



## **The Township of Sables-Spanish Rivers**

11 Birch Lake Rd

Massey, ON

POP 1P0

P 705-865-2646 - F 705-865-2736 - [www.sables-spanish.ca](http://www.sables-spanish.ca)

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### **The Corporation of the Township of Sables-Spanish Rivers Request for Proposal (RFP)**

#### **Animal Control Services**

Issue Date: Friday, May 30, 2025

Closing Date: Friday, June 27, 2025

Closing Time: 11:00 am

Contact: Anne Whalen – Clerk-Administrator

11 Birch Lake Rd Massey Ontario

P0P 1P0

T: 705-865-2646

F: 705-865-2736

Email: [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

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### **Section 1 Introduction and General Instructions**

#### **1.01 Introduction**

The Township of Sables-Spanish Rivers (referred to herein as ‘the Township’) is inviting Proposals from qualified proponents for Animal Control Services. The term of the agreement shall be two (2) years, commencing January 1, 2026, with possibility of extension for a further three (3) years. This Request for Proposals document and any other applicable attachments or addenda are available in PDF format through the Township of Sables-Spanish Rivers’ website at [www.sables-spanish.ca](http://www.sables-spanish.ca).

#### **1.02 Submission of Proposals**

Proposals shall be submitted in the form and format specified in Sections 2 and 3 and shall include the completed Form of Tender included as Section 4 at the end of this document. A designated signing officer authorized to bind the proponent to the provisions of their Proposal must sign the Form of Tender. Any addenda issued by the Township in accordance with Subsection 1.06 must be acknowledged by the proponent on the Form of Tender. Each proponent is asked to submit one (1) hard copy **OR** one (1) electronic copy of their Proposal. All Proposals must be signed, sealed, the envelope marked with the Proponent’s name and the Project Name and received by:

The Township of Sables-Spanish Rivers

11 Birch Lake Road

Massey, ON POP 1P0

Or email to: [inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

Project Name: “2026 RFP Animal Control Services”

**Proposal Submission Deadline: 11:00 a.m. Friday, June 27, 2025.**

Proposals must not be restricted by a statement added to the Form of Tender or by a covering letter, or by alterations to the Form of Tender supplied unless otherwise provided in the RFP.

The onus unequivocally remains with the Proponent to ensure that the Township receives Proposals delivered or sent by courier prior to the Proposal Submission Deadline, in accordance with the submission process described in this section. Proposals received after the Proposal Submission Deadline will not be considered and will be returned unopened. Faxed submissions will not be accepted in response to this RFP.



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### 1.03 Contacts

All questions or inquiries must be made in writing or email to the Lead Contact named below:

Anne Whalen, Clerk-Administrator

11 Birch Lake Road

Massey, ON POP 1P0

[inquiries@sables-spanish.ca](mailto:inquiries@sables-spanish.ca)

**IMPORTANT:** A Proponent may be disqualified if they make inquiries, between the Proposal issue date and the notification of the Award, in a manner other than that described in this RFP or to anyone involved in the process who is not the Lead Contact, including but not limited to the members of Council. This is to ensure that each Proponent receives the same information and that no Proponent receives unfair treatment during the RFP process.

### 1.04 Schedule

The schedule set out herein represents the Township's best estimate of the schedule that will be followed:

RFP issue date: Friday, May 30, 2025

Proposal Submission Deadline (see Sec 1.02): Friday, June 27, 2025 by 11:00 am Anticipated notification of award: Thursday, July 10, 2025 (provided Council approves on Wednesday, July 9, 2025)

Contract start date: Thursday, January 1, 2026

### 1.05 Required Review and Clarification

Proponents shall carefully review this RFP. If questions concerning clarification of the contents of this document arise, the questions must be made in writing and received by the Lead Contact by 3:00 p.m. on Friday, June 13, 2025. This will allow time for the issuance of any necessary addenda. Protests based on any omission or error or on the content of the RFP will be disallowed if these perceived faults have not been brought to the attention of the Lead Contact. In submitting a Proposal, the Proponent acknowledges that they have read, completely understood, and accepted the terms and conditions of the RFP in full. The Township is not responsible for any misunderstanding of the RFP.



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### **1.06 Amendments to the RFP**

The Township of Sables-Spanish Rivers may issue addenda to clarify and/or modify certain aspects of the RFP prior to the Proposal Submission Deadline. Addenda shall be posted by 11:00 am on Friday, June 20, 2025 to [www.sables-spanish.ca](http://www.sables-spanish.ca) and shall be available in the Municipal Office. It is the Proponent's responsibility to obtain a copy of any addenda and acknowledge same on the Form of Proposal.

### **1.07 Opening of Proposals**

There will be no formal opening of Proposals. Typically, a request for proposals is evaluated on a more comprehensive set of criteria than a tender. As such, the RFP will not be awarded at the opening, but only after the Evaluation Committee has examined all Proposals in detail and presented their recommendation to Council. Proponents will be notified of the date for the Council meeting at which the Award will be decided, and they are welcome to attend or will be notified by the Lead Contact.

### **1.08 Reserved Rights of the Township of Sables-Spanish Rivers**

The Township reserves the right to:

- a. make public the names of any or all Proponents and their quoted price;
- b. request written clarification or the submission of supplementary written information in relation to the clarification request from any Proponent and incorporate a Proponent's response to that request for clarification into the Proponent's Tender;
- c. adjust a Proponent's scoring or reject a Proponent's Tender on the basis of
  - i) a financial analysis;
  - ii) information provided by references;
  - iii) the Proponent's past performance on previous contracts awarded by the Township;
  - iv) the information provided by a Proponent pursuant to the Township exercising its clarification rights under this RFP process; or
  - v) other relevant information that arises during the RFP process;
- d. verify with any Proponent or with a third party any information set out in an RFP;
- e. check references other than those provided by any Proponent;
- f. disqualify any Proponent whose RFP contains misrepresentations or any other inaccurate or misleading information, or any qualifications;
- g. disqualify any Proponent or the RFP of any Proponent who has engaged in conduct prohibited by this RFP;



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- h. make changes, including substantial changes, to this RFP provided that those changes are issued by way of addenda in the manner set out in this RFP;
  - i. select the Proponent other than the Proponent whose RFP reflects the lowest cost to the Township or the highest overall score;
  - j. cancel this RFP process at any stage;
  - k. cancel this RFP process at any stage and issue a new RFP for the same or similar deliverables;
  - l. accept or reject any or all RFP's in whole or in part;
  - m. discuss with any Proponent different or additional terms to those contemplated in this RFP or in any Proponent's Proposal;
  - n. if a single Tender is received, reject the Proposal of the sole Proponent and cancel this RFP process
  - o. to negotiate with the two highest scoring Proponents.

These reserved rights are in addition to any other expressed rights or any other rights which may be implied in the circumstances.

### **1.09 Not Responsible for Costs**

The Township of Sables-Spanish Rivers shall not pay any costs associated with the preparation, submission, or presentation of the Proponent's Proposal. The Township shall not be liable for any expenses, costs or losses suffered by the Proponent or any third party resulting from the Township exercising any of its expressed or implied rights under this RFP.

### **1.10 Tender Expiry Date**

Proponents hereby acknowledge that their Proposals shall be irrevocable for a period of 60 days from the Proposal's Submission Deadline. Extensions to this period may be granted with the mutual agreement of the Township and the successful Proponent and may be initiated by either party.

### **1.11 Confidentiality and Ownership**

Any information provided to the Proponent by the Township of Sables-Spanish Rivers before, during or after the contract is completed shall be treated as confidential and shall not be used or communicated by the Proponent or any third party in any way unless otherwise identified or permitted by the Township. The information, reports, documentation, plans, etc. that are produced by the successful Proponent in response to this contract shall become the exclusive property of the Township of Sables-Spanish Rivers. However, intellectual property, such as specific tools,



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templates, processes, etc. that the Proponent provides as part of the deliverables remains the property of the Proponent.

### **1.12 Total Proposal Price**

The Proponent shall provide a lump sum price to perform the services for Year 1 of the contract, covering one full calendar year, with any price adjustments to be noted as effective on the anniversary of the contract. HST is to be itemized separately.

### **1.13 Freedom of Information**

Any personal information required in the Proposal is received under the authority of the Township of Sables-Spanish Rivers. This information shall be an integral component of the submission. All written Proposals received by the Township become a public record. Once a Proposal is accepted by the Township and the contract has been awarded, all information contained in the Proposals may be available to the public, including personal information. Questions about the collection of personal information and the Municipal Freedom of Information and Protection of Privacy Act, 1989, R.S.O. 1990, as amended may be directed to the Municipal office.

### **1.14 Additional Requirements**

The successful Proponent shall ensure that all services and products provided in respect to this RFP are done so in accordance with and under the authorization of all applicable authorities, municipal, provincial, and/or federal legislation.

## **Section 2 Minimum Specifications & Requirements**

The intent of this RFP is to contract with an agency/candidate who is capable of enforcing animal control and animal licensing bylaws of the Township of Sables-Spanish Rivers commencing January 1, 2026.

The agency/candidate shall assume responsibility for licensing services with fees as approved by the Township. To be eligible the applicant shall provide the following as part of the proposal:

- Proof of access to a pound facility constructed to standards in accordance with Regulations under the Animals for Research Act, R.S.O. 1990 and approved by the Ontario Ministry of Agriculture, Food and Rural Affairs.
- Outline the method utilized for euthanasia of dogs and cats.
- Proof of \$5,000,000 liability insurance (final contract shall include the Township of Sables-Spanish Rivers as an additional insured)
- Proof of Auto Insurance in the amount of \$2,000,000.
- A valid WSIB clearance certificate.
- A minimum of five years of law enforcement experience is preferred.



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- Shall indicate the number of personnel employed by or assisting the agency/candidate and their experience relevant to animal control.

The successful Proponent will be on call to provide Animal Control Services to the Township of Sables-Spanish Rivers 24 hours per day, 7-days per week and 365-days per year for a two-year period with an option to renew for three years at the sole discretion of the Township of Sables-Spanish Rivers, and will perform the duties as outlined below:

- a) Responding to calls from the Township, residents of the Township or the Ontario Provincial Police concerning animal control matters including dogs or cats running at large, and the delivery of any such dogs, cats or domestic animals which are not deemed sick or injured, directly to an animal shelter capable of providing adequate accommodation for animals impounded and of meeting the requirements for this type of building by the Province of Ontario Animals for Research Act; preparing any necessary paperwork as required by the shelter, and submitting a quarterly written report to the Township on all calls attended to and the resolution or status thereof; such quarterly reports must be submitted in a mutually agreed upon format;
- b) to receive, impound and hold for claiming by the owners any animal delivered to the Agency's Shelter by the Municipal Bylaw Enforcement Officer or other duly authorized persons and dispose of same by sale or destruction;
- c) Issuing warnings and tickets under the Provincial Offences Act, R.S.O 1990, c. P.33 to persons contravening the provisions of the Township's Animal Control Bylaw (the "Bylaw") as determined by the Animal Control Officer subject to or as otherwise required by the Township; attend court appearances if required;
- d) Patrolling problematic areas of the municipality periodically as determined by the Animal Control Officer subject to or as otherwise requested by the Township to provide proactive prevention of dogs, cats and domestic animals running at large;
- e) Providing coverage for Animal Control Services at all times such that there are no situations where a person is not available to provide Animal Control Services;
- f) Provide each dog or cat impounded with good and sufficient food, water and shelter in accordance with the provisions of the Act, if any;
- g) Responding to dangerous dog attacks as requested by the Township, a resident, or the Ontario Provincial Police, completing all necessary forms and serving the owner(s) of a dangerous dog with a Notice to Muzzle; following up to ensure the requirements for dangerous dogs are being met and assistance in preparation for and attendance at any Appeal Hearings related to a Notice to Muzzle;





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- h) Providing compliance monitoring and enforcement on the purchasing of dog and cat tags as required under the Bylaw;
  - i) Maintaining a detailed daily activity log and submitting copies of the log to the Township on a quarterly basis;
  - j) Enforcing all aspects of the Animal Control Bylaw, assist the Township in providing education to residents on the requirements of the Bylaw and when requested provide the Township with input on proposed amendments or revisions to the Bylaw;
  - k) Shall play an integral role in Kennel License reviews including conducting kennel licensing and/or compliant inspections.

**WORDINGS:** Proponents may quote on their own wordings provided that all conditions are met by the wordings. The Township shall require that original specimen wordings accompany the Proposal, showing all terms, conditions and exclusions.

**ASSIGNMENT/TRANSFER:** The Successful Proponent shall not assign or transfer any portion of the Proposal submitted and subsequently accepted without receiving prior approval to do so by the Township.

**GOVERNING LAW:** A contract resulting from this Request for Proposals shall be governed by and interpreted in accordance with the laws of the Province of Ontario.

**QUALIFICATIONS:** The successful proponent must submit satisfactory evidence that they have the ability and experience for this type of work, and that they possess the necessary resources to fulfil the contract. Respondents shall provide a short description of their current and past experience in providing Animal Control Services for other clients similar in nature to the Township of Sables-Spanish Rivers.

**REFERENCES:** Proponents shall submit two references who can speak to the Proponent's ability to provide the required services.

**OCCUPATIONAL HEALTH AND SAFETY:** At all times during the duration of the contract, when awarded, the contractor shall adhere to all conditions as outlined in the Occupational Health and Safety Act and all policies and practices adopted by the Township.

**ACCESSIBILITY:** In accordance with the Accessibility for Ontarians with disabilities Act 2005, S.O. 2005, c.11, the Township of Sables-Spanish Rivers shall ensure that contracted service providers have regard for the accessibility for persons with disabilities in respect to goods and services purchased by the Township.





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**INSURANCE:** The successful contractor will carry liability insurance in the amount of not less than \$5,000,000.00 naming the Township as additional insured parties. The successful contractor will also carry Auto Insurance in the amount of \$2,000,000. Proof of liability insurance, auto insurance, as well as a WSIB clearance certificate will be required upon award of the contract and prior to commencing any work. All insurance shall remain in effect for the period indicated in this contract.

**TERM:** The term of this agreement shall be two (2) years, commencing January 1, 2026. The Township reserves the right to extend the agreement under the same terms and conditions for a further three (3) years on a year to year basis, dependent upon the quality of service and mutual agreement.

**CANCELLATION:** Proponents shall include a sixty (60) day cancellation policy, with notice to be provided in writing by other party. Failure to comply with the requirements expressed herein may result in disqualification of the Proposal.

### **Section 3 Evaluation of the Proposals**

#### **3.01 Evaluation Criteria, Process and Award**

The acceptance of an RFP will be contingent upon, however not limited to the following considerations:

- Ability to meet all specifications and requirements.
- Qualifications and Experience
- Compliance with the RFP process
- Proposal/Quotation Price

As part of the evaluation process, the Township may contact one or more Proponents to clarify or obtain more information about their Proposal or to request the Proponent to exhibit or otherwise demonstrate the information contained therein. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP identified by the evaluation committee. The Lead Contact will only hold discussions with Proponents who have submitted a Proposal deemed to be reasonably acceptable for Award. The Township may negotiate with the two highest scoring proponents to achieve cost or service improvements/efficiencies. The Township may make an Award on the basis of the Proposals received without further discussion with the Proponents. Therefore, each initial offer should contain the Proponent's best terms/information, including all required documentation as listed in this RFP.



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### **Section 4 Form of Tender**

I/We, the Undersigned, having examined this Request for Proposals, do hereby offer to enter into an Agreement with the Township of Sables-Spanish Rivers to provide **Animal Control Services** under the terms as included in this RFP and Proposal.

I, We \_\_\_\_\_  
(Name-Print) (Position)

of \_\_\_\_\_  
(Company Name)

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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AUTHORIZED SIGNATURE

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STREET ADDRESS

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CITY PROVINCE POSTAL CODE

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TELEPHONE NO. FACSIMILE NO. E-MAIL ADDRESS

Receipt of any issued addenda shall be acknowledged by initialing in the space provided below.

Addendum No. \_\_\_\_\_

Signature in the designated space, by an authorized officer of the Proponent's company affirms acceptance of the Request for Proposal requirements set forth in this document, the associated costs attributed to the business arrangement between the Proponent and Township of Sables-Spanish Rivers, and hereby certifies that the information supplied in this tender proposal to be true and complete in all respects.

Company Seal