BOROUGH OF FANWOOD, UNION COUNTY, NEW JERSEY

PUBLIC NOTICE

<u>NOTE</u>: The Borough will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for proposal and in any subsequent Request for Proposals.



REQUEST FOR PROPOSAL FOR THE PROVISION OF ANIMAL CONTROL SERVICES

ISSUE DATE: June 29, 2023 SUBMISSION DUE DATE: July 13, 2023

BY ORDER OF THE BOROUGH OF FANWOOD, UNION COUNTY, NEW JERSEY

GLOSSARY

The following definitions shall apply to and are used in this Request for Proposal:

"Borough" - refers to the Borough of Fanwood, County of Union, State of New Jersey.

"Qualification Statement" - refers to the complete responses to this RFP submitted by the Respondents.

"Qualified Respondent" - refers to those Respondents who (in the sole judgment of the Borough) have satisfied the qualification criteria set forth in this RFP.

"RFP" - refers to this Request for Proposal, including any amendments thereof or supplements thereto.

"Respondent" or "Respondents" - refers to the interested firm(s) that submit a Request for Proposal.

INTRODUCTION AND GENERAL INFORMATION

1.1. <u>Introduction and Purpose</u>.

The Borough is soliciting Request for Proposals from interested companies and/or persons ("firm") for the provision of Animal Control Services, as more particularly described herein. Through a Request for Proposal process described herein, firms interested in assisting the Borough with the provision of such services must prepare and submit a Proposal in accordance with the procedure and schedule in this RFP. The Borough will review proposals only from those firms that submit a proposal which includes all the information required to be included as described herein (in the sole judgment of the Borough). The Borough intends to qualify firm(s) that (a) possesses the professional, financial, and administrative capabilities to provide the proposed services, and (b) offers the financial terms and conditions that are determined by the Borough to provide the greatest financial benefit to the taxpayers of Borough.

1.2. Procurement Process and Schedule.

This contract will be awarded using Competitive Contracting pursuant to Local Public Contracts Law, N.J.S.A. 40A:11-1 *et seq.* Proposals will be reviewed and evaluated by the Borough. A proposal will then be recommended to the governing body for award of contract, based on the proposal that is most advantages to the Borough. In addition, the Borough has structured a procurement process that seeks to obtain the desired results described above, while establishing a competitive process to assure that each firm is provided an equal opportunity to submit a proposal. Proposals will be evaluated in accordance with the criteria set forth in Section 2 of this RFP, which will be applied in the same manner to each proposal received.

Proposals will be reviewed and evaluated by the Borough and its legal and financial advisors (collectively, the "Review Team"). The proposal will be reviewed to determine if the Respondent has met the minimum professional, administrative, and financial areas described in this RFP. Based upon the totality of the information contained in the proposal, including information about the reputation and experience of each Respondent, the Borough will (in its sole judgment) determine which Respondent is qualified (from professional, administrative and financial standpoints)

The RFP process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Borough reserves the right to, among other things, amend, modify, or alter the Procurement Schedule upon notice to all potential Respondents.

All communications concerning this RFP or the RFP process shall be directed to the Borough's Designated Contact Person, in writing, at the address set forth below.

1.3 **Evaluation**

Proposals will be reviewed and evaluated by the Borough. The evaluation will rank vendors based on Technical, Management and Cost if applicable.

1.4 Contract Period

August 1, 2023 to August 1, 2028

Designated Contact Person:

Pat Hoynes
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023

Proposals must be submitted to and be received in the Office of the Borough Clerk, via mail, overnight courier, or hand delivery, by **10 AM** Prevailing Time on the submission due date. Proposals will not be accepted by facsimile transmission or e-mail.

Subsequent to issuance of this RFP, the Borough (through the issuance of addenda to all firms that have received a copy of the RFP) may modify, supplement, or amend the provisions of this RFP in order to respond to inquiries received from prospective Respondents or as otherwise deemed necessary or appropriate by (and in the sole judgment of) the Borough.

TABLE 1

ANTICIPATED PROCUREMENT SCHEDULE

ACTIVITY Issuance of Request for Proposals	DATE June 29, 2023
Receipt of Submissions of the RFP	July 13, 2023, 10 AM
Evaluation by Review Team	July 14, 2023
Selection of Contractor/Vendor	July 17, 2023 (Tentative)

Section 1.3. Conditions Applicable to RFP.

Upon submission of a proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Request for Proposal.

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- The Borough reserves the right (in its sole judgment) to reject for any reason any and all responses and components thereof and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement.
- The Borough reserves the right (in its sole judgment) to reject any Respondent that submits incomplete responses to this RFP.
- The Borough reserves the right (in its sole judgment) to determine those Respondents that are qualified to submit Proposals in response to an RFP.
- The Borough reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- All proposals shall become the property of the Borough and will not be returned.
- All proposals will be made available to the public at the appropriate time, as determined by the Borough (in the exercise of its sole discretion) in accordance with law.
- The Borough may request Respondents to send representatives to the Borough for interviews.
- Any and all proposals not received by the Office of the Borough Clerk by 10:00
 a.m. Prevailing Time on submission due date will be rejected.
- Neither the Borough, nor their respective staffs, consultants, or advisors (including but not limited to the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of this RFP, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a proposal or for participating in this procurement process.

Section 1.4. Rights of Borough

The Borough reserves, holds and may exercise, at its sole discretion, the following rights, and options with regard to this RFP and the procurement process in accordance with the provisions of applicable law:

- To determine that any proposal received complies or fails to comply with the terms of this RFP.
- To supplement, amend or otherwise modify the RFP through issuance of addenda to all prospective Respondents who have received a copy of this RFP.
- To waive any technical non-conformance with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Borough deems necessary or convenient, to clarify the information provided as part of the RFP and to request additional information to support the information included in any proposal.
- To suspend or terminate the procurement process described in this RFP at any time (in its sole discretion.) If terminated, the Borough may determine to commence a new procurement process or exercise any other rights provided under applicable law without any obligation to the Respondents.

The Borough shall be under no obligation to complete all or any portion of the procurement process described in this RFP.

1.5 Addenda or Amendments to RFP.

During the period provided for the preparation of proposals, the Borough may issue addenda, amendments, or answers to written inquiries. Those addenda will be noticed by the Borough and will constitute a part of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the proposal submission date.

1.6 Cost of Proposal Preparation.

Each proposal and all information required to be submitted pursuant to

The RFP shall be prepared at the sole cost and expense of the respondent. There shall be no claims whatsoever against the Borough, its staff, or consultants for reimbursement for the payment of costs or expenses incurred in the preparation of the proposal or other information required by the RFP.

1.7 Proposal Format.

Responses should cover all information requested in the Questions to be answered in this RFP. Responses which in the judgment of the Borough fail to meet the requirements of the RFP or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

SCOPE OF SERVICES

The Borough is seeking an experienced professional to provide the following animal control services:

- Domestic Animal Impoundment, including securing dogs running at large, stray dogs, abandoned pets, vicious or dangerous dogs, rabies quarantine and stray cat removal.
- Once secured, animals shall be transported to a designated holding facility and held according to NJSA Title 4 requirements.
- Sick/injured Wildlife Capture and Removal, including access to rabies testing when appropriate.
- Dead Wildlife Pickup
- Enforce all local ordinances and work with local government for judicial proceedings if/when required.
- Vendor shall demonstrate access to animal impound holding facilities.
- Vendors shall demonstrate experience through the submission of three municipal references.
- Vendor shall commit to a two-hour response time for services.

SUBMISSION REQUIREMENTS

Section 3.1 General Requirements.

The RFP submitted by the Respondent must meet or exceed the professional, administrative, and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating their proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

Section 3.2 Administrative Information Requirements.

The Respondent shall, as part of its RFP, provide the following information:

- 1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the RFP.
- 2. An executed Letter of Qualification (See Appendix A to this RFP).
- 3. Name, address and telephone number of the firm or firms submitting the proposal pursuant to this RFP, and the name of the key contact person.
- 4. A description of the business organization (i.e., person, corporation, partnership, joint venture, etc.) of each firm, its ownership, and its organizational structure.
 - (a) Provide the names and addresses of all Principals of the firm or firms submitting the Request for Proposal. For purposes of this RFP, "Principals" means persons possessing a 10% ownership interest in the Respondent. If the Respondent is a corporation, limited liability corporation and limited liability partnership, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm.
 - (b) If a firm is a partially owned or a fully owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over the activities of the firm submitting a proposal. Describe the approval process.
 - (c) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture, or similar organization.
 - (d) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance
- 5. An executed Letter of Intent (See Appendix B).

- A current Rate sheet/Fee schedule
- 7. The number of years your organization has been in business under the present name.
- 8. The number of years the business organization has been under the current management.
- 9. A statement that the Respondent follows all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.
- 10. Any judgments, claims or suits pending or outstanding against company. If yes, please explain.
- 11. Whether the business organization is now or has been involved in any bankruptcy or re-organization proceedings in the last ten (10) years. If yes, please explain.
- 12. Confirm appropriate federal and state.
- 13. Provide Tax ID

Section 3.3 <u>Professional Information Requirements</u>.

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP. At a minimum, the following information on past experience should be included as appropriate to the RFP:
 - 1. description and scope of work by Respondent
 - 2. name, address and contact information of references
 - fees
 - 4. explanation of perceived relevance of the experience To the RFP.
 - b. Describe the services that Respondent would perform directly.
- c. Describe those portions of the Respondent's services, if any, that are subcontracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.
- d. Brief description of Respondent's projects during the last three (3) years related to the services requested.
- e. Resumes of key employees who would be involved in performing the services.
- f. A narrative statement of the Respondent's understanding of the Borough's needs and goals.

- g. Commitment to quality management.
- h. Organizational chart.
- i. List all immediate relatives of Principal(s) of Respondent who are. Borough employees or elected officials of the Borough. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

Section 3.4 Mandatory Minimum Requirements.

- a) Stockholder Disclosure Certification
- b) Non-Collusion Affidavit
- c) Affirmative Action Compliance Notice
- d) Affirmative Action Mandatory Language
- e) Americans with Disabilities Act Mandatory Language
- f) Notice of Pending Disclosure Requirement ("Pay to Play")
- g) Business Registration Certificate to be presented with proposal. (May register online at www.nj.gov/treasury/revenue/busregcert.shtml)
- h) Federal IRS W-4 Form "Employee's Withholding Certificate"
- i) Federal Tax ID / EIN
- j) Certificate of Employee Information Report / EEO cert (https://www.nj.gov/treasury/contract_compliance/)
- k) Disclosure of Investment in Iran
- I) Disclosure of Russia or Belarus
- m) Acknowledgement of Receipt of Addenda

Section 3.5 <u>Insurance Requirements for Professional Services</u>.

Vendor shall procure and maintain while the contact is in full force and effect, the following insurance coverage with an insurance company or companies acceptable to the Borough, with limits not less than those shown below. A Certificate of Insurance shall be filled with the Borough prior to commencement of the work.

- a) Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, and personal injury with limits no less than \$1,000,000 per occurrence/\$2,000,000 aggregate. The Borough, its officers, officials, employees, agents and volunteers shall be included as an additional insured.
- b) Automobile Liability: Coverage for all owned, non-owned and hired vehicles with limits not less than \$1,000,000 per occurrence, combined single limits (CSL) or its equivalent.
- c) Workers Compensation: As required by the State of New Jersey and Employers Liability with limits not less than \$1,000,000 per accident for bodily injury or disease.

Coverage on Primary and Non-contributory Basis: The Certificate of Insurance should indicate that all insurance coverages will be provided on a primary and non-contributory basis to the Borough, its officers, officials, employees, agents and volunteers.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Special Risks or Circumstances: The Borough/ reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

INSTRUCTIONS TO RESPONDENTS

4.1 <u>Submission of Proposal</u>.

Respondents must submit one (1) original, one (1) USB drive device, and one (1) copy of their proposal to the following:

Pat Hoynes
Purchasing Agent
75 North Martine Avenue
Fanwood, New Jersey 07023

Proposals must be received by the Borough no later than **10 AM.** (prevailing time) on the submission due date and must be mailed or hand delivered.

Proposals forwarded by facsimile or e-mail will not be accepted.

To be responsive, Proposals must provide all requested information, and must be in strict conformance with the instructions set forth herein. Proposals and all related information must be bound and signed and acknowledged by the Respondent.

EVALUATION

The Borough's objective in soliciting Request for Proposals is to enable it to select a firm or organization that will provide high quality and cost-effective services to the citizens of Borough. The Borough will consider proposals only from firms that, in the Borough's judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the Borough in the manner described in this RFP.

APPENDIX A LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Borough Clerk
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023

Dear ----:

The undersigned have reviewed our proposal submitted in response to the Request for Proposals (RFP) issued by the Borough ("Borough"), June 29, 2023, in connection with Animal Control Services

We affirm that the contents of this proposal are accurate, factual, and complete to the best of our knowledge and belief and that the proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of (NAME OF RESPONDENT).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)	
(Typed Name and Title)	(Typed name and Title)	
(Type Name of Firm) *	(Type Name of Firm)*	
Dated:	Dated:	

* If a joint venture, partnership, or other formal organization is submitting a proposal, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Borough Clerk
Borough of Fanwood
75 North Martine Avenue
Fanwood, New Jersey 07023

Dear -----:

The undersigned, as Respondent, has (have) submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the Borough of Fanwood ("Borough"), dated **July 29, 2023**, in **connection with Animal Control Services**

(Name of Respondent) HEREBY STATES:

- 1. The proposal contains accurate, factual, and complete information.
- 2. (Name of Respondent) is interested in being invited to respond to the Borough's Request for Proposal (RFP). It is the intent of (Name of Respondent), if selected, to complete and submit a proposal for the provision of [insert services].
- 3. (Name of Respondent) agrees to participate in good faith in the procurement process as described in the RFP and to adhere to the Borough's procurement schedule.
- 4. (Name of Respondent) acknowledges that all costs incurred by it (them) in connection with the preparation and submission of the proposal and any proposal prepared and submitted in response to the RFP, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
- 5. (Name of Respondent) hereby declares that the only persons participating in this RFP as Principals are named herein and that no person other than those herein mentioned has any participation in this RFP or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough. (Name of Respondent) declares that this proposal is made without connection with any other person, firm or parties who has submitted a proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.
- 6. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

- 7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of [insert services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.
- 8. (Name of Respondent) acknowledges and agrees that it will be obligated to satisfy the requirements set forth in the RFP at the time of submission of Proposals. The Respondent hereby states that (as of the date hereof) it has a reasonable expectation that it will be able to satisfy such criteria and requirements as of the date of Proposal submittal.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

	(Signature of Chief Executive Officer)
	(Typed Name and Title)
	(Type Name of Firm) *
Dated:	

* If a joint venture, partnership, or other formal organization is submitting a Request for Proposal, each participant shall execute this Letter of Intent.

APPENDIX C

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned Bidder hereby acknowledges receipt of the following Addenda:

Addendum Number	<u>Dated</u>	Acknowledge Receipt (initial)
		(miliar)
□No addenda were receiv	/ed:	
Acknowledged for:		
-	(Name of Bidder)	
By:		
By:(Signature of Autho	rized Representative)	
Name:		
(Prin	t or Type)	
Title:		
Date:		

APPENDIX D

PROPOSAL CHECKLIST

Required by owner	Submission Requirement	Initial each required entry and if required submit the item
X	Stockholder Disclosure Certification	
X	Non-Collusion Affidavit	
X	Affirmative Action Compliance Notice	
Х	Affirmative Action Mandatory Language	
Х	Americans with Disabilities Act Mandatory Language	
Х	Notice of Pending Disclosure Requirement ("Pay to Play")	
Х	Business Registration Certificate	
Х	Federal IRS W-4 Form "Employee's Withholding Certificate"	
Х	Proof of Federal Tax ID / EIN	
Х	Certificate of Employee Information Report / EEO	
Х	Disclosure of Investment in Iran	
X	Disclosure of Russia or Belarus	
X	Acknowledgement of Receipt of Addenda	

^{*}This form need not be submitted. It is provided for the bidder's use in assuring compliance with all required documentation.

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN FORM

Pursuant to N.J.S.A. 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, c.4) any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must certify that neither the person nor entity, nor any of its parents, subsidiaries, or affiliates, is identified on the New Jersey Department of the Treasury's Chapter 25 List as a person or entity engaged in investment activities in Iran. The Chapter 25 list is found on the Division's website at https://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

Vendors/Bidders must review this list prior to completing the below certification. If the Director of the

Division of Purchase and Property finds a person or entity to be in violation of the law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

I certify, pursuant to N.J.S.A. c.4), that neither the Vendor/Bidder	PPROPRIATE BOX 52:32-57, et seq. (P.L. 2012, c.25 and P.L. 2021, r listed above nor any of its parents, subsidiaries, or bey Department of the Treasury's Chapter 25 List of in prohibited activities in Iran.
OR	
its parents, subsidiaries, or affiliat Treasury's Chapter 25 List. I will p of the activities of the Vendor/Bido	e because the Vendor/Bidder and/or one or more of es is listed on the New Jersey Department of the rovide a detailed, accurate and precise description der, or one of its parents, subsidiaries or affiliates, tent activities in Iran by completing the information
Entity Engaged in Investment Activities	
Relationship to Vendor/ Bidder Description of Activities	
Duration of Engagement	
Duration of Engagement	
Anticipated Cessation Date	1 Objects KN Jacobs
	al Sheets If Necessary.
I, the undersigned, certify that I am authorized to exforegoing information and any attachments hereto, acknowledge that the State of New Jersey is relying is under a continuing obligation from the date of the with the State to notify the State in writing of any chat that it is a criminal offense to make a false statement be subject to criminal prosecution under the law, and	FICATION Execute this certification on behalf of the Vendor, that the to the best of my knowledge are true and complete. I on the information contained herein, and that the Vendor is certification through the completion of any contract(s) nges to the information contained herein; that I am aware to or misrepresentation in this certification. If I do so, I may dit will constitute a material breach of my contract(s) with contract(s) resulting from this certification void and
Signature	
Print Name & Title	Date

CERTIFICATION OF NON-INVOLVEMENT IN PROHIBITED ACTIVITIES IN RUSSIA OR BELARUS PURSUANT TO P.L.2022, c.3 FORM

	by the person or entity eaching to enter into an renew the
contract identified above, to certify that	by the person or entity seeking to enter into or renew the the Vendor/Bidder is not engaged in prohibited activities efined in P.L.2022, c.3, ¹ section 1.e, except as permitted
I understand that if this statement is v P.L.2022, c.3, section 1.d.	villfully false, I may be subject to penalty, as set forth in
OR	
into or renew the contract identified ab	ertify above because the person or entity seeking to enter cove, or one of its parents, subsidiaries, or affiliates may in Russia or Belarus. A detailed, accurate and precise below.
	I result in the Quote being rendered as non-responsive,
	ted to contract with such person or entity, and if a Quote without delivery of the certification, appropriate penalties, d as provided by law.
DESCRIPTION OF F	PROHIBITED ACTIVITY
*Attach Additiona	Il Sheets If Necessary.
CERTI	FICATION
f you certify that the bidder is engaged in activities procease engaging in any prohibited activities and on an updated certification. If the bidder does not provious behalf of the entity that it is not engaged in prol	rohibited by P.L. 2022, c. 3, the bidder shall have 90 days or before the 90th day after this certification, shall provide de the updated certification or at that time cannot certify hibited activities, the State shall not award the business II be required to terminate any contract(s) the business
Signature of Authorized Representative	Date
Print Name & Title of Authorized Representative	Vendor Name

^e 1 Engaged in prohibited activities in Russia or Belarus" means (1) companies in which the Government of Russia or Belarus has any direct equity share; (2) having any business operations commencing after the effective date of this act that involve contracts with or the provision of goods or services to the Government of Russia or Belarus; (3) being headquartered in Russia or having its principal place of business in Russia or Belarus, or (4) supporting, assisting or facilitating the Government of Russia or Belarus in their campaigns to invade the sovereign country of Ukraine, either through in-kind support or for profit.