

**COLUMBUS CONSOLIDATED GOVERNMENT**  
*Georgia's First Consolidated Government*



**FINANCE DEPARTMENT**  
**PURCHASING DIVISION**

100 TENTH STREET, COLUMBUS, GEORGIA 31901  
P. O. Box 1340, COLUMBUS, GEORGIA 31902-1340  
706-225-4087, Fax 706-225-3033  
[www.columbusga.org](http://www.columbusga.org)

**Date:** April 13, 2021

<b>REQUEST FOR PROPOSALS:</b>  <b>RFP No. 21-0034</b>	Qualified firms are requested to submit proposals, subject to conditions and instructions as specified, for the furnishing of:  <b>ANIMAL CARE AND CONTROL SERVICES (ANNUAL CONTRACT)</b>
<b>GENERAL SCOPE</b>	Columbus, Georgia Consolidated Government ("CCG" or "City") is seeking proposals from qualified organizations to provide Animal Care and Control Services for Columbus, Georgia/Muscogee County. The objective of this RFP is to determine whether Animal Care and Control services can be provided privately in a cost-effective, efficient, and professional manner.
<b>DUE DATE</b>	<b>APRIL 30, 2021 - 5:00 PM (EASTERN)</b>
<b>SUBMISSION REQUIREMENTS</b>	Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses until further notice. <b>Effective immediately, responses must be submitted via DemandStar.</b> See Appendices A through D for information and instructions on how to register and submit a proposal through DemandStar.
<b>ADDENDA</b>	The Purchasing Division will post addenda (if any) for this project at <a href="https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm">https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm</a> . It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a response.
<b>NO SUBMITTAL</b>	If you are not interested in this solicitation, complete and return page 3.

**Andrea J. McCorvey,**  
**Purchasing Division Manager**



# **IMPORTANT INFORMATION**

## **E-Notification**

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Marketplace to receive future procurement notifications at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

**If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:**

**Telephone: 404-657-6000**

**Fax: 404-657-8444**

**Email: [procurementhelp@doas.ga.gov](mailto:procurementhelp@doas.ga.gov)**

# STATEMENT OF "NO PROPOSAL SUBMISSION"

**Notify the Purchasing Division if you do not intend to submit a Proposal:**

Email: [BidOpportunities@ColumbusGa.org](mailto:BidOpportunities@ColumbusGa.org)

Fax: 706-225-3033

**Attn: Della Lewis, CPPB, GCPA**

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

We, the undersigned decline to submit a proposal for **RFP No. 21-0034** for **Animal Care and Control Services (Annual Contract)** for the following reason(s):

- ☐ Specifications are too "tight", i.e., geared towards one brand or manufacturer (explain below)
- ☐ There is insufficient time to respond.
- ☐ We do not offer this product and/or service.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are unclear (explain below).
- ☐ We are unable to meet insurance requirements.
- ☐ Other (specify below)

Comments:

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COMPANY NAME: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_

DATE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTION 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL UNTIL AFTER AWARD.**

**3-110. Competitive Sealed Proposals (Negotiations)**

**(1) Conditions for Use**

When the Purchasing Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services, specialized equipment or supplies.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000.00, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by [article 3-104](#), Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

**A. Request for Proposals**

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

**B. Public Notice**

The public will be given adequate notice of the request for proposals, provided that, adequate notice shall mean at least fifteen (15) business days before the due date, which is stated in the request. ***The City reserves the right to seek request for proposals in a shorter period, if necessary, as determined by the Purchasing Manager.***

Notice shall be published in a reasonable time before due date, contain a description of the procurement in general terms, as well as, the place and due date for proposals, and appear in a newspaper(s) of general circulation, specifically the City's legal organ. In addition to publication in newspapers, notice shall also be made by electronic means, including posting on the internet and on the City's government access television channel.

Public works construction projects shall be advertised in accordance with Georgia State Law.

The City reserves the right to mail or e-mail invitations directly to vendors under the following circumstances:

- Solicitations for specialized equipment/supplies.
- Solicitations for specialized services.
- Re-bid of solicitations where normal advertising procedures netted no responses.
- Whenever deemed necessary by the purchasing manager.

**C. Receipt of Proposals**

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

**D. Evaluation Factors**

The request for proposals shall identify the relative importance of cost (when applicable) and other evaluation criteria.

**E. Evaluation Process**

An odd number of voting members of a Selection or Evaluation Committee shall evaluate all proposals received based upon the criteria stated in the request for proposals. Each voting committee member shall grade each submitted proposal based upon the evaluation criteria.

**F. Discussion with Responsible Offerors and Revisions to Proposals**

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

**G. Award**

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, it may direct that further negotiations may take place with the recommended offeror, or that negotiations begin with the next most qualified offeror. Council may also exercise the option to reject all offers and instruct the Purchasing Manager to begin the procurement process again. The contract file shall contain the basis on which the award is made.

After contract award, the contract file, will be made public. Unsuccessful offerors will be afforded the opportunity to make an appointment with the Purchasing Division for a debriefing. After the award, the contract file and the unsuccessful proposals will become subject to disclosure under the Georgia Open Records Act.

## **DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?**

**COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.**

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

**ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION.** BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION.

**ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.**

# QUESTION/CLARIFICATION FORM

Date: \_\_\_\_\_

To: Della Lewis, Buyer Specialist  
Email [BidOpportunities@ColumbusGA.org](mailto:BidOpportunities@ColumbusGA.org) or  
Fax (706) 225-3033

Re: **Animal Care and Control Services (Annual Contract) - RFP No. 21-0034**

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**Questions and requests for clarification must be submitted at least five (5) business days before the due date:**

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From:

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Company Name

\_\_\_\_\_  
Website

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Complete Address

\_\_\_\_\_  
City

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State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

# **COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS**

## **Animal Care and Control Services (Annual Contract) RFP No. 21-0034**

Columbus, Georgia Consolidated Government (“CCG” or “City”) is seeking proposals from qualified organizations to provide Animal Care & Control Services for Columbus, Georgia/Muscogee County. The objective of this proposal is to determine whether Animal Care & Control services can be provided privately in a cost-effective, efficient, and professional manner.

### **A. PROPOSAL SUBMITTAL DATE:**

**PROPOSALS ARE DUE: APRIL 30, 2021 NO LATER THAN 5:00 PM (Eastern). *Submit one electronic response via DemandStar.***

**After award of Contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.**

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

### **B. RECEIPT OF PROPOSALS:**

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

### **C. SUBCONTRACTING:**

Should the offeror intend to subcontract all or any part of the work specified, names and address of subcontractors must be provided in proposal response. The offeror shall be responsible for subcontractors’ full compliance with the requirements of the RFP specifications. If awarded the contract, payments will only be made to the offerors submitting the proposal. The Columbus Consolidated Government will not be responsible for payments to subcontractors.

### **D. QUESTIONS ABOUT THE RFP:**

Communication concerning any solicitation currently advertised must take place in writing and addressed to the Purchasing Division. See page titled “Do You Have Questions ...” within this proposal package. **Questions and Requests for Clarification will be received until five business days prior to the proposal due date.**

### **E. PUBLIC INFORMATION:**

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.



**F. ADDENDA:**

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

**G. CONTRACT:**

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

**H. NON-COLLUSION:**

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

**I. INDEMNITY:**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

**J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:**

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

**K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:**

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

**L. SPECIFICATION DESCRIPTIONS:**

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent

or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

**M. TAXES:**

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

**N. DRUG-FREE WORKPLACE:**

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

**O. FEDERAL, STATE, LOCAL LAWS:**

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

**P. PROVISIONS OF THE PROCUREMENT ORDINANCE:**

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. The Procurement Ordinance is codified on Section 2-3.03 of the Columbus Code and can be accessed through the City's website at

[https://library.municode.com/ga/columbus/codes/code\\_of\\_ordinances](https://library.municode.com/ga/columbus/codes/code_of_ordinances).

**Q. INSURANCE:**

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

**R. HOLD HARMLESS AGREEMENT:**

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

**S. TERMINATION OF CONTRACT:**

1. **Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract

to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

**T. TIME FOR CONSIDERATION:**

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

**U. CONTRACT AWARD:**

Award of this contract will be made in the best interest of the City.

**V. REQUEST FOR EVALUATION RESULTS:**

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results shall submit a written request to the Purchasing Division.

**W. GOVERNING LAW:**

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

**X. FINAL CONTRACT DOCUMENTS:**

It is understood that the final contract shall include the following: **1)** The RFP; **2)** Addenda; **3)** Awarded Vendors(s) response; **4)** Awarded Vendor(s) Clarifications; **5)** Negotiated Components; and **6)** Awarded Vendor(s) Business Requirements.

**Y. PAYMENT DEDUCTIONS:**

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

**Z. PAYMENT TERMS:**

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

**AA. RIGHT TO PROTEST:**

- A. Right of Protest. Any actual or prospective bidder offeror, or contractor who is aggrieved in connection with a solicitation or award of a contract may protest to the Purchasing Manager initially. All protests shall be filed in the manner prescribed herein. Protests that do not comply with the following rules shall be deemed invalid and of no effect.
- B. The protest must be in writing, executed by a company officer that is authorized to execute agreements on behalf of the bidder or offeror or provided by an authorized legal representative of the protestor.
- C. A protest with respect to an invitation for Bids or Request for Proposals shall be submitted in writing no less than five (5) business days prior to the opening of bids or the closing date of proposals or qualification statements.
- D. Stay of Procurement During Protests. If there is a timely protest submitted as described above, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative remedies have been exhausted or until the City Council, Mayor, or City Manager makes a determination on the record that the award of the contract without delay is necessary to protect substantial interests of the City.

**NOTICE TO VENDORS**

**Sec. 2-3.05. - Submitting bids to Consolidated Government, etc.—By mayor or councilmembers.**

Neither the mayor nor any member of the Columbus Council shall submit any bid to the consolidated government, nor shall the mayor or any member of the Columbus Council own or have a substantial pecuniary interest in any business that submits a bid to the consolidated government. (Ord. No. 92-60, 6-23-92)

**Sec. 2-3.06. - Same—By members of boards, authorities, commissions.**

No member of any board or authority or commission or other independent or subordinate entity of the consolidated government shall submit any bid to the consolidated government or have a substantial pecuniary interest in any business that submits a bid to the consolidated government if such bid pertains to the board or authority or commission on which such person holds such membership. (Ord. No. 92-61, 6-23-92)

**SPECIFICATIONS**  
**Animal Care and Control Services (Annual Contract)**  
**RFP No. 21-0034**

**I. OBJECTIVE**

Columbus, Georgia Consolidated Government (“CCG” or “City”) is seeking proposals from qualified organizations to provide Animal Care & Control Services for Columbus, Georgia/Muscogee County. The City currently maintains and operates an animal shelter facility at 4910 Milgen Road.

The objective of this proposal is to determine whether Animal Care & Control services can be provided privately in a cost-effective, efficient, and professional manner. All proposers should be able to show a history of similar work, share qualifications of business owner/president, veterinarian, and staff.

To cover the City’s cost of operating the Animal Care & Control Center, the City shall receive all revenue generated from the use of the facility. The revenue shall include permits, adoptions, impoundments, etc.

**The acceptance and award of a proposal is contingent on Columbus Council’s approval of significant amendments to Chapter 5 of the Columbus Code. Those changes will only be presented to Council in connection with the presentation of a recommended proposal.**

Additional information is available in the Technical Specifications, beginning on page 18.

**II. CONTRACT TERM**

- A. The initial term of the contract will be for five (5) years with the City’s option to renew for five (5) additional twelve-month periods.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Manager, normally sixty days before the expiration date of the current contract period.

It should be noted that multi-year contracts may be continued each fiscal year only after funding appropriations and program approvals have been granted by the Council of the Consolidated Government of Columbus, Georgia. In the event that the necessary funding is not approved, then the affected multi-year contract becomes null and void, effective July 1st of the fiscal year for which such approval has been denied.

- B. **Termination for Convenience**

For the protection of both parties, either party giving **60 days** prior notice, in writing, to the other party, may cancel this contract.

**III. INDEMNITY CLAUSE**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

#### IV. INSURANCE

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form 4)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the Insurance Checklist and include with bid response. Certificate of Insurance is acceptable.** The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

#### V. E-VERIFY AFFIDAVIT

Pursuant to O.C.G.A. § 13-10-91, a public employer shall not enter into a contract for the performance of services unless the contractor registers and participates in the federal work authorization program. If a supplier is providing services under a contract with a total compensation amount of \$2,500 or greater, (even if such services will be performed outside of the State of Georgia), DOAS requires a notarized affidavit from the supplier attesting to the following:

(A) The affiant has registered with, is authorized to use, and uses the federal work authorization program;

(B) The user identification number and date of authorization for the affiant;

(C) The affiant will continue to use the federal work authorization program throughout the contract period; and

(D) The affiant will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the same information required by subparagraphs (A), (B), and (C) of this paragraph.

Additional information regarding the State's E-Verify requirements can be found at: <http://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>. **A**

**completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

#### VI. PROPOSAL PREPARATION AND SUBMISSION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices A through D for information and instructions on how to register and submit proposals through DemandStar.**

Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify Affidavit (Form 1), the form titled “Communication Concerning This Solicitation” (Form 2), and the proposed cost, fees, revenue, etc.,* the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive, and the proposal will not receive further consideration.

**Section 1: Transmittal Letter**

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone, and fax numbers (if applicable), and **include the name and email address(es) of contact person(s) during this proposal process.** Include a statement to the effect that the proposal is binding for at least 120 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

**Section 2: E-Verify Affidavit (Form 1)**

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm’s proposal non-responsive and ineligible for further consideration.** Additional information regarding the State’s E-Verify requirements can be found at:

<https://www.audits.ga.gov/NALGAD/IllegalImmigrationReformandEnforcementAct.html>

**Section 3: Addenda Acknowledgement**

Acknowledge receipt for all addenda (if any). Addenda will be posted at: [https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm). It is the vendors’ responsibility to periodically visit the web page for addenda before the due date and before submitting a proposal.

**Section 4: Communication Concerning This Solicitation**

Complete the form titled *Communication Concerning This Solicitation (Form 2)*

**Section 5: Exceptions to RFP**

- A. List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor’s submission will not be considered. All exceptions will be vetted during the RFP process, and if found unacceptable, the vendor’s proposal will be rejected and no longer considered for award. Exceptions shall be considered by the Evaluation Committee. The vendor’s proposal may not receive further consideration if exceptions are not acceptable and/or cannot be clarified to the Committee’s satisfaction. Vendors shall be notified in writing if exceptions are not acceptable. **PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.**
- B. **VENDOR AGREEMENT/CONTRACT FORM:** Exceptions also include the terms of any contract or other agreements which the vendor or any subcontractors will require to be executed by the City.
- C. If there are no exceptions, vendor must include a statement for this Section stating the following: **No Exceptions.**

**Section 6: Experience and Qualifications**

This section shall address your ability to fulfill the requirements of the RFP. Provide responses to the following:

- A. Describe in detail your ability and experience in providing animal care and control services, as specified in Section II of the Technical Specifications.
- B. Provide a copy of official documentation of 501(c)(3) status.
- C. Provide proof of being currently licensed as an Animal Rescue by the State of Georgia.
- D. Provide copies of State of Georgia inspection documents, and information on open cases with the Georgia Department of Agriculture. The State inspection documents shall be for the last five (5) years.
- E. Provide copies of résumés, mandatory licenses, credentials, etc., of veterinarians and other professional staff members, including administrative and supervisory personnel.
- F. Provide a listing of all industry-specific or national certifications achieved by this organization.
- G. Provide the qualifications and experience of proposed subcontractors, if any.
- H. Attach additional facts that you feel will be an asset in evaluating your proposal.

**Section 7: History of Shelter Operation**

Detail your history in shelter operations.

**Section 8: Understanding and Approach****OPTION I – ANIMAL CONTROL OFFICERS AND SERVICES INCLUDED**

- A. Describe your understanding of the scope of services.
- B. Describe *in detail* your approach to accomplish the requirements listed in Section III of the Technical Specifications:
  - Hours of Operation (*Item A of Requirements*)
  - Personnel (*Item B of Requirements*)
  - Animal Care Services (*Item C of Requirements*)
  - Adoption Services (*Item D of Requirements*)
  - Placement Services (*Item E of Requirements*)
  - Veterinarian Services (*Item F of Requirements*)
  - Owner Notification/Injured Animals (*Item G of Requirements*)
  - Return to Owner Services (*Item H of Requirements*)
  - Animal Control Enforcement Services (*Item I of Requirements*)
  - Community Programs (*Item J of Requirements*)
  - Administrative Services (*Item K of Requirements*)
  - Emergency Management/Disaster Planning (*Item L of Requirements*)
  - Required Records & Reports (Non-Inclusive) (*Item M of Requirements*)
  - CCG Furnished Property and Equipment (*Item N of Requirements*)
- C. Include a proposed project schedule, from notification of award to commencement of providing the services. *Do not* use actual dates in the timeline; use days, weeks, and months.
- D. Describe the role you propose to assume in providing administrative support and otherwise interacting with the Animal Control Advisory Board during the course of the contract.



## **OPTION II – ANIMAL CONTROL OFFICERS AND SERVICES NOT INCLUDED**

This section shall detail the changes to your Understanding and Approach (Items, B, C and D) if animal control officers and animal control services are ***not*** required.

### **Section 9: Cost Proposal** *(Subject to Negotiations)*

#### **OPTION I – ANIMAL CONTROL OFFICERS AND SERVICES INCLUDED**

- A. Provide a cost proposal, inclusive of the services listed in the Technical Specifications, which may be subject to negotiations.
- B. Cost proposal may be based on fixed fees for various services or contingent fees that represent a share of the revenues prepared to the City.
- C. Include additional cost, fees or revenue not specifically addressed.

#### **OPTION II – ANIMAL CONTROL OFFICERS AND SERVICES NOT INCLUDED**

- A. ***With the exception of animal control officers and animal control services***, provide a cost proposal, inclusive of the services listed in the Technical Specifications, which may be subject to negotiations.
- B. Cost proposal may be based on fixed fees for various services or contingent fees that represent a share of the revenues prepared to the City.
- C. Include additional cost, fees or revenue not specifically addressed.

### **Section 10: Contract Signature Page**

Complete **Form 3**. City officials will sign the copies after Columbus Council approves the contract award with the successful firm (*see note below*). Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendor(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

***Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.***

### **Section 11: Proof of Insurance**

Provide Insurance Checklist (**Form 4**) or Certificate of Insurance.

### **Section 12: Form W-9, Request for Taxpayer Identification Number and Certification**

Complete and return **Page 1** of the Form W-9, which is available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

### **Section 13: Business License (Occupation License)**

Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

## VII. RFP Evaluation

Each submittal will be evaluated to determine the ability of each offeror to provide the required services. The following weighted criteria will be used to evaluate proposals:

Criteria	Weight
A. Experience and Qualifications	45%
B. Understanding and Approach	30%
C. Client Work History	20%
D. Cost Proposal	5%

Each of the above criteria (A - D) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal (s) by the evaluation committee, individual scores will be averaged and ranked. Offerors will be ranked in descending order of numerical predominance.

**TECHNICAL SPECIFICATIONS**  
**Animal Care and Control Services (Annual Contract)**  
**RFP No. 21-0034**

**I. OBJECTIVE**

Columbus, Georgia Consolidated Government (“CCG” or “City”) is seeking proposals from qualified organizations to provide Animal Care & Control Services for Columbus, Georgia/Muscogee County. The City currently maintains and operates an animal shelter facility at 4910 Milgen Road.

The objective of this proposal is to determine whether Animal Care & Control services can be provided privately in a cost-effective, efficient, and professional manner.

To cover the City’s cost of operating the Animal Care & Control Center, the City shall receive all revenue generated from the use of the facility. The revenue shall include permits, adoptions, impoundments, etc.

**The acceptance and award of a proposal is contingent on Columbus Council’s approval of significant amendments to the Animal Control and Enforcement Ordinance found in Chapter 5 of the Columbus Code. Those changes will only be presented to Council in connection with the presentation of a recommended proposal.**

All proposers should be able to show a history of similar work, share qualifications of business owner/president, veterinarian, and staff.

**II. MINIMUM QUALIFICATIONS**

- A. Proposers must provide services by the mandates of the State of Georgia and Columbus Consolidated Government Code of Ordinances, specifically the Animal Control and Enforcement Ordinance, Columbus Code Section 5-1 et. Seq. (the Animal Control and Enforcement Ordinance).
- B. Shall be a licensed Animal Rescue by the State of Georgia as well as possess a 501(c)(3) status to apply for and receive grants.
- C. Shall have a minimum of ten (10) years of experience in operating an animal shelter and proficient in adoption, placement, and foster program protocols to maintain a “No Kill” status.
- D. Should currently operate an active animal rescue or animal shelter that is located in Muscogee County.
- E. Shall have a licensed Veterinarian on staff and should be able to provide this documentation.
- F. Provide a listing of all industry-specific or national certifications achieved by this organization.

### **III. REQUIREMENTS**

Proposers shall provide all personnel, supplies, utilities, and equipment needed to provide the Animal Care and Control services set forth in this Request for Proposal (RFP). The selected vendor shall be fully responsible to the Columbus Consolidated Government for the acts and/or omissions of its employees.

The Director of Public Works or his designee will serve as the Project Administrator to provide contract monitoring for all aspects of Animal Care and Controls this includes but is not limited to, quarterly reviews for contract compliance. Proposer will be required to respond to and/or correct any performance discrepancies noted within the time specified by the Project Administrator.

Proposers must provide services in accordance with the mandates of the State of Georgia and Columbus Consolidated Government Code of Ordinances, specifically the Animal Care and Control Ordinance. The shelter and operations procedures are regulated by the State of Georgia Agriculture Rule 40-13-13. The proposer shall be required to provide reference copies of the Animal Control Ordinances for on-site review by the public at the vendor's own expense.

#### **A. Hours of Operation**

- Animal Shelter hours of operations to the public are 10:00 a.m. to 5:00 p.m. Monday thru Saturday.
- Shelter Staff hours are from 7:00 a.m. to 5:00 p.m., seven (7) days per week or until (daily) all animals are fed, watered and the facility is cleaned.
- Field Animal Control Officers work three shifts seven (7) days per week:
  - 1<sup>st</sup> Shift – 6:00 a.m. – 2:00 p.m.
  - 2<sup>nd</sup> Shift – 2:00 p.m. – 10:00 p.m.
  - 3<sup>rd</sup> Shift – 10:00 p.m. – 6:00 a.m. (Currently, this shift is operated on an emergency “On Call” basis only.

Operating under these hours allows residents/citizens to be able to adopt, claim and turn in animals, purchase licenses, and conduct related business during the approved hours the facility is open to the public. During afterhours and holidays, the selected proposer will provide a skeleton crew to feed/care for the animals at the Animal Care and Control Center and place Animal Control Officers in the field to respond to high priority calls.

A customer service recorded telephone message shall be available and used by the proposer to allow customers to go directly to dispatch/operator for assistance when requesting services.

#### **B. Personnel**

The hiring of personnel shall be the responsibility of the selected proposer. Proposer will be required to meet the following minimum staff requirements.

Current staffing levels for this facility are as follows:

- Animal Control Veterinarian/Division Manager – Vacant Position
- Administrative Coordinator
- Shelter Supervisor
- Field Operations Supervisor

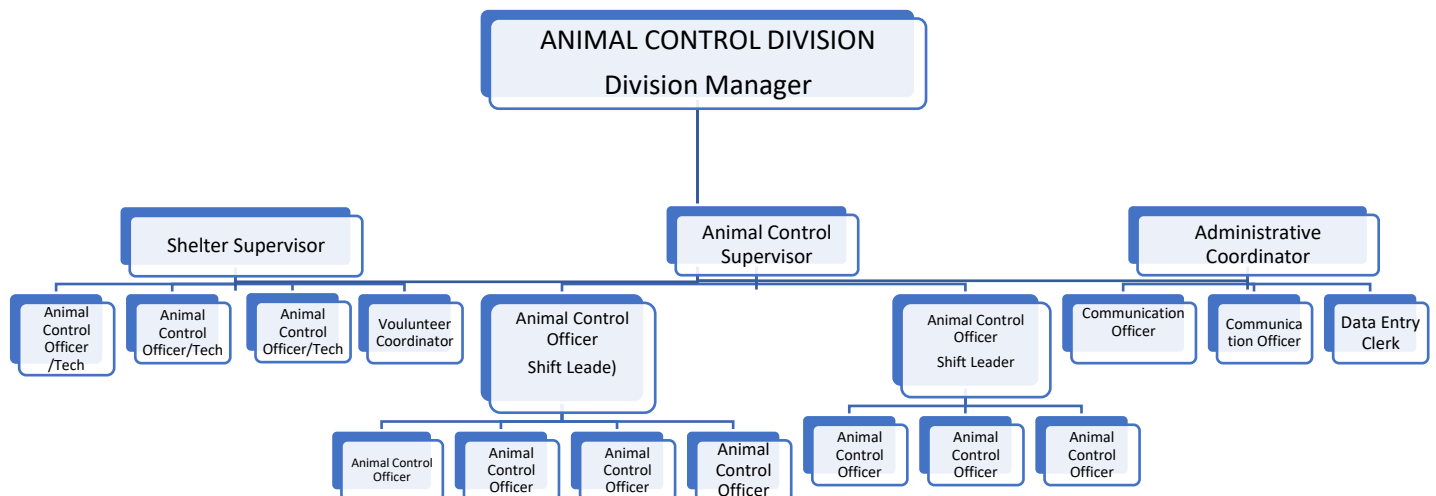
- 3 - Communications Officers
- 2 – Shelter Animal Control Officers
- Volunteer Coordinator
- 9 – Animal Control Field Officers
- 1 parttime – Veterinarian

Proposer shall meet, or exceed, the minimum required care standard for animal shelter facilities as outlined by the National Animal Control Association and the Georgia Department of Agriculture. It is the responsibility of proposers to maintain a staffing level that ensures that the standards are met daily and that every animal housed within is provided the highest level of care. Selected vendor may propose an alternate staffing arrangement that meets or exceeds the minimum care standards.

Proposers will be required to plan, organize, direct and staff the shelter and all current Field Animal Control Officers positions in a mode that ensures quality administrative and management services, to include but not limited to, properly supporting the following: Field Services, adoption services; rescue services; foster services; customer services; public education, and community risk reduction; staff training; animal training/behavior modification services; volunteer services; Veterinarian services, etc. Thus, the selected proposer will provide an appropriate staff pattern that ensures quality Animal Shelter and Field Operations services to the residents of Muscogee County.

#### Organizational Chart

Below is the current organization chart:



### Requirements of Sworn Enforcement Officers

The proposer shall maintain the capability to respond to calls for service on a 24 hours seven days per week basis to accomplish the required response time. Animal Control Officers (ACO) shall be dispatched to handle request for service in a timely manner. The priority for call responses, with 1 being the highest responses, will be:

1. Animal bite or animal attacking a human.
2. Injured animal
3. Public safety emergency calls
4. Quarantine violations
5. Cruelty to animals
6. Animals in custody
7. Unattended/loose animals
8. Animal welfare checks

The average response time to requests for service for priority 1, 2 and 3 shall be no greater than thirty (30) minutes. "Response time" means that period of time between receipt of a service call by the proposer, and when an Animal Control Officer is dispatched and arrives at the location of the service request after being dispatched.

The average response time of all responses to priority 4 and 8 calls will be no greater than four (4) hours from the time of receipt. All calls for services with the exception of those requested after 10:00 p.m. shall be responded to within the same workday. Those calls for request depending on the priority will determine if they will be responded to that day or if a next day response is adequate.

Scheduled dispatch will be available at a minimum of 75 hours per week distributed throughout seven (7) days, Monday through Sunday, so as to provide coverage for the heaviest service request periods. Periodic adjustments of the times covered may be made by the selected proposer as necessary but will be subject to the Columbus Consolidated Governments designated Animal Control Contract Administrator for review and approval. To ensure the safety of field ACOs, continued use of the 800 MHz radios will be mandated to guarantee communication with and to E-911 dispatch. Any other desired means of communications with the proposer and the Animal Control Officers will be up to the selected proposer to put in place.

ACOs shall be available for response service seven days per week on a schedule approved by the CCG designated Animal Control Contract Administrator. At all times that there is not a regularly scheduled Animal Control Officer on duty, there shall be a designated "On Call" ACO to respond to priority 1, 2 and 3 calls.

All ACOs will be required to have a background check performed and approved by the Contract Administrator. All ACOs will be required to have pre-employment drug screening and random drug screening while using CCG vehicles and equipment. All Animal Control Officers shall be certified by the Program Administrator and sworn by the Chief of Police.

### Training

Proposer shall provide proof of completion of minimum required training standards for staff and volunteers at the time of hire and for continuing education courses. A planned, effective training program can enhance communication and accountability, and have a positive impact on service to customers, complainants, and animal owners. The selected proposer must provide documentation of all training conducted as outlined:

1. Training Plan:

Proposer shall provide a fully developed staff training plan, including training organizations and a schedule showing course descriptions/topics and hours of training to be provided for each position. Emphasis should be given to customer service for purposes of consistent, prompt, courteous and complete response to all service requests. Because of the importance of effective customer service training, the selected vendor will be required to have an ongoing system of obtaining feedback about, assessing and improving the quality of services provided by staff.

2. Conflict Resolution Training:

Within 90 days of implementation of this contract, the proposer shall provide a professional training course in conflict resolution to all staff. Any new staff hired after commencement of this contract will be provided with similar training in conflict resolution prior to starting work. Thereafter, professional conflict resolution training will be provided to all staff on an annual basis.

3. Annual Training:

Proposer is required to provide a minimum of 40 hours relevant training per year per full time equivalent staff position for all staff. These 40 hours of training are above and beyond the conflict resolution training. A minimum of 8 of the 40 training hours shall be completed in the first quarter of employment for each staff. The required 40 hours per year of training will be provided by professional sources and does not include the regular, ongoing training provided by the selected vendor. Hours worked by individuals who have not met their training requirements do not count toward the minimum staffing hours required by this RFP.

### Uniforms

Proposer shall provide all shelter staff with appropriate uniforms that shall be approved by the Project Administrator. All Animal Control Field Officers' uniforms shall be provided by the proposer and shall be clearly and easily distinguishable as an Enforcement Officer.

### Volunteer Personnel

The Columbus Consolidated Government supports the use of volunteer programs in all aspects of animal sheltering. The proposer shall have an active volunteer program to support the shelter facility and related activities.

The volunteer program will be guided by a manual developed by the proposer which contains policies and procedures similar to those for employees and shall include a Hold Harmless Agreement for the Columbus Consolidated Government. Contents of the manual should include, but not be limited to, the application form and process, job descriptions, selection

and supervision, orientation and training, performance reviews and a process for dismissal. A copy of this manual shall be submitted with proposal.

Activities for which the use of volunteers should be considered will not include "Field Operations" as it relates to the Enforcement of the Animal Care and Control Ordinance of the Columbus Consolidated Government. Volunteers can report issues but cannot and will not interfere in the duties of an Animal Control Field Officer.

### **C. Animal Care Services**

All aspects of animal care and control shall be handled by the selected proposer this includes but is not limited to the daily operations of the Francis K Steed Animal Shelter, Muscogee County. The facility will be used for the impoundment, release to owner, protective custody, quarantine, rescue coordination and all other animal sheltering functions.

Policies and Procedures or Standard Operating Procedures will provide the minimum standards for the care of animals, with attention to the following operations:

1. Health evaluation upon admission
2. Provision of sufficient and wholesome food and potable water
3. Treatment of sick, diseased, quarantined, or injured animals
4. Proper bedding and kennel care
5. Removal and proper disposal of animal and food waste, soiled bedding, and debris
6. Daily, weekly, and monthly cleaning requirements at the facility
7. Provisions for animals to be protected from water and cleaning agents during the cleaning process.
8. Provisions to minimize vermin infestation, odors, and disease.
9. Provisions to provide adequate drainage.
10. A description of how the respondent proposes to segregate animals.
11. A description of how the respondent proposes to quarantine animals.
12. A description of the disease control and prevention program to be utilized by the proposer.
13. A description of a microchip identification program as well as any future plans to grow this program.
14. A description of any current spay and neuter programs as well as any future plans to grow this program which should include feral cats.
15. A description of the circumstances in which euthanasia will be used, and the methods to be used and the disposal of euthanized animals.
16. Procedures for an owner to place or surrender an animal to the facility.
17. A description of how individuals seeking information of animals will be able to contact the shelter for information.
18. A description of how respondent will use the internet, social media, and other methods to market pets for adoption.
19. A description of how respondent will transfer or place animals in other local shelters to ensure the best outcome for the animal.

#### **Intake/Impound Services**

Proposer shall adhere to established policies and practices that comply with applicable local and state laws for impound/search and seizure, and the 4<sup>th</sup> Amendment of the Constitution



of the United States. All impounded animals will be held for a minimum of five (5) consecutive days, unless reclaimed by their owner. These impoundments include animals surrendered by a member of the public or found in Muscogee County and detained or under Enforcement Hold (Ten (10) Day Hold) by any Public Safety Agency.

Proposer shall have comprehensive written policies and procedures established for the proper care and handling of animals. These policies and procedures must be included in the proposal and will be a consideration when evaluating. The procedures should, at the minimum, provide minimum standards for the care for animals going through the intake process. The intake process will include the handling of all domestic animals, i.e., dogs/puppies, cats/kittens, rabbits, other mammals, reptiles, exotic animals, pigs, ducks, exotic birds, chickens, and other farm animals. The intake procedures should consider the type of animal and should pay attention to:

1. Health and behavior assessments of each animal
2. Identification and documentation of each animal's behavior and medical history when possible
3. Full body microchip scans and owner identification and contact when a microchip is found. The proposer will notify the owner of the implanted animal for reclamation purposes. The animal will be scanned a second time prior to adoption, rescue, transport or euthanasia and the owner notified by phone if a chip is discovered.
4. Photo and description of each lost animal should be provided through public outreach activities to try to locate the pet's owner as soon as possible.
5. Document animal description (breed, sex, age, color, coat, ears, etc.) health and behavioral assessment results entered into a Shelter Management Data System prior to the shelter closing for the evening or the closing of records for the day.
6. Provide vaccinations including Bordetella, DAPP and general de-wormers for dogs and FERVP and de-wormer vaccinations for cats.
7. Provide medical quarantine and behavior isolation for the duration of legal holding for a minimum of five (5) days (including day of impound) and evaluation as appropriate to protect the shelter population and the people working at or visiting the facility.
8. Provide food water, shelter, exercise, and medical care to each animal for a minimum of 5 days to give the owner an opportunity to claim the animal before transferring ownership to appropriate agency.
9. Provide the evaluation and euthanasia of dangerous or diseased animals as directed and approved by the Shelter Veterinarian as well as all Local, State or Federal laws.
10. Evaluate, and coordinate to determine each animal's suitability for fostering and or adoption.
11. Provide public hours of operation at least six (6) days a week for eight hours per day to include responding to emergency calls after the shelter has closed.
12. Document and report any incidents of bites, mishandling of animals or other non-routine activity.
13. Provide a process and or procedure whereby all Muscogee County animals may be delivered to the shelter by the public, Animal Control Officers with access to sheltering facilities 24 hours per day/365 days per year as well as be accepted.
14. Veterinary services will be available at the shelter to perform medically necessary treatments for stabilization care and pain management.

15. Underage kittens, puppies and other young animals may be placed in a foster setting as soon as possible, but records of these animals must be submitted into the data management system prior to being placed.
16. Animals will be assigned housing with consideration for species, sex, whether fertile, medical condition, behavior, and temperament.
17. Animals will be held in accordance with Section 5-13.1 of the Animal Care and Control Ordinance of Columbus, Georgia prior to eligibility for adoption, transfer to another animal welfare agency or placement with a rescue group.
18. All animals shall have an impound form showing the identification tag number if any, species, breed, and description of the animal by coloring, time and date of impound, name of agent/Officer impounding the animal and the location where the animal was found.
19. Any animal impounded may be redeemed upon evidence of rightful ownership or custody and payment of redemption fees. These include the cost of impound, transportation, and any additional veterinary or animal care. Animals may be denied redemption if placed on investigative hold by a Public Safety Agency.
20. Animals classified as dangerous, vicious, or under legal hold or quarantined are subject to additional holding requirements.

#### Deceased Animals

The proposer will handle all aspects of the collection of deceased animals with the exception of large farm animals in which the Department of Public Works will coordinate with the animal owner to dispose of the large, deceased animal.

#### Additional Information/Impoundment Numbers

In an effort to provide proposers with accurate impoundment numbers the below chart is being provided showing the last five years of impoundments and the disposition of these animals.

<b>Year</b>	<b>Impounds</b>	<b>Adoptions</b>	<b>Return to Owners</b>	<b>Rescue Placements</b>	<b>Euthanasia</b>
<b>2017</b>	4348	514	531	2469	735
<b>2018</b>	4691	731	630	2484	829
<b>2019</b>	4348	682	603	2534	417
<b>2020</b>	4151	558	597	2564	377
<b>2021 YTD</b>	504	50	86	339	32

#### **D. Adoption Services**

The selected proposer shall promote and administer the adoption of unclaimed animals. All unclaimed animals will be evaluated for potential adoptability after five (5) days of impoundment. Any animal deemed adoptable must be marketed for adoption and offered to rescue organizations before being euthanized.

1. Respondents shall provide a description of how respondent will use the internet, social media, and other methods to market pets for adoption.

2. Respondents shall provide a description of respondent's plan to lower Muscogee County/Columbus, Georgia's current euthanasia rate.
3. Respondent shall provide a system by which all animals that enter the facility will be scanned for implanted microchips and checked for identification.
4. Respondents shall provide a schedule for proposed hours of operation, consistent with current hours now in effect.
5. Provide a plan on how every reasonable effort shall be made to identify each animal owner and return the animal to its owner prior to release of the animal through adoption or transfer to another animal welfare agency.
6. Provide a plan on how adoption will be promoted; this should include social media, marketing plans, and various other outreach strategies.
7. Cats and Dogs owned or adopted by residents of Muscogee County are required to be licensed prior to release. Licenses shall be provided by the proposing entity. Awarded proposer must serve as a pet licensing agent for Muscogee County.

#### On-Site Adoptions

On-site adoptions shall take place at the Animal Care and Control Center. Respondents shall provide a proposed on-site adoption schedule, which shall include a specified number of hours and days.

Respondents may also perform off-site adoptions.

#### **E. Placement Services**

The respondent shall provide the Columbus Consolidated Government a written plan on how animals will be placed or sent to other local rescues as a means to ensure the current euthanasia numbers will remain under the ten percent that has been accomplished and consistent under the current program.

#### **F. Veterinarian Services**

Licensed Veterinarian (s) shall be validly and currently licensed to practice veterinary medicine in the State of Georgia pursuant to O.C.G.A. 43-50-1 et seq. A copy of the Licensed Veterinarian's current, valid license issued by the State Board of Veterinary Medicine shall be submitted to Muscogee County with the proposal.

Failure to provide Veterinarian licenses will result in low evaluation ratings and will nullify the proposal.

Proposer will be required to have two licensed Veterinarians licensed by the State of Georgia on staff who shall provide on-site scheduled and necessary veterinary care and oversight of animals in the facility a minimum of 40 hours per week, at least five days per week excluding agency observed holidays. Veterinarians will be required to respond to emergency calls; however, it is recommended that the use of off-site veterinary care can and should be considered in place of an unavailable Staff Veterinarian.

The selected proposer will bear the costs for all medications, supplies, equipment, and other required or requested items from the Staff Veterinarian.

The Licensed Veterinarian shall provide the following services and maintain constant communication with the Shelter Manager and shall provide basic veterinary care when required to include the following services:

1. Performing a medical examination upon arrival for all sick/injured animals.
2. Directing and monitoring the care of injured and /or sick animals.
3. Adhering to and directing procedures to reduce or respond to the outbreak of infectious diseases.
4. Ensuring the proper State required reporting of infectious diseases are submitted to the State and within the allotted timeframe.
5. Making recommendation regarding behavior problems as well as evaluating for potential adoptability.
6. Preparing detailed monthly patient reports
7. Providing laboratory services including stool examinations, heartworm tests, cytology, urine analysis, FELV/FIV tests, electrolytes measurements, and blood counts.
8. Supervising the administering of vaccinations.
9. Certifying all shelter workers in the proper manner to administer euthanasia drugs to animals.
10. Total control of the inventory and distribution of all drugs supplied and or kept on the premises as required by State and Federal laws.

#### Other Veterinary Services

The proposer shall be responsible for providing other licensed veterinarians for emergency treatment of animals and consultation with animal care staff after-hours and when the regular veterinarian is not available. These services shall be considered as “subcontracted services” under the resulting contract. The selected proposer shall be responsible for these costs. Unless exigent circumstances exist all subcontractors, including those employed for additional after-hours and emergency veterinarian services, must be requested, in writing, and approved by the Project Administrator before those subcontractors can be employed for services. Under exigent circumstances the selected vendor is authorized to properly proceed without prior approval but with appropriate after the fact written reporting. The proposer remains responsible for the costs.

#### **G. Owner Notification/Injured Animals**

The proposer shall be required to immediately attempt to identify and notify the owner of an injured animal of the need for veterinary care. Notification shall be made within 24 hours by phone. The selected vendor is required to treat any injured animal that is brought to the shelter by selected vendor employees.

#### **H. Return to Owner Services**

Proposer shall, in accordance with the CCG Animal Care and Control Ordinance, release animals back to their owners after the latter have paid the prescribed fees. It shall be the proposer’s responsibility to promptly, within 24 hours, attempt to notify the owner of any animal taken into custody when the owner can be identified.

The proposer shall make at least three documented attempts to contact the owners of any stray animal that has current identification of any type which provides information necessary to contact its owner.

**I. Animal Control Enforcement Services**

Animal Control Officers (ACOs) will generally assist in a professional manner, citizens and other public safety agencies who have requested help with domestic animal problems within their area of responsibility. ACOs shall respond to request for services called into Muscogee County Emergency Services (911) Center via the public, municipal partners or into the proposer operations center.

ACOs will cite animal owners for violations of the Columbus, Georgia Animal Care and Control Ordinance, participate in the prosecution of such citations, and investigate and prepare reports regarding serious code violations and in cooperation with all State laws. ACOs will impound stray dogs, cats and other animals that are subject to impoundment and when necessary, bring animals into the animal shelter under protective custody. ACOs will also enforce the quarantine of animals that have bitten a person and enforce the regulations governing classified and/or dangerous animals, and inspect premises where animals are kept for sanitary conditions. ACOs will transfer any injured animals to the animal shelter, a veterinarian or ensure that the owner (if present) of the animal seeks medical treatment when necessary.

The Proposer must provide services in accordance with the State of Georgia and Columbus, Georgia Animal Care and Control Ordinance. ACOs enforcement authority will not extend to other City ordinances or State laws. The ACO will not be charged with enforcing guideline of any private entity unless they are also required by State Law or City Ordinance. It is imperative that the selected proposer maintains an independent and a non-biased mindset in the handling of animals and their disposition. Any changes to the Animal Control Ordinance during the contract period may require this contract to be modified or otherwise amended to meet any new requirements or regulations promulgated under the State of Georgia or the Columbus Code of Ordinances.

**J. Community Programs**

The Columbus Consolidated Government emphasizes and supports the need for the proposer to develop and maintain positive public relations. The proposer shall ensure that staff and volunteers serve as an information and problem-solving resource and consistently provide prompt and courteous responses to the public.

Education and Public Relation

The proposer shall initiate participation in media, public education, and public relations activities in addition to responding to invitations. Public Relations/Education events and publications shall be coordinated with the Contract Administrator.

The proposer shall be required to perform certain educational and public relations tasks in order to:

1. Decrease the number of unsterilized animals in Muscogee County.
2. Reduce the number of dogs bites.

3. Increase the number of animals licensed.
4. Increase the number of animals adopted.
5. Present information regarding Animal Control issues.

#### Disabled Persons

The proposer shall include outreach education to disabled individuals and other organizations representing disabled persons. These tasks will be accomplished through:

1. Education programs in the schools.
2. Various civic and service groups.
3. Ongoing media announcements, messages, interviews, and press releases.
4. Tours of the Animal Care and Control Center.
5. Display and promotional materials at fairs, dog shows and similar public functions.
6. Events at the Animal Care and Control Center.
7. Requested attendance at Animal Control Advisory Board meetings.
8. Other projects requested by the CCG Animal Control Contract Administrator.

The proposer will develop and employ written procedures to accommodate members of the public with hearing impairments or other disabilities. Such procedures must include arrangement for sign interpreters and access to (TTY/1-11) service. This service may be provided by independent subcontract, properly reviewed and approved by the CCG Contract Administrator. The selected contractor will independently arrange for these services when required.

#### **K. Administrative Services**

The following administrative services are required:

1. Animal Care and Control Services will be operated according to a program budget within the amount specified in the resulting contract.
2. Recordkeeping and tracking of individual animals, including veterinary records, will be maintained according to industry standard practices. Records will be made available for viewing by the Columbus Consolidated Government upon request.
3. The proposer will be the responsible Licensing Service and will continue to provide licenses to participating Veterinarian Offices that participate in the one stop licensing program.
4. Proposer will comply with established policies and practices and applicable laws and CCG guidelines for release of information to the public including but not limited to the Georgia Open Records Act. The selected contractor's policy and procedure manual shall include a policy on the release of information to the public that reflects these practices, laws, and guidelines. The selected contractor will comply and assist in the preparation and public of all open records request through the CCG City Attorney's Office.
5. The successful contractor shall provide monthly reports that document the revenue generated from the use of the Animal Care and Control Center. The revenue will include permits, adoptions, impoundments, etc.
6. The successful proposer will be required to work with the Animal Control Advisory Board, created by Columbus Code Section 5-3. Accordingly, each proposer should outline the ways in which they are willing to assist and support the Board as well as

suggest any proposed revisions to Columbus Code Section 5-3 that would facilitate its provision of Animal Control and Enforcement Services.

**L. Emergency Management/Disaster Planning**

In collaboration with the CCG Emergency Management Agency, the selected proposer shall implement a disaster preparedness plan for the shelter (prior to taking control of the facility) to include the following in the event of a disaster:

1. Phone/radio contact protocol
2. Animal evacuation and care
3. Paper/manual processes for use during computer down time

**M. Required Records & Reports (Non-Inclusive)**

The proposer will be required to keep complete year to date records and files concerning all aspects of Animal Care and Control. All intellectual data derived from these services whether written or digital shall remain the property of the City of Columbus. Reports on the following shall be maintained by the proposer for the time period required under the records retention schedule maintained by the City in accordance with to State Law:

1. Requests for service and responses specifically identified by address.
2. Written dispatch logs
3. Investigation reports
4. Animal bite cases
5. Dangerous dog's reports
6. Rabies calls and cases
7. Cruelty investigations
8. Animal intake and history at the Center
9. Disposition of all animals, including adoption, redemption, euthanasia.
10. Spay and neuter documentation.
11. Medical treatment administered.
12. Rabies vaccination certificates, by category
13. Licenses issued, by category and expired licenses.
14. Fees collected, detailed by category, and deposited.
15. Unpaid citations and collection documentation
16. Correspondence with the Department of Health
17. Personnel records which include, the number employed, applications, performance reports, training certificates/records and qualifications/experience.
18. Volunteer hours worked and summary of activities.
19. Public education statistics and summary of activities
20. Notices of violations written, issued, outstanding and closed.
21. Hearings/Court decision/records
22. Complaints
23. Do Not Adopt List & Why
24. Records and documentation of volunteer activities
25. Refund Requests
26. Officer Logs
27. Staff pay and hours worked by individual/job title.
28. Veterinarian hours/days worked.

29. Inventory, including equipment and supplies.
30. Purchases: supplies, operating expenses, etc.

**N. CCG Furnished Property and Equipment:**

Facility

The proposer shall perform all required animal shelter operations services at the Animal Care and Control Center located at 4910 Milgen Road. This facility is 12,000 sf and houses the following:

Stationary Equipment:

1. 40 six-foot dog runs.
2. Puppy room with eight (8) large cages.
3. Cat quarantine with twelve (12) cages.
4. Dog Isolation with six (6) runs.
5. Dog Quarantine with six (6) runs.
6. Cat Room with twenty (20) cages of various sizes.
7. Sally Port with six (6) holding runs.

Mobile Equipment:

Item	Quantity
Regular Cages/Dryer Room	4
Wildlife Traps	11
Cat Traps	24
Dog Traps	14
Transfer Cages	24
Cat Dens	22
Chicken Trap	1
Squirrel Traps	3
Crates/Dept. Agriculture (Disaster Preparedness)	25

Use of Existing Animal Care and Control Center Equipment

The selected contractor is authorized to utilize other existing City-owned capital equipment including, office furniture, cages, appliances, lockers, kennel equipment and food dispensing devices; however, **the City will not be responsible for replacing this type of equipment once the life of this equipment has expired.**

Facility Maintenance and Repairs

The Columbus Consolidated Government will only provide major repairs and maintenance of the shelter through the Department of Public Works/Facilities Maintenance Division. This includes the structure (both interior and exterior) exterior roof, exterior sidewalls, the HVAC system, and the Electrical Systems; request for repairs of this nature or desired structural changes should be sent to the Contract Administrator, in writing.

Maintenance and operation responsibilities of the proposer include:

1. Maintain all external and internal doors which includes, electric doors, sallyport door and all manual garage doors in the canine general population area.



2. Provide regular janitorial services and the maintenance of this building, outside structures, grounds, and parking areas including but not limited to landscaping maintenance and irrigation requirements.
3. Pick up and properly dispose of animal waste in and around the shelter grounds.
4. Properly store animal feed to secure it from vermin and wildlife.
5. Feed the cats and dogs inside the facility only unless the cat is a member of a managed feral cat colony. Feral Cat Colony uneaten food should be removed and disposed daily to discourage vermin. Only livestock is to be fed outdoors and uneaten food should be removed and disposed of to discourage vermin.
6. Provide and maintain furnishings such as cages, shelving, seating, desks, phones, copiers, office supplies, trash, and recycling receptacles, etc.
7. Identify, manage, and fund any security related needs such as alarms, video systems, panic alarms, etc.
8. Pay for utilities such as electricity, water, gas, trash, recycle, internet, phone, propane, etc. that are separately metered for the building.
9. Provide and pay for structural pest control services either through an internal system or through a licensed pest control vendor.

#### Use of Existing CCG Vehicles and Accessories

The selected contractor will be required to utilize and maintain the existing CCG owned vehicles assigned for animal control activities. An inventory of vehicles and radios are listed in the charts below. Any request for vehicle replacement must be submitted in writing to the designated Contract Administrator for approval. The selected contractor must maintain all the vehicles to be in a safe, professional condition. Records must be kept on all maintenance, problems, and mileage. The selected contractor must provide proof of automobile liability insurance.

The CCG is responsible for the replacement of City-owned vehicles unless the vehicle is damaged or destroyed by the selected proposer or it's representative. In that case, the contractor will utilize their insurance to replace the damaged/destroyed vehicle. Any request for vehicle replacement must be submitted in writing to the designated Animal Control Contract Administrator. The proposer shall not be deemed in violation of this contract for any delays by the CCG in the purchase of the replacement vehicle.

#### Vehicles

<b>Vehicle #</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	<b>Type</b>	<b>Miles</b>
10378	2005	GMC	Canyon	Pick-Up	219,849
10927	2006	Ford	F250	4x2 Truck	184,659
10929	2006	Ford	F250	4x2 Truck	196,897
11038	2008	Ford	F250	Truck	218,918
11472	2014	Ford	F250	Truck	112,743
11473	2014	Ford	F250	Truck	75,805
11474	2014	Ford	F250	Truck	92,549
11644	2019	Ford	F250	Truck	13,051
11653	2019	Ford	F250	Truck	19,135
11654	2019	Ford	F250	Truck	21,352
11655	2019	Ford	F250	Truck	9,653
17058	2000	Chevy	Malibu	Sedan	131,903

Motorola 800 MHz Radios/Make ATX 4000/Model: H51UCF9PW6AN

Radios	Chargers
13	13

#### **IV. PERFORMANCE STANDARDS**

The Columbus Consolidated Government will assess selected proposer 's performance primarily in terms of the items listed below:

- A. Timely response to request for service as outlined.
- B. Number of redemptions by percentage.
- C. Number of adoptions by percentage.
- D. Number of dog/cat licenses issued.
- E. Responsiveness to selected contractor service complaints (\*see below).
- F. Timeliness and accuracy of required monthly reports.
- G. Work hours expended (enforcement and non-enforcement hours).
- H. Responsiveness to Administration Request for information and or improved or modified services. (\*\*see below)

\*All complaints submitted in writing to the selected contractor by the public (on a CCG approved form) or received by the CCG regarding selected contractor services and are referred back to the selected contractor to address and resolve. Regarding these complaints, the selected contractor will be required to report in writing to the CCG within the time-period specified in the referral for each complaint.

\*\* The CCG designated Animal Control Contract Administrator may forward to the selected contractor written or oral communication requesting information and/or improved or modified services. These written or oral request will be related to some provision of animal control services. Requested information may require the selected contractor to forward an existing record or document or construct the information to provide response. Improved or modified service requests will be initiated after administrative review and may require the selected contractor to change practice or policy to accomplish the request. The selected contractor shall comply with these requests; a reasonable due date established by the CCG designated Contract Administrator for response/implementation will be provided.

**E-VERIFY AFFIDAVIT**

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

---

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

**\*\*See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

---

Name of Contractor**Animal Care and Control Services (Annual Contract) – RFP No. 21-0034**

Name of Project

**Columbus Consolidated Government**

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on \_\_\_\_\_, \_\_\_, 20\_\_ in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

---

Signature of Authorized Officer or Agent

---

Printed Name and Title of Authorized Officer or Agent*Subscribed and sworn before me on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

---

NOTARY PUBLIC*My Commission Expires:*

**A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.**

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR’S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR’S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: \_\_\_\_\_

Print Name of Authorized Agent: \_\_\_\_\_

Signature of Authorized Agent: \_\_\_\_\_

**CONTRACT SIGNATURE PAGE**  
**Animal Care and Control Services**  
**RFP No. 21-0034**

**THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.**

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Signature of Authorized Representative      Date

\_\_\_\_\_  
Witness as to the signing of the contract

\_\_\_\_\_  
Print Name and Title of Signatory

*Corporate seal (if applicable)*

\_\_\_\_\_  
Company Name

***Company Ordering Address***

***Company Payment Address***

\_\_\_\_\_  
Contact: \_\_\_\_\_

\_\_\_\_\_  
Contact: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Telephone: \_\_\_\_\_

\_\_\_\_\_  
Fax: \_\_\_\_\_

\_\_\_\_\_  
Fax: \_\_\_\_\_

**CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA**

Accepted this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
Isaiah Hugley, City Manager

\_\_\_\_\_  
Clifton C. Fay, City Attorney

**ATTEST:**

\_\_\_\_\_  
Sandra T. Davis, Clerk of Council

## INSURANCE CHECKLIST

**Animal Care and Control Services (Annual Contract)**  
**RFP No. 21-0034**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE  
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
<b>X</b>	1. Worker's Compensation and Employer's Liability	<b>STATUTORY REQUIREMENTS</b>	
	<b>Comprehensive General Liability</b>		
<b>X</b>	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
<b>X</b>	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	<b>Automobile Liability</b>		
<b>X</b>	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	<b>Others</b>		
<b>X</b>	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
<b>X</b>	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
X	22. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	23. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	24. The City shall be named Additional Insured on all policies		
X	25. Certificate of Insurance shall show Bid Number and Bid Title		
	26. Pollution:	\$2 Million per occurrence/claim	

\*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

**BIDDER'S STATEMENT:**

If awarded the contract, I will comply with contract insurance requirements.

BIDDER NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

## DEMANDSTAR SUBMISSION INFORMATION

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar. See Appendices B, C & D for Submission Requirements Checklist, Registering for DemandStar and Responding to an Electronic Bid in DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select "Columbus Consolidated Government" as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at

[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at

[https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid\\_tabulations.htm](https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm).

**Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals and will immediately discard any submittal left in the reception area of the Finance Department.**

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.



## APPENDIX B

### **ELECTRONIC SUBMITTAL CHECKLIST** **Animal Care and Control Services (Annual Contract)** **RFP No. 21-0034**

#### **Submit your electronic response as instructed below:**

1. Vendors shall submit **only** the required documents listed using the “**Bidder Response ALL Documents**” function.
2. **Zip files with multiple files are not acceptable**; vendors shall submit one PDF file of their submittal.
3. Due to file size limitations, please **do not resend the City’s full specifications** as this information is already on file.
4. **In the event DemandStar requires a dollar value for your submittal, enter “0”.**

- ☐ 1. Transmittal Letter
- ☐ 2. E-Verify Affidavit (*Form 1*)
- ☐ 3. Addenda Acknowledgement (if any)
- ☐ 4. Communication Concerning this Solicitation (*Form 2*)
- ☐ 5. Exceptions to RFP
- ☐ 6. Experience and Qualifications
- ☐ 7. History of Shelter Operation
- ☐ 8. Understanding and Approach
  - ☐ Option I
  - ☐ Option II
- ☐ 9. Cost Proposal
  - ☐ Option I
  - ☐ Option II
- ☐ 10. Contract Signature Page (*Form 3*)
- ☐ 11. Insurance Checklist (*Form 4*) or Certificate of Insurance
- ☐ 12. **Page 1** of Form W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- ☐ 13. Business License (Occupation License) or Articles of Incorporation

***Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.***

## APPENDIX C

# Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

**It's EASY!** Get started with these 3 easy steps!

## 1 REGISTER

Go to:  
<https://www.demandstar.com/registration>

### Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

☐ I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

**Next**



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206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis

Narrow down your search by selecting a state and county.

State

Select State

County

Select County

☐

City of Metropolis – Board of Commissioners

☐

City of Metropolis Purchasing

☒

Metropolis Technical College

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

You have chosen **Metropolis Technical College** as your free agency. Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

My Subscriptions [0]

Nation (0)

States (0)

Counties (0)

		Your Current Rate
Total	(0 subscriptions)	\$0/year

Proceed to Checkout

Skip for Now



SIGN UP

Visit [www.demandstar.com](http://www.demandstar.com)



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206.940.0305

## APPENDIX D

# Responding to an Electronic Bid

5 Step Instructions

# Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application with a navigation bar at the top containing links: Dashboard, Bids, Quotes, Coming Soon! Activities, Coming Soon! Messages, and Responses. Below the navigation bar is a large orange arrow pointing right with the word "Bids" inside it. To the right of this arrow is a "Sort By" dropdown menu set to "Due Date". Below these elements is a table of bid listings. A red arrow points to the first row of the table.

Bids		Sort By	Due Date
<b>TSEBIDVINO24JAN01</b>	Active		
City of Fort Pierce - Purchasing Department, Fort Pierce, AZ			
<b>ID:</b> BID-TSEBIDVINO24JAN01-0-	<b>Broadcast:</b> 1/24/2020	<b>Due:</b> 3/1/2020	<b>Planholders:</b> 3 <b>Watch</b>
2020/al			
<hr/>			
<b>AA-BB-CC-DD-EE</b>	Active		
agency2.0, Texas, FL			
<b>ID:</b> EBID-001-946-00-0-2020/AD	<b>Broadcast:</b> 2/4/2020	<b>Due:</b> 2/29/2020	<b>Planholders:</b> 0 <b>Watch</b>
<hr/>			
<b>TESTBID</b>	Active		
agency2.0, Texas, FL			

## Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID

Active

Bid Details

Agency Name

Agency ID

Bid Writer

Agency ID

Bid ID

8810-12345678-123456

Bid Type

E-BID - E-BID

Broadcast Date

12/18/2020 2:40 AM Eastern

Fiscal Year

2020

Due

12/18/2020 11:00 PM Eastern

Bid Status Text

BID STATUS

Scope of Work

SCOPE OF WORK

Documents

Filename	Type	Date Modified	Status
File	Attachment	02/04/2020	Complete

Distribution Info

Bid Bond

None

Plan (Blueprint)

None

E-Bidding

Submit

Distributed By

Demarcus

Distribution Method

Download and Print

Distribution Options

Bid has no blueprints associated with it

Project Estimated Budget

\$120,000.00

Distribution Notes

None

Publications

View Legal Ad

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

001-945-00

FINANCIAL SERVICES

Submit E-Bid Proposal

## Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

**Enter “0” as your bid (proposal) amount.**

(As cost proposals remain confidential until after contract award (if any), Columbus Consolidated Government will not consider proposed costs, fees, revenues, etc., that are entered directly into DemandStar.)

A screenshot of the DemandStar E-Bid Response form. The interface is divided into two main sections: 'Bid Details' on the left and 'E-Bid Response' on the right. The 'Bid Details' section includes fields for Agency Name, Bid Number, Bid Due Date, Bid Opening, and Bid Name. The 'E-Bid Response' section includes a 'Contact Information' form with fields for Company Name, Address 1, Address 2, City, Country, State/Province, County, Postal Code, Phone Number, and Extension. Below these fields are 'Bid Amount' and 'Alternate Bid Amount' fields, both of which are highlighted with a red border and the word 'Invalid' below them. The 'Bid Amount' field contains the value '127,000'. At the bottom of the form is a 'Next' button. The top of the interface shows the DemandStar logo, navigation tabs (Dashboard, Bids, Quotes, Activities, Messages, Responses), and a user profile dropdown for Robyn Gallardi.

## Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

**NOTE:** Do not enter information using the "Supplemental Documents" function.

**Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.**

**BEST PRACTICE TIP:** In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page:  
[https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid\\_Opportunities.htm](https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm).

The screenshot displays the DEMANDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency Name (agency23), Bid Number (000-123456-000000), Bid Due Date (12/01/2024 (PST)), Bid Opening (23 days, 00 hours, 17 minutes, 21 seconds Remaining), and Bid Name (T137000). Below this is the 'E-Bid Progress' section with steps: Contact Information, Documents Upload, and Review Bid. The main 'E-Bid Response' section has a 'Required Documents' area with a list of 'Agency Accepted File Formats' including Adobe Acrobat (.PDF), AutoCAD Drawing (.DWG), GIF Image (.GIF), JPEG Image (.JPG), Microsoft Excel (.XLS), Microsoft PowerPoint (.PPT), Microsoft Word (.DOC), Microsoft Word (.DOCX), Plain Text (.TXT), Rich Text Format (.RTF), WordPerfect (.WP5), AutoCAD Drawing (.DWG), GIF Image (.GIF), JPEG Image (.JPG), Microsoft Excel (.XLS), Microsoft PowerPoint (.PPT), Microsoft Word (.DOC), Microsoft Word (.DOCX), Plain Text (.TXT), Rich Text Format (.RTF), and ZIP Compressed Archive (.ZIP). Below this is a table with columns 'Required Document', 'Submission Option', and 'Uploaded Document'. The first row shows 'Service Doc agency23' with a 'Name' field and a 'Choose a File' button. Below the table is the 'Supplemental Documents' section with a note 'You can upload additional documents here.', a 'Document Title' field, a 'Document Type' field, and an 'Add Document' button. At the bottom are 'Previous' and 'Next' buttons. A green arrow labeled 'UPLOAD COMPLETE FILE' points from the 'E-Bid Response' section to the 'Required Documents' section. A red arrow labeled 'DO NOT USE SUPPLEMENTAL DOCUMENTS' points from the 'Supplemental Documents' section to the right.



# Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

**DEMANDSTAR** Dashboard Bids Quotes Activities Messages Responses

Robyn Gallardi

Home > Bids > 11217810 > My E-Bid Response

**Review Your E-Bid Response**

**Bid Details**

Agency Name	Agency 2.0
Bid Number	EBID 123456-0-0000AD
Bid Due Date	02/09/2020 (PST)
Bid Opening	22 days, 04 hours, 10 minutes, 47 seconds Remaining
Bid Name	11217810

**E-Bid Progress**

- Contact Information
- Documents Uploaded
- Review Bid

**Contact Info**

Company Name	Calgon Carbon Corporation
Address 1	P.O. Box 717
Address 2	
City	Pittsburgh
State	Pennsylvania
Country	United States of America
Postal Code	15200-0717
Phone Number	4127876810
Fax	
Bid Amount	\$127,000.00
Alternate Bid Amount	
Notes	For the full 6 month contract

**Agency Required Documents**

- Service Doc agency 2.0 (Electronic/Online)

**Supplemental Documents**

- References (Electronic/Online)

After clicking "Submit Response" the following process will follow:

1. We will verify that your response is complete as entered.
2. You will see a confirmation page with your confirmation number and date/time stamp of your upload.
3. You will receive a confirmation e-mail indicating a full response submitted.
4. You may track your response submission under the Responses page.

If you do not receive any of the above, please call Supplier Services at (206) 840-0005.

[Previous](#) [Submit Response](#)