



TOWN OF MEREDITH

Administrative Services

41 Main Street, Meredith, New Hampshire 03253-5861

Telephone (603) 279-4538 ♦ Fax (603) 279-1042

REQUEST FOR PROPOSAL **2010 – KENNEL (DOG) SERVICE**

I. General Information:

- A. The Town of Meredith, NH is accepting sealed bids for Kennel (Dog) Services for the Town of Meredith's Police Department.
- B. Sealed bids must be returned no later than 12:00PM, Wednesday, February 17, 2010 to Administrative Services, Town of Meredith, 41 Main Street, Meredith, NH 03253
- C. Bids will be opened by Administrative Services at 12:00PM, Wednesday, February 17, 2010.
- D. The contact person for this RFP at the Town of Meredith is Mr. Phil Warren, Town Manager at (603) 279-4538.

II. Description of Scope of Services:

1. Scope

- 1.1. The Meredith Police Department requires an animal shelter and kennel facility to house captures and stray animals (dogs) in the maintenance of an animal control program.
- 1.2. The awarded Contractor shall provide and maintain, at their cost and expense, an animal shelter and kennel facility, with sufficient space for the care and shelter of stray and impounded animals.
- 1.3. The Contractor shall provide food and other maintenance needs for stray and impounded animals.
- 1.4. The Contractor shall provide veterinarian services for sick/injured animals as it deems prudent and necessary for the well-being of the animals, and shall have the right to reimbursement for the cost of such services from the owner/resident upon redemption of their owned animals.
- 1.5. The awarded Contractor may refuse any animal other than a dog or cat which it does not have the proper equipment or training to handle or care for said animal.
- 1.6. The facility shall provide heat and utilities for its facility and be available 24 hours per day, seven days a week for the Department to leave stray animals.
- 1.7. The Department shall deliver any animals that are deemed in medical distress to a local veterinarian. The expense for this service will be borne by the owner/resident.
- 1.6 The Town shall, in its discretion, prosecute all violations of the city ordinances and state animal laws requiring police action

2. Services:

- 2.1 The awarded Contractor shall provide the following services to the Department:
 - 2.1.1 Boarding of animals delivered to the shelter by the Department, said animals shall be held in a segregated kennel unit and be displayed for owner recovery.
 - 2.1.2 The Department shall provide to the kennel an impoundment slip containing all the necessary information for the care and maintenance of the animal, including owner information (if known).
 - 2.1.3 The Contractor shall accept all animals impounded by the Department unless otherwise limited by this agreement shall be deemed to have taken responsibility for such animals unless otherwise adjusted, affected, or modified by this required information, as aforesaid.
 - 2.1.4 Injured/obviously ill impounded animals shall be held in specifically designated cages separate from the healthy impounded animals.
 - 2.1.5 Except in emergency situations, no more than one adult dog or one adult cat shall be kept per cage.
 - 2.1.6 Keep all holding facilities clean and sanitary, and assuring that sanitized kennels are immediately available for all impounded animals delivered by the Departments.

- 2.1.7 Supplies such as food, litter, and water shall be available to Department personnel impounding an animal during non-business hours, all food and litter is to be supplied by the Contractor.
- 2.1.8 The Contractor shall be responsible for attempting to inform, within a reasonable period of time, the owners/resident of all animals with identification accepted by it from the Department.
- 2.1.9 The Contractor shall, when possible collect impoundment, care and maintenance fees as established by its administration.
- 2.1.10 Animals not claimed by their owners/resident or cannot be identified, subsequent to the passage of the holding period as imposed by law, become the lawful owner of the unclaimed animals in accordance with applicable laws.
- 2.1.11 In accordance with the provisions of RSA 436:105 and 436:105-a, the Contractor agrees to provide the Town of Meredith with isolation facilities for the impoundment of dogs and cats suspected of having rabies. The Contractor may at its discretion contract with other communities to provide rabies impound facilities. If an animal has been quarantined, the owner/resident will be responsible for all fees related to the quarantine.
- 2.1.12 The Contractor shall provide rabies suspect quarantine pursuant to RSA 436:105-1 for a period not to exceed ten (10) days, and shall not be required to provide quarantine for any period in excess of ten (10) days as set forth in RSA 436:106.
- 2.1.13 The Contractor agrees to assist owners/residents during normal business hours with locating and/or retrieving animals that may be in the Contractor's custody.

3. Terms and Compensation:

- 3.1 The term of the contract will be for one (1) year beginning March 1, 2010.
- 3.2 The contract may be renewed annually, thereafter upon mutually agreed upon conditions.
- 3.3 The contract may be terminated by either party with a one (1) month's written notice.

4. Reports:

- 4.1 The Contractor shall submit to the Departments a report stating the number of animals impounded and the number of days each animal was held in the shelter each month. This report shall include a description of each animal, including the date of impound and date and method of disposition.

5. Insurance:

- 5.1 The Contractor shall procure and maintain throughout the term of this contract, and any extension(s) thereof, at their own cost and expense, insurance coverage against claims for injuries to persons or damages to property which may arise in connection with the performance of the work performed by the Contractor, its agents, representatives, employees, or subcontractors under the contract. The insurance carrier(s) must be licensed to conduct business in the State of New Hampshire (See Appendix B).
- 5.2 Regardless of any approval by the Department, it is the sole responsibility of the Contractor to maintain the required insurance coverage in force at all times.

6. Applicable Laws:

- 6.1 The awarded Contractor will abide by all applicable federal, state and local laws and regulations which apply to the performance of this contract if awarded a contract.

III. Bid Instructions:

A. Schedule and Transmission Requirements

- 1. Please return the bid proposal in a sealed envelope to:

Town of Meredith
41 Main Street
Meredith, NH 03253
Attn: Administrative Services

- 2. **Deadline for submittal: 12:00PM, Wednesday, February 17, 2010.**
- 3. Faxed bids will not be accepted.
- 4. E-mailed Bids will be accepted; must be received no later than the submittal deadline.
- 5. Bidder must submit (1) one original and (1) one copy of their proposal.
- 6. Please indicate CLEARLY on front of envelope:

BID PROPOSAL FOR RFP 2010 – KENNEL (DOG) SERVICES

VI. Bid Pricing:

- A. One (1) Year of Kennel Service (all inclusive) \$ _____
- B. Fixed Cost per day, per animal \$ _____

APPENDIX A

The Town of Meredith
Indemnification Agreement

The following indemnification agreement shall be and is hereby a provision of this contract:

The Contractor agrees to protect, defend, indemnify, and hold the Town of Meredith harmless from and against any and all losses, penalties, damages, settlements, costs, changes, professional fees or other expenses or liabilities of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance thereof.

Without limiting the generality of the foregoing, any and all such claims, etc., relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged, or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule or regulation, or decree of any court, shall be included in the indemnity hereunder.

The Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

In any case, the foregoing provisions concerning indemnification shall not be constructed to indemnify the town of Meredith for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town, its officers, agents or employees.

This covenant shall survive the termination of this agreement.

Agreed upon:

Date

Company (Contractor) Name

Printed/Typed Name of Person Authorized Signatory

Authorized Signature

Company Address: _____

Phone #: _____

Fax #: _____

Emergency Contact Person: _____

Emergency Contact #'s: _____

APPENDIX B

**Insurance Requirements for
Contractor for the Town of Meredith, NH**

Name of Contractor: _____

Name of Insurance Company(s):

Policy Number(s): _____

General Liability:

General Aggregate		\$1,000,000.00
Commercial General Liability - Products Completion Occurrence	Operations Aggregate	\$1,000,000.00
Comprehensive Form Premises/Operation	Personal & Advertising Injury	\$ 300,000.00
Contractual Independent Contractors	Each Occurrence	\$1,000,000.00
Board Form Property Damage Personal Injury (Any one fire)	Fire Damage	\$ 50,000.00

Automobile/Equipment Liability:

- (x) Any Auto (x) Any Equipment
- (x) Any Hired Auto (x) Any Hired Equipment
- (x) Non-Owned Auto (x) Any Non-Owned Equipment

Worker’s Compensation/Employee’s Liability:

NH Statutory Provisions Coverage-Employee bodily injury by accident, disease and policy limit.

Other:

The Town of Meredith shall be named as additional insured and certificate holder while transporting Meredith materials or property.