



Contract 2941P

Shelter Operation and Animal Control Services

1. Introduction

The City of Richmond proposes to engage the services of a qualified contractor to provide animal shelter and control services as well as routine maintenance through the City's existing shelter facility located at 12071 No. 5 Road in Richmond for a period of two years.

The objective of this request for proposal is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. Submission Details

Three copies of proposals marked "**Shelter Operation and Animal Control Services Contract 2941P**" addressed to the Office of the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 3:00pm, local time on Tuesday, September 19, 2006. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check with the City of Richmond's

Website, and / or BC Bid to ensure that all available information has been received prior to submitting a bid.

3. Enquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Kerry Lynne Gillis
Buyer, Purchasing Section
City of Richmond

Telephone: 604-276-4097

E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Jodie Shebib
Supervisor, Community Bylaws
City of Richmond

Telephone: 604-247-4642

E-mail: jshebib@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal or oral communication.

Bidders wishing to tour the facility must do so by appointment only, and must schedule the site visit a minimum of two business days in advance by contacting Jodie Shebib, Supervisor, Community Bylaws, at 604-247-4642.

4. Project Background

The City of Richmond requires a contractor to provide animal control, regulation and shelter services on behalf of the City. The contractor will operate out of the current animal shelter located at 12071 No. 5 Road in Richmond.

The contractor will report directly to the Manager, Community Bylaws and will be responsible for ensuring the complete execution of contract services.

5. Contractor Duties

The successful contractor will be responsible for the following duties (which include but are not limited to):

- provide, during regular hours of operation, pick up and seizure for injured, stray, dangerous or dead domestic animals within the City of Richmond;
- respond to complaints regarding injured or dangerous wildlife;

- provide daily cleaning of all shelter and kennel areas, food and water bowls, hallways and equipment; collection and proper disposal of animal refuse, manure or other animal waste;
- provide shelter services, including feeding, boarding and exercise, for animals strayed, abandoned or otherwise deposited to their care from within the City of Richmond;
- provide humane treatment of all animals while in shelter; provide basic first aid services, including licensed veterinary care, at the Contractor's expense for all sick and injured animals;
- ensure that all veterinarian services shall be provided by qualified personnel licensed by the British Columbia Veterinary Medical Association.
- provide humane destruction of animals as required in cooperation with a licensed veterinarian in a manner that conforms with the BC Veterinary Medical Association; disposition of any animal carcasses as required;
- provide incineration services, specific tasks to be determined.
- provide active enforcement, where required, of the *Animal Control Regulation Bylaw No. 7932*, the *Dog Licensing Bylaw No 7138* (available on-line at http://www.richmond.ca/_shared/assets/Bylaw_7932434.pdf) and amendments thereto, including the issuance of violations under the *Municipal Ticket Information Authorization Bylaw No. 7321* (available on-line at http://www.richmond.ca/_shared/assets/bylaw_7321455.pdf) and amendments thereto;
- provide active enforcement of the *Provincial Prevention of Cruelty to Animals Act* and amendments thereto;
- provide a minimum of one (1) dedicated, animal control vehicle equipped with a two-way radio communication, together with a base station, telephone recorder and other in-vehicle equipment necessary to conduct animal control services in a humane and safe manner;
- maintain access to a dedicated, animal control vehicle of sufficient size and capacity to transport large animals in a humane and safe manner;
- maintain the following hours of operation of the animal shelter for the public:
 - Monday to Friday; 10:00am to 6:00pm (excluding statutory holidays)
 - Saturday and Sundays; 9:00am to 5:00pm (excluding statutory holidays);
- maintain accurate records of all activities, business transactions, monies received and monies paid out in the performance of this agreement; such records shall include but not be limited to:
 - a 'Call Log' to be used for recording all general complaints;

- a 'Found Log' to be used for recording all animals found;
- an 'Animal Log' to be used for recording all animals surrendered for adoption, for humane destruction and animals impounded;
- a 'Dog Licence Log' to be used for recording all dog licences sold by the contractor;
- provide a monthly operations report in a manner acceptable to the Director of Finance and the Manager, Community Bylaws outlining all licence fees, impound fees, boarding fees, adoption fees, spay/neuter fees, destruction fees, number and type of complaints received, number of dogs impounded, number of dogs claimed, number of dogs sold, number of dogs destroyed and number of any other animals processed, and the monthly remittance of 50% of all licence fees collected to be granted to the City;
- maintain adequate security for impounded animals including the operation and maintenance of a monitored security system for the City's shelter;
- maintain, at the contractor's expense, comprehensive general liability and property damage insurance which includes coverage for injury to, loss or death of any animal in the custody of the contractor; for a minimum amount of \$5,000,000.00 and including the City as additionally insured;
- provide, upon execution of an agreement, a performance security or deposit for a minimum of \$20,000.00, in a form acceptable to the City and to be maintained for the term of the agreement and 30 days beyond any expiry or termination and
- maintain adequate staff levels to ensure all services outlined in the contract are provided in an efficient and professional manner; all staff members to be uniformed and carrying identification cards acceptable to the City; staff members not acting in the best interests of the City will be removed from duty in Richmond at the City's request.

6. City Provided Items

The City will provide use of its animal shelter facility at 12071 No. 5 Road and will assume responsibility for all improvements and repairs to the building.

7. Budget

A budget of \$300,000.00 Canadian, including all applicable taxes, has been assigned to this contract, for services rendered by the successful contractor.

8. Proposal Submissions

All bidders are required to provide the following information with their submissions, and in the order that follows:

- A corporate profile of their firm outlining its history, philosophy and target market.
- A detailed listing of animal shelter operation and animal control experience.
- A description of the contractor's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- A detailed work methodology explaining each project task including what will be expected of both the contractor and the City with respect to each task.
- Team Composition – a complete listing of all key personnel who will be assigned to this work. This will include their relevant experience, qualifications for this work, roles and responsibilities, leadership, etc., in addition to their availability for this work.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., approach to be taken, feasibility and market study, etc.
- A priced methodology, complete with a time allotment on a calendar month basis, for each identified resource you propose to employ to carry out the work; supplemented with a detailed schedule of monthly fees for staff or resources as outlined in Schedule 'A'. These rates shall form the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client references from projects or contracts of a similar size and scope.

9. Working Agreement

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

The successful contractor may include his or her standard terms of engagement.

10. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision;

- Project Methodology;
- Team Composition – Experience and Qualifications of those staff to be assigned to the work;
- Project Deliverables;
- Value for Money to the City of Richmond;
- References, and
- Interview (if required).

Schedule 'A'

Contract 2941P

City of Richmond
Shelter Operation & Animal Control Services

Selected Staffing / Resources & Relative Costs

			Monthly Average	
Shelter Operation				
Staffing	Position	FTE	Cost	Average Callout Rate / Hr
	Manager		\$	\$
	Supervisor		\$	\$
	Patroller		\$	\$
	Staff		\$	\$
	Other (Detail)		\$	
			\$	
			\$	
			\$	
			\$	
Resources	Vehicles	#	\$	\$
	Base Radio	#	\$	

Animal Control Services				
Staffing	Position	FTE	Cost	Average Callout Rate / Hr
	Supervisor		\$	\$
	Patroller		\$	\$
Resources	Vehicles	#	\$	\$
	Patrol Radio	#	\$	
	Patrol Equipment		\$	
	Other (Detail)		\$	
			\$	
			\$	
			\$	
			\$	



City of Richmond
Business and Financial Services Department

Notice of No Bid

Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

2941P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments		Firm Name
		Address
		City
		Province Postal Code
		Telephone Number



This Agreement dated the ☉ day of August, 2006, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☉

(the "Contractor")

Whereas:

- A. The City is ☉ (the "Event or Project");
- B. The City requires a ☉ the Event or Project;
- C. The City issued a Request for Quotation ☉ for the supply and delivery of ☉;
- D. The Contractor is willing and prepared to deliver ☉;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

1.1. The Contractor shall be responsible for the following as per Request for Quotation ☉/Proposal ☉ and the Contractor's submission dated ☉.

- a) ☉
- b) ☉
- c) ☉
- d) ☉
- e) ☉
- f) ☉

- g) ✖
- h) ✖

1.2. The Contractor agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Contractor, the amount of \$✖ plus GST per ✖ for the duration of the term of this agreement, but total amount of payments not to exceed \$✖ plus GST.
- 2.2. Once per month, commencing no sooner than ✖, the Contractor shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✖ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Contractor's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Contractor within ten (10) working days of receipt of the Contractor's Statement of Account.
- 2.5. The Contractor shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Contractor for such expenses.

3. Performance Standards

- 3.1. The Contractor is responsible for meeting the following ✖ targets:
 - ✖
- 3.2. The Contractor agrees to comply with following project deadlines:
 - ✖
- 3.3. The Contractor shall prepare a report to the City on a monthly basis indicating ✖ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Contractor hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Contractor agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

5.1. The Contractor is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Contractor.

6. Assignment And Subcontracting

6.1. The Contractor will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Contractor under this agreement.

6.2. No sub-contract entered into by the Contractor will relieve the Contractor from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.

7. Indemnity

7.1. The Contractor agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Contractor, his employees, officers, volunteers, servants, or agents, or persons for whom the Contractor has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

8.1. The Contractor shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.

a) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.

8.2. The City may require a dedicated limit of the Contractor's professional liability policy be allocated to cover the Contractor's work while contracted by the City.

8.3. The City shall be added as an additional insured under the Contractor's comprehensive general liability insurance.

8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.

8.5. Prior to the commencement of the services hereunder, the Contractor shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the ☒.

10. Ownership of Products

10.1. The City shall take title to and ownership of all materials and products developed by the Contractor pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

11.1. The Contractor shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Contractor or developed by the Contractor pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Contractor acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

12.1. The Contractor shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Contractor to the City under this agreement and the obligations of the Contractor to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the "Expiration Date"), or such later date as may be mutually agreed upon.

14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks' written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Contractor has breached a material covenant, the City may cancel this Agreement immediately without notice.

15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

16. Feminine/Masculine

16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

17. General

17.1. This Agreement may be amended upon mutual agreement of the parties in writing.

17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Contractor Agree to these Terms the day and year first above written.

Contractor

City of Richmond



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1

Fax Cover Sheet

To: Name: To Those Companies
Company: Receiving Copies of the Request for Proposal Document 2941P - Animal Shelter and Control Services

File: 02-0775-50-2941/Vol 01
Date: September 7, 2006
Fax: By E-mail and Posted on the Internet

From: Department: Business & Financial Services Department
Name: David Phipps Supervisor, Purchasing

Phone: 604-276-4287
Fax: 604-276-4162

If you have any problems with this fax, contact: David Phipps at 604-276-4287

Total no. of pages, including cover sheet: 1

Mailed original to follow: No

in response to your request

for your action

Message: Request for Proposal – Contract 2941P – Animal Shelter and Control Services

Addendum Number One

Please amend the document as follows:

Section 2. Submissions

Three copies of proposals marked “Shelter Operation and Animal Control Services Contract 2941P”, addressed to the office of the Manager, Purchasing and Risk, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until 3:00pm, Local Time, on Friday, **September 29, 2006**. Submissions received after this time will be returned to the sender.

No other Terms and Conditions have been changed. We apologise for any inconvenience that this may cause you and look forward to receiving your proposal, on or before 3:00pm, Local Time, on Friday, September 29, 2006.

Sincerely,

David Phipps
Supervisor
Purchasing Section

IMPORTANT - CONFIDENTIAL INFORMATION

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. Any other distribution, copying, or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and return the original transmission to us by mail without making a copy.
2017352





City of Richmond
Business & Financial Services Department

Memorandum

To: To Those Companies Receiving Copies of the Request for Proposal Document 2941P - Animal Shelter and Control Services **Date:** September 12, 2006

From: Kerry Lynne Gillis **File:** 02-0775-50-2941/Vol 01
Acting Buyer II

Re: Request for Proposal – Contract 2941P – Animal Shelter and Control Services

Addendum Number Two

Please find attached to this addendum a Chart of Services for the maintenance of the Animal Shelter Building. It lists all of the required maintenance tasks and the parties to which these tasks shall be assigned for the contract. This information is supplementary to Contractor Duties listed in Section Five (5) of the Request for Proposal document. Please consider this information in the preparation of your proposal.

No other Terms and Conditions have been changed. We apologise for any inconvenience that this may cause you and look forward to receiving your proposal, on or before 3:00pm, Local Time, on Friday, September 29, 2006.

Kerry Lynne Gillis
Acting Buyer II

KG:kg

pc: Jodie Shebib, Supervisor Community Bylaws

Chart of Services for Building Maintenance:

This Chart defines the building maintenance responsibilities of both the City of Richmond and the Animal Shelter Contractor for the Animal Shelter Facility.

Activity	Who is Responsible		
	City of Richmond	Animal Shelter Contractor	Other (to be determined by the City)
BUILDING			
1. Exterior Building :			
• painting		X	
• graffiti removal		X	
• wall repair		X	
• roofing inspection & repair	X		
• window/glazing repair		X	
• window/glazing replacement		X	
• door locks & hardware		X	
• keys cutting maintenance		X	
• signage			
• free standing		X	
• attached		X	
• gutter cleaning		X	
• window/skylight cleaning(fall restraint protection required)		X	
• window/skylight cleaning (no fall restraint protection)		X	
• pressure washing		X	
• sidewalk maintenance			
• stairs		X	
• entrances & railings		X	
• ramps		X	
• snow removal		X	
• ice removal		X	
• pressure washing		X	
• ladders (attached)		X	
• access hatches		X	
• fall restraint systems		X	
• plumbing			
• backflow preventor maintenance		X	
• ponds & fountains		N/A	
• architectural features (canopies, etc.)		X	
• landscaping		X	

Activity	Who is Responsible		
	City of Richmond	Animal Shelter Contractor	Other (to be determined by the City)
• bike racks		X	
• benches & picnic tables		X	
• garbage cans		X	
• litter pick up		X	
2. Parking Lot and Driveways:			
• lighting		X	
• snow and ice removal		X	
• curbs		X	
• line painting		X	
• pavement		X	
• signage		X	
• sweeping		X	
3. Interior Building:			
• painting - major		X	
• painting – touch up		X	
• glazing repair		X	
• glazing replacement		X	
• window/skylight cleaning (fall restraint protection required)		X	
• window/skylight cleaning (no fall restraint protection required)		X	
• flooring maintenance (except cleaning)		X	
• carpet extraction		X	
• flooring replacement		X	
• large appliances/equip		X	
• small appliances		X	
• office equipment		X	
• racquet courts		N/A	
• weight room equip.		N/A	
• fixed gym equipment		N/A	
• score clocks/consoles		N/A	
• furniture		X	
• sports equipment		X	
• play equipment		X	
• walls and partitions		X	
• ceiling systems		X	
• planters		X	

Activity	Who is Responsible		
	City of Richmond	Animal Shelter Contractor	Other (to be determined by the City)
• door locks and hardware		X	
• millwork (counters, cabinets, chair rails, display cases)		X	
• toilet and change room partitions		X	
• signage		X	
• change room benches		X	
• lock & cash structures		X	
• baby change tables		X	
• window coverings		X	
• telephone system		X	
• P.A. & sound system		X	
• data wiring system		X	
4. HVAC Systems:			
• hydro & gas budgets		X	
• DDC system		X	
• HVAC major repairs		X	
• HVAC major inspections		X	
• HVAC (filters & belts)		X	
• HVAC PM's		X	
• pumps		X	
• energy management		X	
5. ELECTRICAL			
• power systems (including transformers and generators)		X	
• electrical (including lamp replacement)		X	
6. PLUMBING			
• plumbing system piping (interior/exterior)		X	
• plumbing fixtures		X	
7. LIFE & FIRE SAFETY			
a. Security Systems			
• annual PM		X	
• monthly reports		X	
• duress system		X	
• staff training		X	
• monitoring cost		X	
• CCTV		X	
• magnetic door locks		X	
• panel replacement		X	

Activity	Who is Responsible		
	City of Richmond	Animal Shelter Contractor	Other (to be determined by the City)
• panel maintenance		X	
b. Fire Alarm System			
• fire extinguishers		X	
• suppression system		X	
• sprinkler system		X	
• mag. door closers		X	
• roll down shutters		X	
• fire safety plan		X	
• staff training		X	
• exit alarms		X	
• annual inspection		X	
• fire drills		X	
c. Emergency Lights			
• annual		X	
• monthly		X	
• staff training		X	
• exit lights		X	
d. Emergency Power Generator			
• annual test		X	
• monthly test		X	
• staff training		X	
• U.P.S. system		X	
8. COMMON PROPERTY			
• fence		X	
• playground equipment		X	
• Irrigation system		X	
• landscape		X	
• outdoor furniture		X	
• elevator, loading dock		X	
• tenant space		X	
• annual strata fee		X	
• garbage P.U		X	
• recycling		X	
MISC.			
• janitorial cleaning		X	

Activity	Who is Responsible		
	City of Richmond	Animal Shelter Contractor	Other (to be determined by the City)
<ul style="list-style-type: none"> key cutting - operational needs 		X	
<ul style="list-style-type: none"> office moves 		X	



To: Those Companies Receiving Copies of the Request for Proposal Document 2941P-Animal Shelter and Control Services **Date:** September 13, 2006

From: Jodie Shebib
Supervisor Community Bylaws **File:** 02-0775-50-2941/Vol 01

Re: **Request for Proposal - Contract 2941P - Animal Shelter and Control Services**

Addendum Number Three

In response to the following inquiries that were received for this Request for Proposal, we have assembled Addendum Three for the information of all interested parties. Please consider this information in the preparation of your proposal:

1.)

Q - Can the City of Richmond specify the number of animal control officers who will be required to conduct this operation?

A - All applicants are required to provide the City with their anticipated staffing needs based on the scope of work as outlined under Contractor Duties and the budget listed in the Request for Proposal.

2.)

Q – Can the City of Richmond amend the Request for Proposal by deleting, under the *Contractor Duties* section, (the requirement to) “provide active enforcement of the Provincial *Prevention of Cruelty to Animals Act* and amendments thereto?

A - *The Prevention of Cruelty to Animals Act* legislates that the BCSPCA must enforce animal cruelty complaints under this Act. The City of Richmond is requesting that all respondents provide in writing, a plan for addressing all complaints that would fall under this authority whether through referral or other means.

3.)

Q – Can the City amend the requirement for a minimum of three (3) client references from projects or contracts of a similar size and scope?

A - The requirement for a minimum of three client references remains firm. The City of Richmond has an obligation to take reasonable measures to assess previous experience and capability. The City recognises and will accept, that the three references may be related to one operation.

Jodie Shebib
Supervisor Community Bylaws

JS:js



To: Those Companies Receiving Copies of the Request for Proposal Document 2941P-Animal Shelter and Control Services **Date:** September 14, 2006

From: Jodie Shebib
Supervisor Community Bylaws **File:** 02-0775-50-2941/Vol 01

Re: **Request for Proposal - Contract 2941P - Animal Shelter and Control Services**

Addendum Number Four

In response to the following inquiries that we have received for this Request for Proposal, we have assembled Addendum Four for the information of all interested parties. Please consider this information in the preparation of your proposal:

1.)

Q - Can the City of Richmond clarify whether the budget of \$300,000 will apply to each of the two years or is it \$150,000 per year?

A - The \$300,000 budget is the total amount budgeted for the duration of the two-year contract.

2.)

Q - It is assumed by us that the contract budget...includes....Animal Control services to be performed by the shelter Contractor. Please clarify.

A - The contract budget covers all duties that must be performed by the successful contractor as listed in Section 5., *Contractor Duties*, of the Request for Proposal (RFP) Document and additional building maintenance duties that have been listed in the *Chart of Services* in Addendum 2.

3.)

Q - Is the \$20,000 bid deposit required to accompany this RFP and if so, should this deposit be submitted in the form of cheque or bank draft?

A - There is no \$20,000 bid deposit. There is a \$20,000 performance security deposit which must be paid upon execution of an agreement with the successful contractor and is not required as part of the proposal submission. The form of payment for this deposit will be determined at the time the contract is finalised.

4.)

Q - Can the City provide a list of bidders?

A - The City does not disclose bidders lists for Requests for Proposals; in addition, since this RFP was advertised on BC Bid and the City's website, there is no definitive list of interested parties that have downloaded the RFP/Addenda documents and who will be submitting proposals as a result. Should a bidder's list be required, then a Freedom of Information request can be made through the City Clerk's Office at 604-276-4007 after September 29, 2006.

Please note, that in order to answer all questions in a timely fashion for the benefit of all bidders, there will be a deadline for the submission of further questions on this Request for Proposal. We request that all questions be submitted in writing to the contact persons listed in Section 3 of the RFP document by no later than 5:00pm, Local

September 12, 2006

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Time, on Wednesday, September the 20th. Questions received after that date and time will not be answered. We will commit to issuing a final addendum, addressing all inquiries received by the deadline, by Monday, September the 25th, 2006.

Jodie Shebib
Supervisor Community Bylaws

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