



CITY OF

WEST LAFAYETTE

REQUEST FOR PROPOSALS - ANIMAL SHELTER SERVICES
2013

The City of West Lafayette (“City”) seeks to provide the highest level of convenience, efficiency and service for both its citizens and animal control enforcement efforts.

The City has determined a review and overview of Animal Sheltering services is needed.

Consistent with its own requirements and needs, the City is seeking proposals from qualified entities or persons for provision of animal sheltering. Said service shall require the acceptance, placement and proper disposition of domestic animals and other animal types outlined later in this document.

Requirements:

Specific to the needs of the City, the following criteria shall be the minimum requirements for proposals to be considered:

- A. Provide 24 hour access to the West Lafayette Police Department for said animal shelter seven (7) days per week.
- B. The animal shelter shall be opened to the public a minimum of five days per week, including reasonable evening hours and including at least one day on the weekend.
- C. Possess the ability to accept non-farm animals including but not limited to dogs, cats, ferrets, iguanas, rabbits, mice, rats, gerbils, hamsters, birds, and other animals kept as pets.
- D. Maintain, at minimum, a five (5) day hold on surrendered animals-with or without ID tags or an embedded microchip. A minimum hold of ten (10) days shall be observed in cases of a criminal investigation in which the animal was somehow involved.
- E. Provide all materials including supplies, shelter space, food, and services, including emergency care, necessary for the animals housed, in compliance with all applicable Federal, State, and local laws and regulations.
- F. Use of a reliable microchip, tagging or similar database identification system used to aid in the identification of an animal and its owner.
- G. Dispose of any animal, as may be reasonable and necessary, in a humane manner, utilizing injection as the sole manner of euthanasia, and in accordance with all applicable Federal, State and local laws and regulations.

- H. Maintain accurate and proper intake records for a minimum three (3) year period and provide accurate reporting data at least monthly or more frequently if requested by the City.
- I. Operate said shelter in a manner that is lawful and is consistent with best practice standards.
- J. References, if requested.
- K. Agree to allow periodic inspections of the facility during normal business hours upon request.
- L. Demonstrate how the facility interacts with other similar entities (placement and adoptions with other shelters and businesses)
- M. Demonstrate the existence of any public awareness campaigns, outreach, community involvement and the use of advertising media to promote and foster proper and ethical care and placement of animals.
- N. Ability to confirm city residency of addresses for individuals self-identified as from “West Lafayette”.
- O. Proposer to demonstrate through documentation its financial capability and strength to provide the requested services for at least the next twelve (12) months.

Please detail compliance with each of the foregoing requirements.

Evaluation/Selection Criteria:

Some or all of the following criteria may be given consideration in the decision process. The list is in no particular order and is not to be considered all-inclusive.

- Qualifications and relevant professional certifications of the shelter and shelter administrative staff, such as SAWA- Society of Animal Welfare Administrators.
- The number of spaces or kennels used to house animals as well as the method of separation and placement of the animals.
- Facilities including animal intake, public reception, and parking.
- Hours available to the public and after-hours access for City purposes.
- Accessibility and convenience for Animal Control and Police personnel.

- Location and distance to the City of West Lafayette.
- Feedback from references.
- Total cost to City including fees, charges and travel time.
- Accessibility to public transportation.
- Specify type of phone access for public during business hours and after hours.
- Specify number of years in operation.
- Specify whether non-profit or for-profit, type of organization, and EIN.
- Specify owner(s) or current governing board and officers.
- Record keeping practices, financial oversight and accountability and reporting to the City.

Submission: March 26, 2013

Proposals should be submitted in writing no later than 8:00 A.M. EST on March 26, 2013 to the office the City Clerk located at 609 West Navajo Street West Lafayette, IN 47906. Each submitted proposal should include ten (10) copies.

Proposers with questions may contact Code Enforcement Supervisor Rick Walker with the West Lafayette Police Department at rlwalker@westlafayettepd.us, or 765-775-5238

Request for Proposal

Animal Shelter Services

Notice is hereby given that the Board of Public Works and Safety of the City of West Lafayette, Indiana will receive sealed proposals until the hour of 8:30 a.m. (local time) on March 26, 2013, at the Office of the Clerk-Treasurer, City Hall, 609 W. Navajo St., West Lafayette, IN 47906 for Animal Shelter Services 2013, as per the Request For Proposal. After said time, all proposals will be taken to the City Hall Council Chambers and there will be publicly opened. Proposals received after said time will be returned unopened. No oral, email, facsimile, or telephone proposals or changes to proposals will be considered.

The Request for Proposal is available on the City website at www.westlafayette.in.gov or at the Office of the Clerk-Treasurer. Questions regarding the Request for Proposal should be directed to Code Enforcement Supervisor Rick Walker, West Lafayette Police Department, at rlwalker@westlafayettepd.us, or phone (765) 775-5238.

The Board of Public Works and Safety expressly reserves the right to reject any or all proposal and waive irregularities.

BOARD OF PUBLIC WORKS AND SAFETY
JUDITH C. RHODES
CLERK-TREASURER

PUBLISH: February 28, 2013 and March 7, 2013

**CITY OF WEST LAFAYETTE
NON-COLLUSION AFFIRMATION**

STATE OF INDIANA

COUNTY OF: _____ } **SS:**

The undersigned offeror or agent, duly swears, under penalties for perjury, that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be offered by any person nor to prevent any person from making an offer nor to induce anyone to refrain from making an offer and that this offer is made without reference to any other offer.

Offeror (Firm)

Signature of Offeror or Agent

Before me, a Notary Public in and for said County and State personally appeared,
_____, who acknowledged the truth of the
statements in the foregoing affirmation on this _____ day of _____, 20 ____ .

My Commission Expires:

(written) Notary Public

(printed)

County of Residence: _____

REQUEST FOR PROPOSALS
ANIMAL SHELTER SERVICES 2013
INSTRUCTIONS

Submit ten (10) copies of the proposal including a completed Non-Collusion Affirmation Form in a sealed envelope or packaging, clearly labeled "Animal Shelter Services 2013," by 8:30 a.m. (local time) on March 26, 2013, at the Office of the Clerk-Treasurer, City Hall, 609 W. Navajo St., West Lafayette, IN 47906. After said time, all proposals will be taken to the Board of Works meeting at City Hall Council Chambers and will be publicly opened and read aloud.

Specifications are available on the City website at www.westlafayette.in.gov, or at the Office of the Clerk-Treasurer.