

**GENERAL INFORMATION AND SPECIFICATIONS FOR PROSPECTIVE CONTRACTORS**  
**SUBMITTING QUALIFICATIONS AND PROPOSALS**  
**FOR 2017 CONTRACT FOR ANIMAL SHELTER**

- I. Invitation to Submit Qualifications and Proposal.** The Township of Upper Deerfield is requesting qualifications and proposals from individuals and/or firms for the following contract for the year 2017: Animal Shelter. The qualifications and proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5, *et.seq.*
- II. Submitting and Delivery of Qualifications and Proposals.** Qualifications and proposals must be submitted on or before December 6, 2016 and may be submitted either by mail or in person by the prospective contractor or his agent. Qualifications and proposals must be enclosed in a sealed envelope and plainly marked "Qualifications and Proposal for 2017 Animal Shelter Contract" and the envelope also shall have plainly marked on it the name and address of the prospective contractor. Please submit 1 original copy of your proposal.
- III. Time and Place for Acceptance of Qualifications and Proposals.** The Upper Deerfield Township Clerk has been designated as the person authorized to receive all qualifications and proposals. All qualifications and proposals must be submitted in sealed envelopes to the Township Clerk, Township of Upper Deerfield, 1325 Highway 77, Seabrook, New Jersey, 08302, either by mail or in person by the prospective contractor or his agent on or prior to December 6, 2016 at 11:00 a.m., prevailing time. The Township Clerk will record the date and time of receipt of all proposals on the sealed envelope. No proposal will be received after the time designated for receipt.
- IV. Contract Description and Qualifications.** The Township Animal Shelter, at the request of Township Officials, shall perform all of the services customarily performed by an Animal Shelter for a municipality the size of the Township of Upper Deerfield. Such services may include any one or more of the following:
- a. The Contractor shall comply with all rules and regulations set forth by the State of New Jersey, Department of Health regarding rabies control;
  - b. The Township Animal Control Officer shall be responsible for attaining any medical attention for animals requiring veterinary care at the time of pick-up. The amount of time lost from the time of pick-up, to the shelter, and then to a veterinarian is most valuable to the injured or sick animal;
  - c. The contractor shall provide medical attention when requested by the Township. All medical fees resulting from medical attention requested by the Township will be billed to the owner, if known, and if unknown, to the Township;
  - d. Each stray animal shall be held for the mandatory seven (7) day period. Each quarantined animal shall be held for the mandatory ten (10) day period. Should an owner request the right to quarantine their own animal, they shall have that right unless a court order prevails;

- e. Owners claiming their dogs will be required to obtain a license from the Township;
- f. Unclaimed stray animals shall be held for adoption only if the contractor determines that the animal is healthy and adoptable;
- g. Owners bringing their own animals to the contractor shall be charged to the owner, not the Township.
- h. It shall be the responsibility of the Animal Control Officers or dog licensing official to notify any owners of animals wearing a license or ID tag.
- i. Owners of animals allowing them to run at large without the proper inoculations shall be totally responsible for any diseases contracted before, during, or after impoundment.
- j. As required by State of New Jersey rules and regulations, the shelter is open for claiming animals Monday through Friday 8:00 a.m. to 4:00 p.m. and Saturday 8:00 a.m. to 2:00 p.m. There are no requirements for hours on Sundays and holidays. Owners are responsible for charges incurred for claiming their animals with the addition of New Jersey State sales tax.
- k. Maintenance and lodging fees shall cover cost of utilities, insurances, animal feed and bedding, kennel maintenance and repairs, record keeping, and wages.
- l. A specified disposal fee shall cover costs of euthanasia and disposal.
- m. Owners claiming their animals may be charged a specified administrative fee of for the first day, plus a daily board for each day thereafter. Owners of quarantined animals will be charged a specified fee for the ten (10) day period;
- n. A specified additional fee will be charged for any unclaimed quarantined animal held for the mandatory ten (10) day period;
- o. A specified fee will be charged for the disposal of any wild animal;
- p. On a monthly basis the contractor shall provide a list of animals sheltered during the month, the types of animals received, when received, the duration of sheltering, date and nature of any disposal and any other pertinent information with respect to sheltering of animals during the preceding month.
- q. A certificate of general and automobile liability insurance coverage with limits of not less than one million dollars per occurrence.
- r. A certificate of Workers' Compensation Coverage with statutory limits

The Animal Shelter shall be a licensed by the State of New Jersey. The resumes or

*curricula vitae* of all individuals who will perform services under the contract on behalf of the Township of Upper Deerfield shall be submitted with the prospective contractor's proposal.

The prospective contractor's proposal shall clearly set forth the proposed financial compensation to be paid to the contractor under the contract.

**V. Selection Process & Award of Contract.** Upon receipt of qualifications and proposals, the Township Clerk will transmit copies of each proposal to a review committee that consists of members of the Township Committee. Proposals will be evaluated on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience as an animal shelter and reputation of the prospective contractor in the field that is the subject matter of the contract;
- b. Knowledge of the Township of Upper Deerfield, issues that are unique to Upper Deerfield and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township of Upper Deerfield or its various departments;
- d. Any professional certifications possessed by the contractor;
- e. Compensation proposal; and
- f. Other factors as demonstrated to be in the best interest of the Township of Upper Deerfield.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the Township Committee which may award the subject contract on or about January 5, 2017 by resolution.

**VI. Obligation of Prospective Contractor.** At the time of receipt of proposals, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of requests for qualifications and proposals that has been posted on the Township of Upper Deerfield website and with the contents of this document. The failure or omission of any prospective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the proposal submitted.

**VII. Investigation of Qualifications.** The Township of Upper Deerfield will make such investigations as it deems necessary to determine the responsibility of the prospective contractor and the prospective contractor shall furnish the Township of Upper Deerfield all such information as may be requested by the Township of Upper Deerfield notwithstanding the fact that the release of such information to the Township of Upper Deerfield may result in the disqualification of the prospective contractor and the proposal submitted.

The Township of Upper Deerfield reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the Township of Upper Deerfield that such prospective contractor properly is qualified to

carry out the obligations of the contract for the work as provided and as described in this document.

**VIII. Signing of Proposal Documentation.** The qualification and proposal documentation that is submitted by the prospective contractor shall be signed by the individual or on behalf of the entity to be bound by the contract.

**IX. New Jersey Business Registration Certificate.** Business organizations or individuals doing business in New Jersey are required to register with the Department of Treasury, Division of Revenue. Prospective contractors submitting proposals shall submit a copy of their business registration certificate to the Township of Upper Deerfield at the time that the proposal is submitted to the Township. See N.J.S.A. 52:32-44b (1). Failure to comply with this paragraph shall result in disqualification of the prospective contractor.

**X. Miscellaneous.**

- a. Nothing herein shall be construed as an obligation on the part of the Township of Upper Deerfield to award the subject contract under the fair and open procedures described above and the Township of Upper Deerfield, after review of qualifications and proposals that have been submitted, if deemed to be in the best interests of the Township of Upper Deerfield, specifically reserves the right to award the subject contract by utilizing the non-fair and open procedures that are set forth at N.J.S.A. 19:44A-20.5, *et. seq.*
- b. All contracts awarded by the Township of Upper Deerfield shall be governed by and interpreted in accordance with the Laws of the State of New Jersey.
- c. If awarded a contract, you or your company/firm shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 (EEO in public contracts).
- d. For additional information contact: Roy Spoltore, Township Clerk/Administrator, Upper Deerfield Municipal Building, 1325 Highway 77, Seabrook, New Jersey, 08302, 856-451-3811.