



Request for Quotations No. LS-2025-01 for Pound Keeper

1. Invitation to Submit Bid

The Municipality of Kincardine (the “Municipality”) invites you to submit a bid for **Pound Keeper** as further described in Schedule 1.

2. Bidder Questions

If you have questions about this RFQ process, please submit your questions by email to:

Nicole Bauman, Administrative Assistant
nbauman@kincardine.ca

3. Submission Deadline

The submission deadline for this RFQ is **4:00:00 PM ET on April 1, 2025** Late submissions may not be considered.

4. Submission Instructions

Please submit your completed and signed Bid Submission Form (see Schedule 3) by email to:

tenders@kincardine.ca

5. RFQ Process

The purpose of this RFQ process is to request bids for the goods and services described in Schedule 1. This is a non-binding RFQ process and no legal obligations regarding the procurement of any good or service will be created until the Municipality and the selected bidder have confirmed a contract for the goods and services. The Municipality may choose to select or not select any bidder and may cancel this RFQ at any time.

The Municipality intends to select the bidder that can provide for the goods and services in accordance with all requirements described in Scheduled 1 for the lowest price. The Municipality will

send the selected bidder a selection notice by email. Unsuccessful bidders will also be notified by email.

The selected bidder is expected to confirm acceptance of the Contract terms as defined in Schedule 2, within the timeframe specified in the selection notice. If the selected bidder does not confirm acceptance of the Contract, the Municipality may select another bidder or cancel the RFQ process. The Municipality may agree to negotiate minor changes to the Contract if the Municipality considers such changes necessary and/or acceptable.

The Municipality reserves the right to request and verify references and to clarify information in the highest ranked bidder's bid as a condition of entering into a Contract.

If a reference cannot be reached within a reasonable time or is unable or unwilling to provide a reference for any reason, the Bidder will be given one opportunity to provide an alternate reference. If the alternate reference can not be reached within a reasonable period of time or is also unwilling or unable to provide a reference, the selected Bidder will fail the reference check and will not be invited to enter into a Contract.

If during this pre-contract verification phase any information is discovered to be invalid, incorrect or based on incorrect assumptions to an extent that, in the Municipality's opinion, compromises the bidder's ability to deliver the requirements at the price in the bid, the selected bidder will not be invited to enter into a Contract.

Schedule 1 – Scope of work

INTRODUCTION

The Municipality of Kincardine (“the Municipality”) is a lower-tier municipality within the County of Bruce with an estimated population of 12,000. The Municipality requires the services of a Pound Keeper for the temporary keeping of dogs found within the geographic limits of the Municipality of Kincardine .

A. CONTRACT TERM (Ongoing Services)

The Contract is effective as of the Contract Effective Date and shall continue for a period of 1 year. The Municipality may, in its sole discretion by written notice, extend the term of the Contract for up to 2 additional years, which optional extension may be made in a single or multiple Contract extensions. Together the initial term and any extension thereof is the "Term".

B. GENERAL SCOPE OF WORK

- a) Must hold a valid kennel licence
- b) Maintain holding facilities (pound) to house stray, unidentifiable, injured, sick or dead dogs
- c) Provide humane shelter and treatment to dogs under their care (i.e; living space, food, water)
- d) Handle dogs for the purpose of investigation of mistreatment or control of abandoned, dangerous or unattended dogs
- e) Be on standby to receive calls during weekdays, weekends, evenings, holidays, and off-duty hours
- f) Provide contact information for the public to contact
- g) Maintain adequate and appropriate liability insurance (as described in, 4. Municipal policies)



D) SPECIFIC REQUIREMENTS AND FREQUENCY

1. SERVICE LEVEL AGREEMENT

Service quality and timeliness are of importance to the Municipality in the conduct of the Services.

- a) Responsiveness - All communications from the Municipality (including the Municipality's by-law enforcement contracted service provider, Municipal Support Services) must be acknowledged by the Pound Keeper personnel within 1 business day of the Pound Keeper's receipt of the animal.
- b) The Pound Keeper must notify the Municipality as soon as it discovers it will not be able to fulfill the scope of work.

Should there be a repeated failure to meet the specified scope of work, the Municipality will issue a formal warning notice to the Pound Keeper describing the incidents giving rise to the warning notice. If the Pound Keeper fails to rectify the concerns following receipt of the warning notice to the Municipality's satisfaction, the Municipality may exercise its rights of termination pursuant to the Contract.

2. END OF CONTRACT TRANSITION OBLIGATIONS

Upon notice of termination by the Pound Keeper or the Municipality outside of the end of contract date, the Pound Keeper is responsible for fulfilling the obligations regarding any dogs in the custody and care of the Pound Keeper at time of termination.

3. MUNICIPALITY CONTRACT REPRESENTATIVE

The Municipality's representative for all matters concerning this Contract and the services shall be:

Jennifer Lawrie, Clerk
1475 Concession 5, RR# 5, Kincardine ON, N2Z 2X6
519-396-3468 x 7111
jlawrie@kincardine.ca

4. MUNICIPALITY'S POLICIES

- a) Liability insurance will be required in the minimum amount of two million dollars (\$2,000,000.00) and list the Municipality of Kincardine as an additional named insured.
- b) Pound Keeper will work with the municipal by-law enforcement officers under the provisions of the By-law to regulate the keeping, registration, licensing, control and welfare of dogs within the Municipality of Kincardine, No.2024-159.
- c) The Health and Safety Policy and Contractor Qualification Checklist can found by visiting our website at <https://www.kincardine.ca/our-services/bids-and-tenders/>

Schedule 2 - Contract Terms

1. Contract

The terms of the contract (the “**Contract**”) between the Municipality and the successful bidder (the “**Contractor**”) are comprised of the terms and conditions published on the Municipality’s website at <https://www.kincardine.ca/media/iwxnlom/po-terms-and-conditions.pdf> the Requirements in Schedule 1 of the RFQ document, and the Contractor’s Bid Submission Form submitted in response to this RFQ. In the event of any conflict or inconsistency among the Contract terms and any other term on other documents forming part of the Contract, the Contract terms shall govern. Any terms and conditions which are contained in any other document submitted by the Contractor, such as an order acknowledgement, invoice, standard or online terms or other such document, are hereby expressly rejected and superseded by these Contract terms.

C. Schedule 3 – Bid Submission Form

Bidder's Name:	
Bidder's Address:	
Contact Name and Title:	
Contact Phone Number:	
Contact Email:	

The bidder offers to provide the goods and services, as described in Schedule 1, in accordance with the Contract Terms in Schedule 2, for the following pricing:

Hourly Rate	Daily Rate	Weekend/Holiday Rate

Note to Bidders:

Price ranges are not permitted. If Price ranges are proposed, the Financial Bid Evaluation will be based on the highest price in the price range.

The total bid price includes all costs and expenses associated with providing the goods and services as specified in this RFQ and is exclusive of applicable sales taxes.

Signature of Bidder's Representative

Date