

County of Henry

P.O. BOX 7
COLLINSVILLE, VIRGINIA 24078-0007
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MEMBER OF
VAGP
NIGP

PURCHASING DEPARTMENT

JULY 25, 2014
REQUEST FOR PROPOSAL
RFP # 14-08113-A143
HENRY COUNTY PURCHASING DEPARTMENT

The County of Henry solicits firms to submit proposals for “**Providing Management and Technical Services at the Henry County Animal Shelter.**” The **original** and **five (5)** submittals (**FOR A TOTAL OF SIX (6) PROPOSALS**), marked “**Services at Animal Shelter**” RFP #14-08113-A143 will be received in a sealed envelope not later than **3:00 p.m., Local Prevailing Time, August 11, 2014, in the:**

Purchasing Department, Room 210
Attn: Carole Jones, Chief Purchasing Agent
Henry County Administration Building
P.O. Box 7 (Postal Service)
3300 Kings Mountain Road (UPS or FedEx)
Collinsville, VA 24078-0007

Facsimile and/or electronic proposals will not be accepted. Proposals received after the announced time and date of receipt, by mail or otherwise, will be returned unopened. Nothing herein is intended to exclude any responsible firm or in any way restrain or restrict competition.

On the contrary, all responsible firms, local, faith-based, minority-owned and female-owned are encouraged to submit a proposal.

The County/PSA reserves the right to reject any or all of the proposals, to waive informalities and to award in part or in whole any or all proposals. Any proposal submitted **MUST** be signed by an individual authorized to bind the offeror.

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Enclosed is a ***“Proposal Requirements and Non-Collusion Statement”*** that must be signed and returned with the proposal or proposal may be rejected.

If you desire not to quote on this proposal, please forward your acknowledgement of NO PROPOSAL SUBMITTED to the above address. Otherwise, your name shall be removed from our bidders list after three (3) non-responses.

Contract Period

A notice of award will be signed and publicly posted once this RFP has been approved. The date on the notice of award will be when the RFP becomes effective (not date of service).

Initial contract shall be for one (1) year after contract is awarded. However, the County reserves the right to negotiate with the awarded vendor for up to four (4) additional one (1) year terms. The entire length of this contract shall not exceed past September 30, 2019. Under the VA Procurement Act, the County/PSA reserves the right to negotiate extending this contract for not more than one (1) additional year after original contract terms. **The above terms shall override any other written terms in this RFP and/or verbal comments made during negotiations, unless authorized by Chief Purchasing Agent.**

Piggy Back Clause

This contract shall be available for piggy backing for any other state and local agency or government agency.

ILLEGAL ALIENS

Vendor promises they will not hire illegal aliens. By signing this proposal document the vendor confirms this promise.

CONTACT FOR THIS RFP:

Please contact Steve Eanes at seanes@co.henry.va.us for any questions pertaining to this RFP.

SPECIAL TERMS AND CONDITIONS

During the performance of any contract awarded pursuant to this RFP, the contractor agrees as follows:

- A. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin, or handicaps, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the operation of the contractor. The Contractor agrees to post in conspicuous places, available to provisions of this nondiscrimination clause.
- B. The Contractor, in all solicitations or advertisements for employees placed on behalf of the contractor, will state that such contractor is an equal opportunity employer.
- C. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulations shall be deemed sufficient for the purpose of meeting the requirements of this section.

The Contractor shall include in provisions of the foregoing paragraph A, B, and C in every subcontract or purchase order over \$5,000 so that the provisions will be binding upon each subcontractor or vendor.

PROPOSAL REQUIREMENTS AND NON-COLLUSION STATEMENT

My signature certifies that the proposal as submitted complies with all Terms and Conditions as set forth. My signature also certifies that the accompanying proposal is not the result of, or affected by, any unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under Title 18.2, Chapter 12, Article 1.1 of the Code of Virginia as amended. Futhermore, I understand that fraud and unlawful collusion are crimes under the Virginia Governmental Frauds Act, the Virginia Bid Rigging Act, and Virginia Antitrust Act, and Federal Law, and can result in fines, prison sentences, and civil damage awards.

I hereby certify that I am authorized to sign as a Representative for the Firm:

NAME OF FIRM _____

ADDRESS _____

SIGNATURE _____

NAME (TYPE/PRINT) _____

TITLE _____

DATE _____

TELEPHONE() _____

FAX() _____

RFP# 14-08113-A143

THE 2007 SESSION OF THE VIRGINIA GENERAL ASSEMBLY, PASSED THE HB 1707/SB 1346 BILL, EFFECTIVE ON JULY 1, 2007. HENRY COUNTY IS REQUIRING ALL VENDORS TO ABIDE BY THE FOLLOWING NEW LEGISLATION.

HB 1707/SB 1346

PROVIDES THAT AS A CONDITION OF AWARDING A CONTRACT FOR THE PROVISION OF SERVICES THAT REQUIRE THE CONTRACTOR OR HIS EMPLOYEES TO HAVE DIRECT CONTACT WITH STUDENTS ON SCHOOL PROPERTY DURING REGULAR SCHOOL HOURS, THE SCHOOL BOARD MUST REQUIRE THE CONTRACTOR TO PROVIDE CERTIFICATION THAT ALL EMPLOYEES WHO WILL HAVE DIRECT CONTACT WITH STUDENTS HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD. THE BILL ALSO PROVIDES THAT THE REQUIREMENT BE WAIVED IN EMERGENCY SITUATIONS WHEN IT IS REASONABLY ANTICIPATED THAT THE CONTRACTOR OR HIS EMPLOYEES WILL HAVE NO DIRECT CONTACT WITH STUDENTS.

PLEASE INDICATE APPROPRIATE BOX BELOW.

_____ I AGREE TO ABIDE BY THIS LEGISLATION HB 1707/SB 1346.

_____ THIS LEGISLATION DOES NOT APPLY TO THIS SOLICITATION.

THE AWARDED VENDOR MAY BE REQUIRED TO PROVIDE ADDITIONAL PAPERWORK BUT ONLY A SIGNATURE IS NECESSARY AT THIS TIME.

AUTHORIZED VENDOR SIGNATURE

DATE

COMPANY NAME

PRINTED NAME AND TITLE

Subcontractor Information

Must fill form out completely even if no subcontractors are being used.

You must check appropriate box below and list any subcontractors that will be used for this RFP# **14-08113-A143** for **Providing Management and Technical Services at the Henry County Animal Shelter**.

_____ I will be using subcontractors. (See list below)

_____ I may or may not be using subcontractors. Not sure at this time. If you are the awarded vendor, you are responsible for contacting Commissioner of Revenue's Office at (276-634-4691) with subcontractor information. Payment of invoices is contingent upon receiving required information.

_____ I will not be using subcontractors.

1.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

2.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

3.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

4.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

5.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

6.) Subcontractors Company Name _____

Contact Person _____ Telephone # _____

Bidders Company Name _____

Bidders Authorized Signature _____ **Date:** _____

Bidders Telephone # _____ **Federal ID #** _____

*Note- Add a separate sheet if you need additional space for subcontractors

Specifications for Henry County Sheriff's Office Request for Proposals to Provide Management and Technical Services at the Henry County Animal Shelter

This RFP is in reference to the care of all domestic animals while housed at the Henry County Animal Shelter (HCAS) located at 140 Jack Dalton Road, Martinsville, VA.

Scope

The successful vendor shall provide overall management and operation of the Henry County Animal Shelter. The vendor is required to operate the shelter in a safe and efficient manner that meets or exceeds all State and Local ordinances and policies. At a minimum, the vendor shall provide a shelter supervisor that is capable of meeting or exceeding the expectations outlined in this document. The vendor may use additional shelter attendants to perform routine tasks related to operating the shelter. The shelter supervisor shall oversee the work of the shelter attendants.

It is expected that the shelter shall be open for adoptions and staff working to place animals at a minimum of four hours on each day, Monday through Friday during daytime hours. The vendor shall provide mandatory cleaning and care of the animals and facilities everyday (365 days per year).

The minimum requirements for the positions requested are:

Shelter Supervisor

- Shall manage the shelter in a fair, effective, and efficient manner to serve the citizens of Henry County while representing the Henry County Sheriff's Office/ County of Henry in a professional manner.
- Shall oversee, schedule, assign and review the daily work activities of the shelter staff (i.e. shelter attendant/s) **(NOTE: This DOES NOT refer to any Henry County personnel).**
- Oversee the general care of all animals housed at the shelter and perform a daily walkthrough of the shelter, to assess conditions and verify inventory of animals.
- Maintain a daily shelter inventory of all the animals housed in the facility.

- Oversee the general cleanliness and sanitation of the shelter.
- Must have the ability to interact with impounded animals including stray, sick or injured animals. Must have the ability to recognize animals that have been abused, neglected, or treated cruelly, and have the ability to handle knowing that impounded animals sometimes must be euthanized.
- May perform “touch up” cleaning/feeding/watering as needed.
- Supervising disease control, animal health, and sanitation protocols in accordance with Virginia Department of Agriculture and Consumer Services/ Division of Animal & Food Industry Services standards.
- Assist rescue groups with the selection and record keeping for rescuing animals from Henry County Animal Shelter.
- Instruct shelter personnel in proper handling techniques of animals.
- Maintain accurate records and statistics of shelter activities.
- Oversee the “check in” process during intake and ensure that Henry County Animal Shelter policies are being followed.
- Oversee the care of quarantined animals.
- Ensure that initial medical assessment and minor medical treatment is provided to all domestic animals which are housed at the Henry County Animal Shelter. Administer medication as needed for any animal needing attention while at the Henry County Animal Shelter. Provide routine and “minor” medical treatment (ear mites, small abrasion, flea/tick baths, etc.) as well as administer any/all prescribed medications to any injured animal while being housed at the HCAS.
- Ensure the washing and drying of all the towels/linens used during the cleaning of the animal living areas at the Henry County Animal Shelter is done daily.

- Make all possible efforts to find permanent housing for all domestic animals through a rescue shelter and/or through other adoptions. This does not apply to animals housed at the HCAS for evidentiary measures (i.e. – pending charges).
- Maintain detailed, up-to-date records for all rescue groups and rescued animals.
- Contact rescue groups about available HCAS animals and assist rescue groups with animal selection and coordinate the transfer of animals to other shelters (i.e. Lucky Dog Rescue, SPCA, etc...)
- Schedule times to meet with the public for viewing of the animals being housed at the Henry County Animal Shelter for possible adoption.
- Counsel potential pet owners who are considering relinquishing their pets to the HCAS, about solutions and alternatives to surrendering their pets.
- Follow adoption policies, review applications for adoption and screen the applications to ensure pets go to responsible homes and perform all follow up requirements.
- Respond to citizen inquiries in a prompt, professional, and informative manner.
- Other duties may be assigned by Henry County Sheriff's Office personnel to improve services for the animals and adoption purposes.

Shelter Attendant(s)

- Shall give fresh food and clean water daily, and as needed, to all animals, based on age, size, weight, and condition, which are housed at the Henry County Animal Shelter.
- Shall perform cleaning/sanitizing/drying of all occupied housing areas (i.e. runs, cages, caged areas, etc.) daily to the Virginia Department of Agriculture and Consumer Services/ Division of Animal & Food Industry Services standards.

- Shall have the ability to safely and properly handle all animals including quarantine and vicious animals, which also may include feral cats.
- Should have the ability to lift a minimum of 50 lbs, up to 70 lbs, with no assistance.

Supplies and materials to be provided by the successful Vendor

- Provide towels/linens needed for the cleaning, sanitizing, and drying the animal areas (i.e. steel cages, run, etc.) at the HCAS.
- Provide all cleaning supplies (bleach, detergent, disinfectants, brushes, etc.) needed to clean the animal living areas and cleaning the towels and linens used at the Henry County Animal Shelter.
- Provide routine initial medical/health assessment and minor medications for all domestic animals housed at the HCAS.
- Any serious medical issues concerning the animals, the vendor will transport the animal to the vet/hospital. The HCSO will be made aware of and shall approve any medical issues **before** treatment is performed if the costs of the treatment are to be paid by the County.

The Henry County Sheriff's Office will provide the following:

- Supply routine building maintenance including heat/cooling, water, and sewer.
- Food needed for all animals housed at the Henry County Animal Shelter.
- Catch poles and bite gloves for any aggressive animal at the Henry County Animal Shelter and provide training for the use of any equipment provided.
- A log book to document any "potentially dangerous animals" that may come into the Henry County Animal Shelter. This information will be written into this log book and communicated to the animal shelter personnel.

Liability Considerations

- Any personnel and or performance issues will be handled accordingly by the vendor and a Henry County Sheriff's Office Representative. Failure to comply with all agreed services and operational standards may void this contractual agreement
- The successful vendor shall provide any liability insurances, workers compensation policies, or other coverage needed for any liability resulting in any and all injuries caused to their employees while in the performance of any/all duties on Henry County property. No County insurance protection shall cover the employees of the successful proposal.
- Henry County shall not be held liable for any actions of the vendor or the vendor's employees.
- Either party can end this contract without cause with a 30 day written notice.

RFP Selection Criteria

The evaluation committee will place values on the four criteria indicated below in making the decision on awarding the contract.

- The evaluation committee will consider the vendors previous work experience in managing an animal shelter.
- The price that the vendor will charge to perform the desired work will be a factor.
- The evaluation committee will consider the vendors understanding of the scope of the project.
- The evaluation committee will consider the vendors approach and ability to organize and manage the project to ensure the best interests of the community.

If you have any questions contact Steve Eanes at seanes@co.henry.va.us .