

VILLAGE OF CORRALES



REQUEST FOR PROPOSALS NO. 18-007

Kennel Services

SUBMITTAL DEADLINE: October 16, 2018 4:00 PM

Mail or Hand Deliver proposals to the following address:

Village of Corrales
Village Clerk, RFP 18-007
4324 Corrales Road
Corrales, New Mexico 87048

**VILLAGE OF CORRALES
KENNEL SERVICES
REQUEST FOR PROPOSALS NO. 18-007**

The Village of Corrales (Village) Animal Control is requesting competitive sealed proposals for Kennel Services.

DESCRIPTION OF PROPOSED SERVICES:

The proposed work consists of housing, feeding and maintaining all animals brought to the kennel premises by an officer of the Village. Offeror must include copies of current business license if currently operating a kennel facility. Proposal must include transportation of animals in need of immediate attention to the Village designated doctor(s) of veterinary medicine when such treatment is deemed necessary for the health of the animal and/or when the condition of the animal poses a hazard to other animals on the premises. Proposals must include number of rooms available for dogs and cats in the facility. Proposals must include housing sizes for various sizes of dogs and cats that allow the animals to assume normal posture including full extension of the animal. Successful offerors must allow access to runs twenty four hours a day/ seven days per week. Successful offerors must include a plan on how they will ensure the kennel facility will have availability for Village animals. Proposals need to include access to food and water, exercise regiments and grooming. Proposals should include descriptions of all measures used to minimize discomfort and stress of the animals. The proposal needs to include information on background, experience and qualifications of facility managers. Three letters of recommendation must be included in the proposal. It is the intent of the Village to award a contract for up to three (3) years, beginning November 1, 2018 until October 31, 2021.

The successful offeror shall be solely responsible for compliance with all applicable laws, ordinances and regulations, including regulations of the New Mexico Department of Health, the New Mexico Environment Department, the County of Sandoval, and the Village of Corrales. The successful offeror must meet the applicable requirements to be a responsible bidder under both State law and the Village's regulations. The successful offeror must be able to comply and, if awarded, apply for and receive Board of Veterinary Medicine Animal Shelter Licensure. To obtain more info on the Board of Veterinary Medicine License, please call (505) 553-7021. The offeror awarded a contract must submit proof of application for license within 30 days of the contract award. The successful offeror shall be solely responsible for payment of any fees or other costs required for compliance with such regulatory requirements. Prior to any contract, facilities will be inspected by Village Animal Control. The contractor must maintain a yearly business license with the Village.

PROPOSAL CONTENTS:

Proposals, at a minimum, should include the following fee schedule:

1. Any other information which, in the offeror's view, will assist the Village in the selection process.
2. Fee schedule:

Fee Schedule		
Per dog	\$	per day
Per cat	\$	per day
Rabies Observation for dogs (10 day)	\$	per animal or per day

Rabies Observation for cats (10 day)	\$	per animal or per day
Vaccine for cats	\$	per animal
Vaccine for dogs	\$	per animal
Parasite dipping	\$	per animal

EVALUATION CRITERIA:

Proposals will be evaluated in accordance with the following criteria:

1. Financial benefit to the Village of Corrales..... 40
2. 24 hour accessibility for Corrales Animal Control..... 30
3. Company background, experience and qualifications..... 30

Offerors shall be required to comply with all general regulations of the State of New Mexico and the Village of Corrales, including but not limited to the Village’s procurement regulations.

SEALED PROPOSALS:

All proposals submitted to the Village must be sealed prior to delivery to the Village. Proposals shall not be opened until the time specified in this request for proposals. The words “**SEALED PROPOSAL**” along with the **RFP NUMBER AND TITLE** must be clearly marked on the outside of the envelope.

Any amendment to a submitted proposal made prior to the expiration of the proposal deadline must be acknowledged as having been received by the Village.

**Competitive Sealed Proposal No. 2018-007
KENNEL SERVICES
SEALED PROPOSAL**

An offeror, at any time prior to the submission deadline, may amend or rescind any proposal submitted herein by submitting to the Village a sealed envelope bearing the offeror's amendment or rescission. The envelope shall be clearly marked on its outside as stated above, with the notation "Amendment" added thereto.

PROPOSAL DEADLINE

All potential proposers are advised that the Village of Corrales will accept proposals until Tuesday, October 16th, 2018 at 4:00 pm at the Village Administration Offices at which time and place they will be opened for later evaluation. Submit one (1) original and four (4) copies of the proposal. Proposals submitted after the deadline will not be considered.

RESERVATION REGARDING ACCEPTANCE OF PROPOSALS:

OTHER CONSIDERATIONS

The Village of Corrales reserves the right to reject any or all proposals, to waive any technicalities, to accept in whole or in part such proposal as may be deemed in the best interest of the Village. The Village’s decision to accept or reject a submitted proposal is final and not subject to appeal.

New Mexico criminal statutes impose penalties for illegal bribes, gratuities and kickbacks.

CONTACT INFORMATION

Questions regarding this proposal are to be submitted in writing to Shannon Fresquez, Village of Corrales Clerk at e-mail sfresquez@corrales-nm.org;

Deadline for questions is October 5th at 12:00pm. Answers to questions will be distributed to all facilities on October 9th if they have notified the Village that they have obtained a RFP packet.



CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, *et seq.*, NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

“Applicable public official” means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

“Campaign Contribution” means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official’s behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

“Pendency of the procurement process” means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

“Prospective contractor” means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

“Representative of a prospective contractor” means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Names and Titles of Applicable Public Officials:

Jo Anne Roake, Mayor
James T. Fahey, Councilor and Mayor Pro Tem
David Dornburg, Councilor
Patricia Clauser, Councilor
Kevin Lucero, Councilor
Melanie Knight, Councilor
George Wright, Councilor

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Relation to Prospective Contractor: _____

Date Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

--OR--

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Signature

Date

Title (Position)