than specifically listed here.
- 12) Maintain the City animal shelter for proper working operation and inspection.
- 13) Perform any other duties as delegated by the Chief of Police or his designee.
- 14) Act within the scope of all applicable laws, rules and regulations, including but not limited to the New York State Agriculture & Market Laws and New York State Environmental Conservation Laws related to protected and prohibited animals.
- 15) Coordinate, facilitate and hold at least 2 rabies clinics in the City of Dunkirk annually.

- 16) Manage use of the City's Dog Shelter. Contractor understands that use of the city dog shelter will be exclusively for services provided within the City of Dunkirk, or any other municipality that has a current contract with the City of Dunkirk for use of the shelter.
- 17) If work is referred to a private company for Nuisance Wildlife Control, the work must be done by a private company, where Contractor does not stand to benefit financially from said work, preferably to a company within the City.
- 18) Provide the city with a telephone number by which residents may contact the vendor when necessary.
- 19) Will have reliable transportation to transport dogs as needed.

INSURANCE:

The following Certificates of Insurance must be furnished:

I. Worker's Compensation;

Part Two – Statutory

II. Comprehensive General Liability:

A. Minimum limits: \$1,000,000.00;

Combined Single Limit Coverage to include: Premise

/ Operations; Independent Contractors;

Product / Completed Operations;

Contractual; Personal Injury;

Broad Form Property Damage;

City as additional insured.

B. Comprehensive General Liability must be maintained

for at least one year after completion of the contract and

its acceptance by the City.

III. Professional Liability Insurance (Errors & Omissions)

A. Vendor shall provide professional liability (errors& omissions) insurance for claims arising from any negligent performance of vendors' services pursuant to the agreement in the amount of \$1,000,000 per claim. The certificate of insurance shall designate the City as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

It is understood that the vendor is an independent contractor and not an employee of the City.

The vendor agrees to indemnify and hold harmless the City, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including attorneys' fees to which the City maybe put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the vendor's operations under this Contract, or by or in consequence of any neglect or omission on the part of the vendor in the performance of operations under the Contract, whether such operations, or in the absence thereof, be by the vendor or anyone directly or indirectly employed by the vendor.

Programs of self-insurance are not acceptable.

PAYMENT:

The vendor shall be required to sign the City's standard contract which is on file in the Office of the City Clerk. Vendor payment will be made on a monthly basis. A purchase order will be issued by the City for these services. With each purchase order a voucher will be submitted for a Claimant Signature. The vendor will sign the voucher and return it, along with an invoice, to the City's Finance Department. Promptness in submitting vouchers is of advantage to the vendor.

PROFESSIONAL INFORMATION AND QUALIFICATIONS:

Copies of this standardized submission requirements and selection criteria are on file and available from the Office of the City Clerk. Each interested candidate shall submit the following information:

1. Description of contractor's education, experience, qualifications, number of years with projects similar to those described above;
2. Experience related to providing dog control officer services and dog shelter services for municipalities;
3. At least four (4) references, three (3) of which must have knowledge of ability to carry out necessary tasks.
4. Must provide the names and experience of two (2) qualified back-ups to act in this role in your absence.
5. Cost details, including rates and fees, broken down into specific services to be provided, a flat fee or fee schedule, the names of each of the individuals who will perform the services and the time estimates for each individual, all expenses, and where appropriate, total cost of "not to exceed" amount.

SELECTION CRITERIA:

The selection criteria used in awarding a contract or agreement for the services as described herein shall include:

1. Qualifications of the individuals who will perform the tasks and the degree of their participation;
2. Experience and references;
3. Ability to perform the task in a timely fashion, including staffing and familiarity with the subject matter; and
4. Cost competitiveness.

SUBMISSION REQUIREMENTS:

RFPs must be delivered no later than Friday, March 29th, 2024 at 10:00 a.m. to:

Lillian Divine, City Clerk
Dunkirk City Hall
342 Central Ave
Dunkirk, NY 14048