

TOWNSHIP OF RIVERSIDE

This is a combined Requirements to Qualify (RFQ) and Request for Proposal (RFP) form. This form will be used by the Township Committee as a basis for making professional service appointments. Requests for these forms should be made to the Riverside Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075.

**This proposal is being solicited through a fair and open process
in accordance with N.J.S.A. 19:44A-20.5 et seq.**

REQUIREMENTS TO QUALIFY

The requirements attached are the minimum levels expected in order to qualify to have your request for proposal considered.

GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE CONTRACTORS SUBMITTING QUALIFICATIONS AND PROPOSALS FOR CONTRACT OF PROFESSIONAL ANIMAL CONTROL SERVICES

I. Invitation to submit qualifications and proposal. The Township of Riverside is requesting qualifications and proposal from individuals and/or firms for the following services: Professional Animal Control Services. It will be for 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 Law as outlined under NJSA 40A:11-1 et seq.

II. Submitting and Delivery of Qualifications and Proposals. Qualifications and proposals must be received on or before 10:00am on December 11, 2019. All submissions shall be two paper copies in a sealed envelope with "Submission of Qualifications / Proposals for Animal Control Services" marked on the outside to: Susan M. Dydek, Township Clerk, 237 S. Pavilion Avenue Riverside, NJ 08075.

III. Time and place for acceptance of Qualifications and Proposals. The Township of Riverside Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Riverside, 237 S. Pavilion Avenue, Riverside NJ 08075 by the prospective contractor or his agent on or prior to December 11, 2019 at 10:00 am. 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 customary performed by a Township Animal Control Officer of a municipality the size of the Township of Riverside. Such services include any one or more of the following:

a. Animal control services performed within the borders of the Township of Riverside 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 Township Police, contractor shall impound any stray dog or cat, or any animals posing potential danger to humans or other animals. Such animals must be humanly 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 NJSA 4:19-15.16c;

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 4:00pm and 8:30am, 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, 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 Riverside with respect to any animal control services in accordance with any State law and/or regulations;

f. If required by the Township of Riverside, the Animal Control Officer shall perform and Animal Census of the Township and submit written verification of the results of the census.

g. The Contractor shall issue summons when applicable for non-licensing, abuse, neglect or any other situation defined by the laws and/or regulation of the State of New Jersey or the Codes of the Township of Riverside and if required, appear in Court.

h. 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; and

i. 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.

j. 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 Riverside shall be submitted with the prospective contractor's proposal.

k. The prospective contractor's proposal shall clearly set forth the proposed 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 or 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 or qualified organization where stray animals are to be placed by candidate;

c. Address of principal place of business and all other offices corresponding telephone, emails 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 NJAC 8:23A-2.1 et al.
- j. Registration numbers 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 Contractor's operations under the Contract; Contractor shall provide professional liability (errors and omission) insurance for claims arising from any negligent performance of contractor's services pursuant to the agreement in the amount of \$1,000,000 per claim. Said insurance by endorsement shall fully protect the Township of Riverside from liability.
- b. Certificates naming the Township of Riverside as an additionally named insured, and evidencing such insurance coverage, shall be filed with the Township Clerk prior to the commencement of operations hereunder by the contractor.
- c. The following Certificates of Insurance must be furnished:
 - 1. Workman's Compensation; Part Two – Statutory
 - 2. Comprehensive: General Liability:
 - a.) Minimum limits: \$1,000,000; Combined Single Limit Coverage to include: Premise/Operations; Independent Contractors; Product/Completed Operations; Contractual; Personal Injury; Broad Form Property damage; Township of Riverside 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 Township of Riverside.
 - c.) Professional Liability Insurance (Errors and Omissions) Contractor shall provide Professional Liability (errors and omission) insurance for claims arising from any negligent performance of contractor's services pursuant to the agreement in the amount of \$1,000,000 per claim.
 - d. The certificate of insurance shall designate the Township of Riverside as an additional insured and shall contain a thirty (30) day notice of cancellation on whereby the Township 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.

e. It is understood and agreed that the Contractor is an independent contractor and not an employee of the Township of Riverside.

f. The Contractor agree to indemnify and hold harmless the Township of Riverside, 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 cost, damages and change of whatsoever kind of nature, including attorneys' fees to which the Township of Riverside may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractors' operations under this Contract, or by or in consequence of any negligence or omission on the part of the Contractor in the performance of operations under this Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.

g. The Contractor shall hold the Township of Riverside harmless for all damages to the Contractors' equipment utilized during the term of this Contract.

h. Programs of self-insurance are not acceptable.

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 and the Township Administrator. 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 Riverside, issues that are unique to the Township and the subject matter to be addresses under this contract;

e. Availability to accommodate any required meetings of the Township of Riverside and its various departments;

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 Riverside.

i. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.

j. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.

k. All awards are subject to availability of funds.

l. All respondents are placed on notice that they are to comply with all requirements of P.L.1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).

m. All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.

Upon completion of the review process the Township Committee may award the subject contract on or about January 1, 2020 by Resolution.

VIII. Obligation of Perspective 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 Riverside website and with 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 obligation with respect to the proposal submitted.

IX. Investigation of Qualifications. The Township of Riverside 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 Riverside all such information as may be requested by the Township of Riverside notwithstanding the fact that the release of such information to the Township of Riverside may result in the disqualification of the perspective contractor and the proposal submitted.

The Township of Riverside 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 Riverside 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 Riverside at the time that the proposal is submitted to the Borough. See NJSA 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 Riverside 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 NJSA 10:5-31 et seq and NJAC 17:27 (EEO in Public Contracts)

Return two paper copies in sealed envelope to: Riverside Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075 NO LATER THAN 10:00am on WEDNESDAY DECEMBER 11, 2019.