

VILLAGE OF CORRALES



REQUEST FOR PROPOSALS NO. 2019-007

Sheltering and Adoption Services

SUBMITTAL DEADLINE: October 1 , 2019 @ 4:00 pm

Mail or Hand Deliver proposals to the following address:

Village of Corrales
Village Clerk, RFP 2019-007
4324 Corrales Road
Corrales, New Mexico 87048

VILLAGE OF CORRALES
Sheltering and Adoption Services
RFP 2019- 007

The Village of Corrales (Village) Animal Control is requesting competitive sealed proposals for Sheltering and Adoption Services.

DESCRIPTION OF PROPOSED SERVICES

The proposed work consists of housing, feeding, maintaining and providing adoption services for all domestic animals brought to the kennel premises by an officer of the Village.

- Maintaining and operating a shelter and caring for the animals on a 24-hour basis.
- Preventing and controlling the spread of disease among animals housed at the shelter.
- Inspect all animals in custody daily to determine presence of disease or injury.
- Applying first aid and medical treatment as necessary and as licensed.
- Inform Village Animal Services officers of any illness or injury, arrange for medical care.
- Providing adoption and redemption services for animals.
- Provided Spay/neuter and vaccination services for all adopted animals.
- Provided microchip implantation for all adopted animals.

Offeror must include or certify:

Requirements Table 2

1. Certify that they can provide a current business license if currently operating a kennel/shelter facility.
2. Certify that they can provide a Sheltering Facilities License issued by the State of New Mexico Veterinary board if currently operating a shelter or obtain one in 30 days if awarded a contract.
3. Certify that they can provide Current Fire Inspection Certificate.
4. Include a copy of Offeror's Equal Employment Opportunity practice.
5. Provide a current list of Doctor(s) of Veterinary Medicine and/or Registered Veterinarian Tech(s) on staff.
6. Include three (3) letters of recommendation.
7. Completed acknowledgement of receipt of Corrales Ordinance Chapter 6 Animals .
8. Completed Campaign Contribution Disclosure Form.
9. The offeror shall submit one (1) original and three (3) copies of the proposal, which may be in the same sealed envelope/box or in multiple sealed envelopes/boxes if necessary. The envelope or envelopes shall be clearly marked on the outside of the envelope.

Evaluation Criteria:

1. Itemized costs for the services (excluding gross receipts tax) May use the form in the RFP Table 1 or Offeror's own form.
2. Describe how the facility is designed and procedures used to help limit the spread of illness.
3. Non-porous floor surface with drains and walls that prevent liquid transfer from one kennel to another and are easily disinfected are required. Describe and include pictures of the facilities floor surface and walls.
4. Number of rooms available for dogs and cats in the facility.
5. Number of quarantine rooms/kennels for ill or injured dogs, included information on how you limit spread of illness with these areas.
6. Number of quarantine rooms/kennels for ill or injured cats, included information on how you limit spread of illness with these areas.
7. Housing sizes for various sizes of dogs and cats that allow the animals to assume normal posture including full extension of the animal; give sizes, square footage and layout of runs and cages.
8. Heating, Cooling and Ventilation are important for the welfare of housed animals, describe your system and ways you maintain appropriated temperatures and humidity levels for housed animals .
9. Allow Village Staff access to facility twenty-four hours a day/ seven days per week.
10. A plan on how to ensure the kennel facility will have availability for Village animals.
11. Assurance that animals have access to food and water, exercise regiments and grooming.
12. Descriptions of all measures used to minimize discomfort and stress of the animals.
13. Description of emergency evacuation plan.
14. Describe your plan to maintain compliance with Village of Corrales's "no-kill" as outlined in Chapter 6 Section 12 Destruction of animals.
15. Information on background, experience and qualifications of facility managers.
16. Any other information which, in the offeror's view, will assist the Village in the selection process.
17. Description of Offerors experience with adoption services. Included ways you promote animals within your care whose owners may be looking for them and animals available for adoption.
18. If you currently have a plan for special needs animals, blind, elderly, mobility impaired are a few examples, please included it. If there is not a currently used plan, describe what steps you would take to ensure special needs animals can find appropriate homes.
19. Ability to track animals from impound to releases, releases may be to owner after impound fees are paid, adoption, transfer to a rescue group, or death, describe your tracking method and how you will include the Village in release and adoption procedures and also how you will share monthly statistics information with the Village.

It is the intent of the Village to award a contract for Sheltering and Adoption Services for one (1) year, beginning November 1, 2019 until October 31, 2020.

The successful offeror shall be solely responsible for compliance with all applicable laws, ordinances and regulations, including regulations of the New Mexico Department of Health, the New Mexico Environment Department, New Mexico Board of Veterinary Medicine, County of Shelter's residence, and the Village of Corrales. The successful offeror must meet the applicable requirements to be a responsible bidder under both State law and the Village's regulations. The successful offeror must be able to comply and, if awarded, apply for and receive Board of Veterinary Medicine Animal Shelter Licensure. To obtain more information on the Board of Veterinary Medicine License, please call (505) 553-7021. The offeror awarded a contract must submit proof of application for license within 30 days of the contract award. The successful offeror shall be solely responsible for payment of any fees or other costs required for compliance with such regulatory requirements. Prior to any contract, facilities will be inspected by Village Animal Control. The contractor must maintain a yearly business license with the Village, if located within the Village.

PROPOSAL CONTENTS

Proposals, at a minimum, should include the following fee schedule:

Fee Schedule: Table 1

Item	Amount	mark per animal or per day
Sheltering Per dog	\$	per animal or per day
Sheltering Per cat	\$	per animal or per day
Rabies Observation for dogs (10 day)	\$	per animal or per day
Rabies Observation for cats (10 day)	\$	per animal or per day
Vaccine for cats	\$	per animal
Vaccine for dogs	\$	per animal
Parasite dipping	\$	per animal
Microchipping	\$	per animal
Spay services dogs	\$	per animal
Spay service cats	\$	per animal
Neuter services dogs	\$	per animal
Neuter services cats	\$	per animal

Additional optional fee information which the Offeror believes may assist the Village in the selection process may be added. Offerors listing a per animal cost will have their fee divided by 5 for the purpose of comparing to offerors who only listed daily rates. Five days is the longest time frame before impounded animals can be placed for adoption.

REQUIREMENTS Table 2	
1.	Certification of ability to supply a current business license if currently operating a kennel/shelter facility. _____ Signature (if awarded a contract a copy will be required)
2.	Certification of ability to supply a Sheltering Facilities License issued by the State of New Mexico Veterinary board if currently a shelter or obtain one in 30 days if awarded a contract. _____ Signature (if awarded a contract a copy will be required)
3.	Certification of ability to supply a copy of current Fire Inspection Certificate _____ Signature (if awarded a contract a copy will be required)
4.	Provide a current list of Doctor(s) of Veterinary Medicine and/or Registered Veterinarian Tech(s) on staff.
5.	Copy of Offeror's Equal Employment Opportunity practice.
6.	Three (3) Letters of Recommendation
7.	Completed acknowledgement of receipt of Corrales Ordinance Chapter 6 Animals (included in RFP packet)
8.	New Mexico Campaign Contribution Disclosure Form (included in RFP packet)
9.	The offeror shall submit one (1) original and three (3) copies of the proposal, which may be in the same sealed envelope/box or in multiple sealed envelopes/boxes if necessary. The envelope or envelopes shall be clearly marked on the outside of the envelope: <p style="text-align: center;"> Request for Proposal No. 2019-007 Sheltering and Adoption Services SEALED PROPOSAL </p>

EVALUATION CRITERIA

Proposals will be evaluated in accordance with the following criteria:

1. Financial benefit to the Village of Corrales..... 40
2. Company background, experience and qualifications 30
3. Adoption Services experience..... 30

Evaluation Criteria:

Maximum Points:

1.	Financial benefit to the Village of Corrales 1. Itemized costs for the services (excluding gross receipts tax) May use the Fee Schedule: Table 1 or Offeror's own form.	40
2.	Company background, experience and qualifications: 1. Describe how the facility is designed and procedures used to help limit the spread of illness. 2. Non-porous floor surface with drains and walls that prevent liquid transfer from one kennel to another and are easily disinfected are required. Describe and include pictures of the facilities floor surface and walls. 3. Number of rooms available for dogs and cats in the facility, 4. Number of quarantine rooms/kennels for ill or injured dogs, included information on how you limit spread of illness with these areas. 5. Number of quarantine rooms/kennels for ill or injured cats, included information on how you limit spread of illness with these areas. 6. Housing sizes for various sizes of dogs and cats that allow the animals to assume normal posture including full extension of the animal; give sizes, square footage and layout of runs and cages. 7. Heating, Cooling and Ventilation are important for the welfare of housed animals, describe your system and ways you maintain appropriated temperatures and humidity levels for housed animals 8. Allow Village Staff access to facility twenty-four hours a day/ seven days per week. 9. A plan on how to ensure the kennel facility will have availability for Village animals. 10. Assurance that animals have access to food and water, exercise regiments and grooming 11. Descriptions of all measures used to minimize discomfort and stress of the animals 12. Description of emergency evacuation plan 13. Describe your plan to maintain compliance with Village of Corrales's "no-kill" as outlined in Chapter 6 Section 12 Destruction of animals. 14. Information on background, experience and qualifications of facility managers;	30

	15. Any other information which, in the offeror's view, will assist the Village in the selection process.	
3.	Adoption Services Experience: <ol style="list-style-type: none"> 1. Description of Offerors experience with adoption services. Included ways you promote animals within your care whose owners may be looking for them and animals available for adoption. 2. If you currently have a plan for special needs animals, blind, elderly, mobility impaired are a few examples, please included it. If there is not a currently used plan, describe what steps you would take to ensure special needs animals can find appropriate homes. 3. Ability to track animals from impound to releases, releases may be to owner after impound fees are paid, adoption, transfer to a rescue group, or death, describe your tracking method and how you will include the Village in release and adoption procedures and also how you will share monthly statistics information with the Village. 	30

Offerors shall be required to comply with all general regulations of the State of New Mexico and the Village of Corrales, including but not limited to the Village's procurement regulation

SEALED PROPOSALS

All proposals submitted to the Village must be sealed prior to delivery to the Village. Proposals shall not be opened until the time specified in this request for proposals. The words “**SEALED PROPOSAL**” along with the **RFP NUMBER AND TITLE** must be clearly marked on the outside of the envelope.

Request for Proposal No. 2019-007 Sheltering and Adoption Services SEALED PROPOSAL

An offeror, at any time prior to the submission deadline, may amend or rescind any proposal submitted herein by submitting to the Village a sealed envelope bearing the offeror's amendment or rescission. The envelope shall be clearly marked on its outside as stated above, with the notation "Amendment" added thereto.

Any amendment to a submitted proposal made prior to the expiration of the proposal deadline must be acknowledged as having been received by the Village.

PROPOSAL DEADLINE

All potential proposers are advised that the Village of Corrales will accept proposals until Tuesday, October 1, 2019 at 4:00 pm at the Village Administration Offices.

Submissions **MUST** include:

- One (1) original proposal, and;
- Three (3) copies of the complete proposal.

Proposals submitted after the deadline will not be considered.

RESERVATION REGARDING ACCEPTANCE OF PROPOSALS

The Village of Corrales reserves the right to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village. The Village's decision to accept or reject a submitted proposal is final and not subject to appeal.

OTHER CONSIDERATIONS

New Mexico criminal statutes impose penalties for illegal bribes, gratuities and kickbacks.

**OFFEROR ACKNOWLEDGEMENT OF RECEIPT OF
CORRALES ORDINANCE CHAPTER 6 -ANIMALS**

**VILLAGE OF CORRALES
RFP NO. 2019 -007
Sheltering and Adoption Services**

**This Offeror Ordinance Receipt Form MUST be completed and submitted with the
proposal.**

The undersigned, on behalf of the Offeror named herein, certifies that:

1. Offeror has received and has reviewed the foregoing Request for Proposals in its entirety, including the copy of **CORRALES ORDINANCE CHAPTER 6 -ANIMALS**, and Offeror understands the requirements of the project as set forth in the RFP and with Corrales Ordinance Chapter 6 -Animals . Exceptions:

OFFEROR: _____

REPRESENTED BY: _____ TITLE: _____

E-MAIL: _____ PHONE: _____ FAX: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposals.

Sheltering and Adoption Services

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals

who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Names and Titles of Applicable Public Officials:

Jo Anne Roake, Mayor
James T. Fahey, Councilor and Mayor Pro Tem
David Dornburg, Councilor
Patricia Clauser, Councilor
Kevin Lucero, Councilor
Melanie Knight, Councilor
George Wright, Councilor

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature Date

Title (Position)

CONTACT INFORMATION

Questions regarding this proposal are to be submitted in writing to Shannon Fresquez, Village of Corrales Clerk at e-mail sfresquez@corrales-nm.org;

Deadline for questions is September 17th at 12:00pm. Answers to questions will be distributed to all facilities on September 20th if they have notified the Village in writing at sfresquez@corrales-nm.org that they have obtained a RFP packet.