

Request for Proposals  
Burien Animal Control

## **REQUEST FOR PROPOSALS**

Notice is hereby given that proposals will be received by the City of Burien, Washington, for:

### **Animal Control Services**

at the office of the City Manager, Burien City Hall, 400 SW 152<sup>nd</sup> Street, Suite 300, Burien, WA 98166 by 3:00 p.m., Friday, March 4, 2011.

The City of Burien is seeking proposals from individuals or organizations interested in providing animal control services within the City. The budget for this program in its entirety is \$120,000 annually. The City welcomes and strongly encourages City residents or business owners to submit proposals.

The successful party or organization will provide some or all of the services identified in the Scope of Work. Proposals will be accepted for one, two, or all of the services identified in the Scope of Work. A service provider also has the option to provide some services by subcontracting with another party.

The City is committed to the humane treatment of all animals. Individuals or organizations interested in performing this role must hold the same commitment and reflect that commitment in their proposal. Any contractor providing services under this contract shall comply with all federal, state, county and city codes or regulations applicable to such work.

Detailed information, including general terms & conditions, requested services, and requirements, is available at Burien City Hall, 400 SW 152<sup>nd</sup> Street, Suite 300, Burien, WA 98166, or by calling (206) 439-3165.

The City of Burien reserves the right to reject any submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

City of Burien is an Equal Opportunity Employer.

Dated this 16<sup>th</sup> day of February 2011.

Published in the Seattle Times, February 20, 2011.



## City of Burien, Washington

### Request for Proposals

### Animal Control Services

#### 1. Scope of Work

The City of Burien is seeking proposals from individuals or organizations interested in providing animal control services within the City. The program consists of three components. Respondents may submit a proposal to provide services for one, two, or all areas.

Specifically, the City is seeking proposals for the following services:

1. Field Services:
  - » Responding to field service calls involving roaming, lost, found, or injured domestic animals
  - » Responding with appropriate law enforcement personnel to vicious animal complaints
  - » Promoting responsible animal stewardship
2. Veterinary Services
  - » Providing basic, minimum care/treatment for impounded animals
  - » Providing euthanasia services
3. Sheltering:
  - » Providing sheltering services for impounded animals, including dogs that are “vicious”
  - » Providing quarantine facility and care for animals that have bitten and broken the skin of a human
  - » Promoting animal adoption

Burien Municipal Code, Title 6, generally describes these services.

A provider may submit proposals for one, two, or all elements of this RFP. A partnership of any combination of providers and/or subcontracting is encouraged. The field services provider will also have the opportunity to take over a lease of office space with short-term sheltering capacity for cats or smaller animals. Each successful proposer is expected to be at full staffing capacity, including location and licensure and certification requirements met, no later than four (4) months from the date the contract is executed.

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## **2. Budget and Length of Contract**

The total budget for all animal control services (i.e. field service, veterinary, and sheltering services) is \$120,000. Payment amounts and schedules will be based on the proposal and, if selected, subsequent negotiations. The length of the contract is April 1, 2011 to March 30, 2013.

## **3. Contractor Knowledge, Skills and Abilities**

- Demonstrated commitment to the humane treatment of animals
- Demonstrated experience in managing and working with animals
- Ability to provide the services generally described above or to subcontract those services
- Ability to work with the public in sensitive situations
- Ability to provide on-call emergency services, as required

## **4. Submittal Requirements**

- A brief letter of interest; please specify which set of services you are including in your proposal.
- Outlined approach to the program, including a description of the way services will be provided (either directly, through sub-contract, or other)
- Proposed cost of services
- Location and description of facility or facilities
- Anticipated hours of availability
- Statement of qualifications and relevant experience of individual(s) who will be involved in the project
- Ability to meet City's insurance requirement for minimum amounts of insurance; Commercial General Liability no less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate, and \$1,000,000 per accident automobile liability
- Contact information for recent references

Please submit three copies.

## **5. Deliver Proposals to:**

All submittals must be received by the City of Burien on or before 3:00 p.m. on Friday, March 4, 2011, addressed to:

Jenn Ramirez Robson  
City of Burien  
400 SW 152<sup>nd</sup> St., Suite 300  
Burien, WA 98166

Or by E-mail to: [JenniferR@burienwa.gov](mailto:JenniferR@burienwa.gov)

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**6. Selection Schedule:**

RFP Release Date	Wednesday, February 16, 2011
Submittals Due	Friday, March 4, 2011 by 3:00 p.m.
Tentative Interview of Finalists	March 9-11, 2011
Tentative Contract Start Date	April 1, 2011

**7. Selection Process**

- A selection committee will review all proposals, select finalists for interviews, and make the final selection.
- The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted will meet the specific needs of the project.
- Prior to the commencement of work, the selected contractor(s) will be required to sign a professional services contract with the City.
- The City is not responsible for any costs incurred by the contractor in preparation of the proposal. Once submitted to the City, all proposals will become public information.