



**STATEMENT OF QUALIFICATIONS  
SOQ-4117-15-NJ**

**Animal Shelter Services**

**RESPONSES DUE:**

October 30, 2015 prior to 2:00 P.M. LOCAL TIME

**Accepting Electronic Responses Only**

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System (RMEPS)**

**<https://www.rockymountainbidsystem.com/default.asp>**

(Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)

This solicitation has been developed specifically for a Statement of Qualifications intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction/Mesa County solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, HARD COPY, or EMAIL IS NOT ACCEPTABLE** for this solicitation.

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## SECTION I. ADMINISTRATIVE INFORMATION

**A. ISSUING OFFICE:** This Statement of Qualifications, hereinafter referred to as SOQ, is being issued by the City Purchasing Division on behalf of the Mesa County Justice Services Division, hereinafter referred to as the Owner.

**B. INTENT:** It is the intent of the SOQ to provide all prospective agencies with sufficient information to enable them to prepare and submit a Qualification for performing professional animal sheltering operations for Mesa County. The Qualifications will be reviewed for consideration by an evaluation team approved by Mesa County. Evaluation of the Qualifications shall lead to a "short list" of the most qualified respondents in each category. This group may be asked to prepare proposals for further evaluation and final selection. The Qualifications received will be reviewed for consideration by an evaluation team.

**C. INQUIRES:** All inquiries shall be made in writing via the e-mail address provided below. All responses reflecting a change in Qualification requirements will be made in writing in the form of an addendum. To be given consideration, inquiries must be received by the deadline stated in Section E, Calendar of Events. All addenda will be made in similar fashion, posted on RockyMountainBidSystem.com and on the City's website.

**Nicholas C Jones, Buyer**  
**Email: [nickj@gjcity.org](mailto:nickj@gjcity.org)**  
**Phone (970) 244-1533**

**D. ADDENDA:** All questions shall be submitted in writing to the appropriate person as shown in item C above. Any interpretations, corrections and changes to this SOQ or extensions to the opening/receipt date shall be made by a written Addendum to the SOQ by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be issued electronically through the City's website at [www.gjcity.org](http://www.gjcity.org) by selecting the Bids link; and the Rocky Mountain Bid System at [www.rockymountainbidsystem.com](http://www.rockymountainbidsystem.com). Offerors shall acknowledge receipt of all addenda in their response.

### **E. TENTATIVE CALENDAR OF EVENTS:**

SOQ/SOQ Available on or about	September 29, 2015
Questions deadline	October 23, 2015
Addenda Issued by	October 27, 2015
Submittal deadline for SOQ	October 30, 2015
Short list of qualified firms	TBD

**F. SUBMISSION:** Please refer to Section III for what is to be included. *Each proposal shall be submitted in electronic format only, and only through the Rocky Mountain E-Purchasing website (<https://www.rockymountainbidsystem.com/default.asp>). This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals.* (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) Please view our "Electronic Vendor Registration Guide" at <http://www.gjcity.org/BidOpenings.aspx> for details. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).

**G. LATE RESPONSES:** Responses received after the time and date specified, whether delivered or mailed, **will not be considered**. It is the sole responsibility of each respondent to ensure that their submittals submitted properly prior to the time and date specified.

**H. REJECTION OF SUBMITTALS:** The Owner reserves the right to accept or reject any or all submittals received in response to this solicitation. The Owner further reserves the right to waive any informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the Owner.

**I. PROPRIETARY INFORMATION:** All submittals in response to this SOQ become public record and become subject to public inspection. Any confidential information contained in your submittals **must be clearly identified** as such or it will not be treated as confidential or proprietary by the Owner and then only to the extent allowable by law in the Open Records Act. Unrestricted disclosure of proprietary or confidential information by the Advertiser places it in the public domain. Proprietary or confidential information is defined by the Owner to be any information that is not generally known to competitors and which may provide a competitive advantage. **SUBMITTALS IN THEIR ENTIRETY CAN NOT BE SPECIFIED CONFIDENTIAL OR PROPRIETARY.**

**J. SUBMITTAL OWNERSHIP:** All materials submitted with regard to this solicitation become the property of the Owner and will only be returned at the Owner's option.

**K. OPEN RECORDS:** Statements shall be received and publicly acknowledged at the date, and time stated herein, City Hall Auditorium, 250 North 5<sup>th</sup> Street, Grand Junction, CO. Responders, their representatives and interested persons may be present. Statements shall be received and acknowledged only so as to avoid disclosure of process. However, all statements shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the statement so identified by such shall be treated as confidential by the Owner to the extent allowable by the Open Records Act.

**L. EXPENSES:** Expenses incurred by prospective respondents in preparation and submission of this SOQ are the responsibility of the respondents and can not be charged to the Owner.

**M. ASSIGNMENT:** The selected firm shall not sell, assign, transfer or convey any contract resulting from this SOQ in whole or in part without prior written approval from the Owner. Any claims for payment due to the provider from the Owner under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the Owner.

**N. INDEMNIFICATION:** The awarded Firm shall defend, indemnify and save harmless the City of Grand Junction, Mesa County, the State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. Firm shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

**O. SALES TAX:** The Owner is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

## II. SCOPE OF SERVICES

**A. BACKGROUND:** Mesa County will accept qualifications from interested parties for animal sheltering operations for the Justice Services Division of Mesa County. Interested parties for animal sheltering operations will need to provide a PACFA approved sheltering facility that can meet the level of sheltering needs for Mesa County in addition to maintaining the services listed below.

Mesa County Animal Services provided shelter for 2,998 pet animals in 2014 with an average daily population of 75 animals. The shelter is open to the public seven days a week, Monday through Friday, 11:00 a.m. to 4:00 p.m. and Saturday and Sunday, 11:00 a.m. to 1:00 p.m. Mesa County Animal Services provides the following:

- Accepts, assesses and shelters stray and owner released dogs; and
- Accepts, assesses and shelters cats in need of humane care; and
- Provides shelter and monitors animals during rabies quarantine; and
- Prepares animal specimens for rabies testing; and
- Shelters animals for Dangerous Dog and Animal Cruelty investigations and prosecutions; and
- Provides humane euthanasia of pets when requested by owners and/or the Court; and
- Provides humane euthanasia of animals that are the property of Mesa County and deemed unhealthy, not treatable or not manageable; and
- Provides a progression and rescue/transfer program that maintains public safety while minimizing euthanasia; and
- Provides spay/neuter voucher program in collaboration with local veterinarians; and
- Provides a pet licensing program; and
- Issues and processes applicable animal ordinance violation citations; and
- Maintains animal, relinquishment and finder documentation necessary for potential prosecution and/or animal care management; and
- Maintains a current Colorado Department of Agriculture PACFA license and all other licensure required for pharmaceutical use for euthanasia purposes.
- Provides “Essential Support Function” with respect to any animal disaster to which the County is included.

The County is seeking a qualified contractor to provide a sheltering facility, all personnel, supplies and equipment to operate Mesa County Animal Services sheltering operations within State of Colorado – Pet Animal Care and Facility Act requirements and as further described below.

1. Public Hours: Mesa County Animal Shelter will be open to the public a minimum of seven (7) days and no less than 29 total hours per week (excluding holiday weeks) to allow for owner’s to reclaim pets and access available services.
2. Kenneling: Animals will be housed based on public safety, public health or animal welfare concerns. Consideration will be given to any history or observation of animals exhibiting aggressive behavior with people or animals; animals requiring rabies quarantine; or sick, contagious or injured animals. Consideration will also be given to the animal’s known ownership status (stray/owned). The facility and all operations will comply with all Colorado Department of Agriculture rules regarding sheltering, kenneling, quarantine and isolation.
3. Operations
  - a. The Contractor shall ensure that the shelter they provide is in compliance with the State of Colorado Department of Agriculture – Pet Animal Care Facilities Act.

- b. Animal intake, health assessment, veterinary care, treatment, licensing, progression and outcome shall be documented in the Shelter Buddy software system. The Shelter Buddy software system shall be provided and maintained by the contractor.
- c. The operator will provide humane treatment of all animals in the shelter's care. This includes basic first aid services and licensed veterinary care as necessary. Any veterinary services will be provided by qualified personnel licensed by the State of Colorado.
- d. The Contractor shall ensure compliance with all state and local holding period requirements for stray and/or quarantine animals. In addition, the contractor will ensure compliance with any special instructions by the Courts, enforcement or partner agencies prior to releasing or progressing animals or carcasses (evidence).
- e. All efforts must be exhausted to reunite lost pets with their owners. This shall include utilizing information from tags, microchip and all Shelter Buddy data to identify and contact owners. All attempts at contacting the owner shall be documented.
- f. All animals shall have identification cards attached to each run and wear a coordinating identification tag or disposable collar unless providing such identification would be unhealthy or unsafe for the animal or staff.
- g. All animals shall be fed and provided with clean and sanitized equipment daily or more as required.
- h. At a minimum each animal shall be assessed daily for any deteriorating or previously unidentified health concerns and necessary treatment provided.
- i. All animals held for quarantine shall be monitored, documented and appropriate information shared with the Mesa County Health Department. Any specimens requiring rabies testing shall be properly prepared, shipped and documented.
- j. Any shelter fees shall be responsibly collected and documented as required by local ordinances.
- k. Any warnings and/or citations shall be issued, documented and processed when evidence of a violation of the local ordinance has occurred.
- l. The Contractor will provide for humane euthanasia and the disposal of domestic animals when warranted. Staff approved to provide this procedure will be certified by an approved authority in the administration of the euthanasia procedure. Only methods outlined in the AVMA Guidelines for the Euthanasia of Animals are approved.
- m. Animal carcasses shall be properly stored until disposition can be provided.
- n. In accordance with State law, all animals shall be spayed/neutered prior to a finalized adoption unless a deposit is collected.
- o. The Contractor shall promote animal care and control in accordance with the laws of the State of Colorado and the laws of Mesa County or any contracted municipality.
- p. The Contractor shall maintain an adequate inventory of all consumable supplies and equipment necessary to conduct operations.
- q. The Contractor shall maintain the shelter in good condition.
- r. The Contractor shall provide all maintenance including preventative maintenance for equipment, facility and property.
- s. The Contractor shall ensure that the Project Pups Spay/Neuter Voucher program is maintained and remains funded at a minimum of \$25,000 each year.
- t. The Contractor shall ensure that the Mesa County Pet Licensing Program is maintained and all fees are collected and forwarded to Mesa County.
- u. The Contractor shall obtain any required state and federal pharmaceutical licenses. The contractor shall maintain all records required by these licensing agencies

#### 4. Records and Reports

- a. The Contractor shall prepare quarterly and annual reports to the County which shall provide the following information:
  - Animal Shelter Operations including the number of animals impounded based on status (stray, owner released, quarantine, enforcement), number of days held and disposition.
  - Current staffing chart and job descriptions for all positions.
  - Facility and equipment maintenance records.
  - The Contractor shall provide financial information regarding fees, service charges and proceeds collected by the Contractor in connection with licensing, impounds, Project PUPs donations and redemption of animals from the shelter.
  - The Contractor shall be responsible for billing outside veterinarians for licenses sold and for billing municipalities for services provided and for providing information about the status of the licensing program.
  - The Contractor shall be responsible for the development and negotiation of any contracts with Mesa County municipalities.
- b. In the event of an Open Records Act request, the Contractor shall respond to the same as required by Colorado Law within three (3) business days.
- c. The Contractor shall maintain accurate and thorough finance records of all monies expended in relation to the performance of services pursuant to an agreement with the County in accordance with generally accepted accounting principles and in a format acceptable to the County as determined at its reasonable discretion. These records will be made available to the County or their auditor on behalf of the County upon request for the purpose of verifying the Contractor's compliance with the terms of an agreement. Any such financial records shall be deemed to be public record.
- d. All records and information required to be kept by the Contractor pursuant to an agreement shall be kept for a minimum of at least three (3) years unless otherwise required by law to be kept for a longer period of time.

5. Disaster Relief Services/Emergency Plan: In the event of a disaster, the Contractor may be asked to provide "Essential Support Function" with respect to any animal disaster to which the County is included. The Contractor must ensure that staff are VMRC certified and that they maintain the animal emergency response trailer in preparation for possible deployment. The Contractor is responsible for implementation of the Mesa County Animal Emergency Plan.

#### 6. Staff

- a. The Contractor shall provide trained management and operational staff to ensure compliance with all State of Colorado requirements regarding animal sheltering in addition to specific requirements outlined in this document.
- b. Adequate staffing levels shall be available to ensure all services are provided in an efficient, safe and professional manner. Staff should be properly trained in all required duties.
- c. The Contractor will appoint a representative to serve as the point of contact for the Mesa County Animal Services Advisory Board.

**B. OBJECTIVE:** The general scope of services to be obtained as a result of this SOQ includes professional Animal Sheltering Facility and Operations for Mesa County. Firms that are selected to submit Proposals must submit a plan that will focus on maintaining public safety while minimizing

euthanasia through rehoming of displaced pets. The vendor will give current Mesa County employees first right to interview.

**C. CONTRACT PERIOD:** The initial contract will be for a period of two years, March 1, 2016 through February 28, 2018. Mesa County reserves the right to extend this initial contract up to two – three year extensions upon mutual agreement with the contracted provider.

**D. NON-APPROPRIATION OF FUNDS:** The contractual obligation of the Owner under this contract is contingent upon the availability of appropriated funds from this fiscal year budget as approved by the Board of County Commissioners for each fiscal year only. State of Colorado Statutes prohibit obligation of public funds beyond the fiscal year for which the budget was approved. Anticipated expenditures/obligations beyond the end of the current fiscal year budget shall be subject to budget approval.



## SECTION III REQUIRED INFORMATION AND SUBMITTALS

- A. COVER LETTER:** A cover letter shall be provided which succinctly explains the contractor's interest in this contract. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person (account executive) and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make a formal commitment acting as the legal agent of the firm. If Addenda have been issued, state the number of Addenda received in this cover letter.
- B. QUALIFICATIONS/EXPERIENCE/CREDENTIALS:** Responder shall provide their qualifications for consideration as a contract provider to the Owner and include prior experience in similar projects and operations.
- C. STRATEGY AND IMPLEMENTATION PLAN:** Describe your firm's interpretation of the Owner's objective with regard to this SOQ. Describe the proposed strategy and/or plan for achieving the objectives of this SOQ. The Firm may utilize a written narrative or any other printed technique to demonstrate ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the SOQ objectives are accomplished. Include a time schedule for completion of your firm's implementation plan and an estimate of time commitments from Owner staff.
- D. REFERENCES:** Provide three (3) references with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. ADDITIONAL DATA (OPTIONAL):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

## SECTION IV. EVALUATION CRITERIA/PROCESS

**A. EVALUATION:** An evaluation team shall review all responses and select those agencies that best meet the qualifications and experience criteria. Based on the evaluation criteria, the team will select respondents who clearly demonstrate the capability in all aspects to perform the scope of services as well as the integrity and reliability that will ensure good faith performance/best value for the Owner. Agencies will be chosen on the basis of their apparent ability to best meet the overall expectations of the project.

**B. SOQ CRITERIA:** Evaluation of responses to the SOQ portion of this solicitation will be done in accordance with the criteria defined below, in no particular order of priority:

- Responsiveness of submittal to the SOQ
- Understanding of the project and the objectives
- Experience with Animal Shelter Operations
- Necessary Resources
- Strategy & Implementation Plan
- Demonstrated Capability
- References