



**PS-2025-02 REQUEST FOR PROPOSALS
Animal Control Services**

**DUE:
11:00 am (Local Time)
Tuesday August 19th 2025**

Deliver To:

**Trevor Choffe
Director of Protective Services, Town of Perth
80 Gore Street East, Perth, Ontario
K7H 3C6
Email: reception@perth.ca**

**Tel: 613-267-3311 Ext 2266
Website: www.perth.ca/bidsandtenders**

1.0 – INFORMATION FOR VENDORS

1.1 OVERVIEW

The Town of Perth is beautifully situated along the Tay River in Lanark County and is home to approximately 6000 residents. With a diverse economic sector, stable post-secondary presence, and growing tourism economy, Perth is one of Ontario's most attractive and well-known towns.

The Town of Perth is seeking proposals for Animal Control Services. The Municipality's Animal Control By-Law No. 3557 regulates and establishes rules for the keeping, licensing, control, and impounding of animals to preserve the peace and tranquillity of the Municipality. Consideration will be given only to Proposals from vendors that are experienced in the class of work, fully insured, and that can refer to projects of similar magnitude and character that have been completed.

1.2 CLOSING DATE AND SUBMISSION REQUIREMENTS

- Manual submissions must be provided in a sealed envelope, with three (3) copies of the Submission Package included, clearly marked with the return address label (attached), will be received at the front counter at the Perth Town Hall 80 Gore Street East, Perth, ON, K7H 1H9.
- Email responses for this Request for Proposal will be accepted. Emails are to be sent to reception@perth.ca with the email titled "RFP Submission PS-2025-02– Animal Control Services - Contractor Name". Appendix G is not required for an emailed submission..

11:00 am LOCAL TIME – AUGUST 19TH 2025

- **Late proposals will NOT be accepted and will be returned unopened to the Vendor, no exceptions.**
- Facsimile (fax) responses for this Request for Proposals will **NOT** be accepted.
- Delivery of Proposals by a courier service shall be the responsibility of the Vendor and will be rejected if the envelope/package is delivered to a location other than which is stated in the document and the envelope/package fails to be delivered to the Town of Perth prior to the closing date and time.
- Proposals must be signed by the person authorized to sign on behalf of the Vendor and bind the Vendor to statements made in the response to this Request for Proposals.
- **One (1) complete copy of the Proposal Package must be submitted as part of the Request for Proposals process.**
- The terms and conditions of this Request for Proposals offer shall remain firm and open for acceptance by the Town of Perth for a period of ninety (90) days.

- The Vendor must agree to abide by all the clauses and conditions laid out in this document and the successful Vendor's accepted Request for Proposal.
- The Town of Perth accepts no liability for the costs and expenses incurred by the Vendor.
- The Vendor shall be solely responsible for the delivery of their Request for Proposals in the manner and time prescribed.
- The Town of Perth reserves the right to:
 1. Cancel the Request for Proposals call and not accept any Proposal at all and/or re-issue the Request for Proposals in its original or revised form;
 2. Cancel the Request for Proposals call and not accept any Proposal at all if the costs exceed the budget amount;
 3. Reject any Proposal that fails to comply with the response requirements. Adherence to the response requirements is required to ensure an effective evaluation of all proposals.
- The Town of Perth may select one or more vendors from those Requests for Proposals received for an interview/presentation session prior to making a final selection.

1.3 VENDOR TEAM/SUB-CONTRACTOR ARRANGEMENTS

Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost and delivery. They will recognize the integrity and validity of Vendor team arrangements provided that:

- the arrangements are identified, and relationships are fully disclosed, and,
- a prime Vendor is designated which will be fully responsible for all contract performance.
- reference Appendix 'B'

1.4 DELIVERABLES

Vendor's proposals in response to the RFP will be incorporated into the final agreement between the Town of Perth and the selected Vendor. Vendor proposals must be in two separate envelopes. The first envelope shall contain Appendix A, B, C, D, E, F, H with Appendix G on the outside of the envelope. The second envelope shall contain Appendix I with Appendix G on the outside of the envelope.

1.4.1 Approach

This section will present a synopsis of the Vendor's response to the RFP. It should generally describe the approach to the various aspects of the work. (Appendix 'A')

1.4.2 Vendor Teams/Sub-Contractors

Identify and list the Vendor team members including sub-contractor relationships in Appendix 'B'.

1.4.3 Addenda Acknowledgement

Acknowledge and include signed copies of all Addenda, attached as Appendix 'C'.

1.4.4 Declaration

Vendors must complete the Declaration form, attached as Appendix 'D'.

1.4.5 Vendor's References

Vendors must complete the Vendor's References form, attached as Appendix 'E'

1.4.6 Vendor Checklist

The Vendor checklist should be used to ensure that all required documents have been included in the RFP submission, attached as Appendix 'F'.

1.4.7 Return Address Label

Affix the label to the front of the Vendor's sealed proposal, attached as Appendix 'G'.

1.4.8 Representation, Warranty and Acknowledgement Regarding Integrated Accessibility Standards Regulations

The Vendor must comply with these regulations and sign Appendix 'H'.

1.4.9 Price and (to be submitted in a separate envelope)

The Vendor must provide a breakdown of related costs as required in Appendix 'I'. Pricing must include all incidental costs. This Appendix must be submitted in a separate envelope (via mail) or a separate PDF document (via email).

NOTE:

1. Failure to include the response requirements listed above may result in your proposal being disqualified.

1.5 EVALUATION FACTORS FOR AWARD

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration to the chart below. Evaluation of proposals will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

Experience and Qualifications <ul style="list-style-type: none">• Vendor's history of successfully providing similar services, recent projects and customer references• Vendor's capability, the depth/strength of its organizational structure, and the qualifications of individual team members.	40%
Professional fees <ul style="list-style-type: none">• Pricing to include but not limited to, mileage, disbursements, and travel time along with all works as described within the RFP document.	20%
Proposed Approach <ul style="list-style-type: none">• Proposed scope, approach and work plan to this project.• Detailed project timeline	25%
Overall Impression <ul style="list-style-type: none">• The overall quality, depth and completeness of the proposal.	15%

1.6 **QUESTIONS / DISCREPANCIES**

- Vendors who find any discrepancies or omissions in this RFP, or who have any doubt as to the intent or meaning of anything contained therein, shall direct questions, in writing (by e-mail), to the following:

Trevor Choffe
Director of Protective Services, Town of Perth
Email: firechief@perth.ca

- All questions/discrepancies identified must be sent to the Town of Perth at least five (5) days prior to the proposal due date (11:00 am, 14, August 2025).
- Copies of all questions and answers and any addenda will be sent to each vendor no later than two (2) business days prior to the proposal due date (11:00 am, 15 August 2025).
- To receive addenda, you must register your intent to submit and contact information with the contact listed on the cover page.
- Only formal written responses to properly submitted questions will be binding on the Town of Perth.
- All responses by the Town of Perth (addenda) must form part of the Request for Proposals submission by the vendor.

1.7 **ADDENDA**

Vendors may be advised by addenda, of required additions, deletions or alterations in the requirements of the Request for Proposals documents. All such changes shall become an integral part of the Request for Proposals documents and shall be allowed for in arriving at the total submission price. Vendors shall insert and state on the Addenda Acknowledgement Form (Appendix 'C'), in the space provided, any addenda received by them during the Request for Proposals period.

1.8 **REQUEST FOR PROPOSALS / PROJECT SCHEDULE**

The schedule for this Request for Proposals is as follows:

Event	Date
RFP distribution to Vendors	August 13, 2025
Register intent to submit proposal	August 14, 11:00 am
Last date for questions	August 14, 11:00 am
Proposal due date	August 19, 11:00 am
Target date for contract award	August 26, 2025
Target date for project start	September 2, 2025

1.9 **PUBLIC OPENING**

All submissions, excluding Appendix 'I', will be opened at the Perth Town Hall at 80 Gore Street East, Perth, Ontario, on the same day and time as the closing date. This opening will be available for public attendance. All submissions will be deemed to be public documents and subject to public information requests. Assessments will be completed privately by staff.

2.0 - GENERAL CONDITIONS

The following section forms an integral part of this Request for Proposals and must be considered in completing a response to this Request for Proposals.

The Vendor must agree to abide by all the clauses and conditions laid out in this Request for Proposals.

2.1 DEFINITIONS

Wherever the word "**Owner**" is used in these documents, it shall mean the Town of Perth.

Whenever the word " **Request for Proposals** " is used, it shall mean and include the agreement to do the work entered into with the Owner, the Information for Vendors, General Conditions, Scope of Work / Special Provisions, Form of Submission, the Request for Proposals and other documents referred to or connected with the said Request for Proposals.

Whenever the word "**Vendor**" is used it shall mean the individual, firm, company or corporation who has undertaken to carry out this Contract.

Whenever the words "**Successful Vendor**", or "**Contractor**" are used it shall mean the individual, firm, company or corporation whom a contract is awarded to.

Whenever the singular or masculine is used in this document, it should be considered as if the plural or feminine has been used where the context so requires.

2.2 WITHDRAWAL

A Submission may be withdrawn at any time prior to the closing date and time at the Vendor's discretion. Withdrawal notification must be in written form, signed, and must be submitted to Trevor Choffe, Director of Protective Services email: firechief@perth.ca. No Facsimile, telephone calls or emails will be accepted. After the official closing date and time, all Submissions received shall be irrevocable.

2.3 AWARD OF CONTRACT

The award of this contract may be subject to approval by the Council of the Town of Perth.

2.4 INSURANCE

2.4.1 COMPREHENSIVE GENERAL

The successful vendor shall, at their expense, obtain and keep in force during the term of this Agreement, Comprehensive General Liability Insurance satisfactory to The Municipalities, including the following:

- i. Issued on an occurrence basis for an amount of not less than \$2,000,000 per occurrence / \$2,000,000 annual aggregate for any negligent acts or omissions by the vendor relating to its obligations under this Agreement. Such insurance

shall include but is not limited to bodily injury and property damage including loss of use; personal & advertising injury; contractual liability; premises, property & operations; non-owned automobile; broad form property damage; owners & contractors protective; occurrence property damage; products & completed operations; employees as Additional Insured(s); contingent employer's liability; tenants' legal liability; cross liability and severability of interest clause. Such insurance shall not contain a failure to perform exclusion.

- ii. The Municipalities shall be named as an additional insured;
- iii. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the municipality.

Automobile Liability Insurance

Automobile liability insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000. inclusive for each and every loss.

Indemnity

The successful vendor agrees to fully indemnify and hold harmless The Town of Perth from and against all suits, judgments, claims, demands, expenses including reasonable legal fees, actions, causes of action and losses of any kind and for any and all liability which the municipality may incur, sustain or suffer as a result of, arising out of or in any way related to the matters addressed in this Agreement occasioned wholly or in part by any negligent act or omission whether willful or otherwise by the vendor, their agents, officers, employees or other persons for whom the vendor is legally responsible, unless such losses are caused solely by the municipality's own negligence or misconduct.

The policies shown above shall not be cancelled unless the Insurer notifies The Town of Perth in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the municipality.

2.4.2 PROOF OF INSURANCE

The successful Vendor shall at their own expense within 10 days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the municipality with evidence of coverage as noted above.

2.4.3 WORKPLACE SAFETY AND INSURANCE BOARD (WSIB)

The successful Vendor must be covered by WSIB and is required to provide a valid WSIB certificate for the duration of the contract.

2.5 ASSIGNMENTS AND SUB-CONTRACTORS

The successful vendor shall not assign, transfer, or sublet this contract or any part thereof without the written consent of the Owner. This contract and everything therein contained shall be binding upon the parties hereto, their respective successors and assigns.

If the services proposed by the vendor include the use of sub-contractors, they must be identified. The vendor will assume full responsibility for any services provided by any sub-contractor. Vendors shall indicate and state on the Price Submission Form all sub-contractors doing work on this project.

2.6 INTERPRETATION

Should a dispute arise regarding the meaning or intent of the contract documents, the decision of the Owner shall be final. The Owner will be represented by the Director of Protective Services.

2.7 VERBAL ARRANGEMENT

In all cases of misunderstandings and disputes, verbal arrangements will not be considered. The successful vendor must produce written authority in support of their contentions and shall advance no claim in the absence of such written authority, or use, or attempt to use, any conversation with any parties against the Owner, or in prosecuting any claim against the Owner.

2.8 DOCUMENT REQUIREMENTS AT TIME OF CONTRACT EXECUTION

General

Subject to an award of the Proposal, the successful Vendor is required to submit the following documentation in a form satisfactory to the Owner for execution within ten (10) working days after being notified to do so:

- a) Insurance documents listing all coverages and amounts as indicated.
- b) Workplace Safety and Insurance Board (WSIB) Clearance Certificate.

2.9 AGREEMENT

Should the Vendor's submission be acceptable to the Owner, then the Vendor shall enter into an agreement with the Owner. The form of Agreement shall be the sample Agreement as attached in this Request for Proposals document as Appendix 'J'.

2.10 PRICE AND TAXES

All prices submitted shall be FIRM and shall include, without limitation, all required labour, materials, tools, supplies, equipment and other services as described herein and elsewhere in this document. The quoted prices must clearly show the Harmonized Sales Tax (HST) as a separate item.

The price shown on the Price Submission Form must be fixed. All costs incurred by the Vendor in carrying out research, investigation or otherwise as may be necessary for the

preparation of a response to this Request for Proposals, shall be borne by the Vendor and will not be chargeable in any way to the Town of Perth.

2.11 APPROVALS

Unless specifically stated in the Request for Proposals documents, the Vendor shall obtain and pay the fees for all services.

2.12 NON-PERFORMANCE

The Owner reserves the right to withhold any payment in the event of non-performance. The Owner will give reasonable notice in writing prior to taking such action unless the non-performance prejudices the successful completion of the election.

2.13 DISQUALIFICATION OF VENDOR

A Vendor offering products/services to the three municipalities certifies that it has not communicated directly or indirectly their Request for Proposals to any competitor, or any other person engaged in such line of business. Any or all submissions may be rejected if the Owner believes that collusion exists among the Vendors. Submissions in which the prices are obviously unbalanced may be rejected.

2.14 INCOMPLETE PROPOSALS

Responses to this Request for Proposals, which do not, in the sole opinion of the Owner, adequately address all the requirements listed in this Request for Proposals, may result in a request for clarification to the Vendor or be rejected outright, at the discretion of the Owner.

2.15 FREEDOM OF INFORMATION

Any personal information collected by or on behalf of the three municipalities under this Request for Proposals is subject to the Municipal Freedom of Information and Protection of Privacy Act. The information provided to the three municipalities may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal consents to such collection and use of the information. The person submitting this Proposal acknowledges the Proposal is a public document and that the information contained in the Proposal may become public and consents to the release of that information. By responding to this Request for Proposal, respondents waive any challenge to the three municipalities' decision in this regard. Any questions regarding the collection, use, or disclosure of the information should be directed to the Clerk of the Town of Perth.

2.16 TERMINATION

The Owner may terminate the agreement for breach of contract with thirty (30) days' notice in writing to the other party. The Owner may terminate the contract if the successful Vendor does not fulfill any part of the terms and conditions or requirements of the agreement.

In case the Vendor defaults or delays in executing the work satisfactorily, the Owner may give notice to the Vendor in writing that the Vendor has made such default. Should the Vendor fail to remedy satisfactorily such defaults without delay, or should the Vendor

become insolvent or abandon the work or otherwise fail to observe the provisions of the agreement, then and in any part of such cases, the Owner may immediately take the work or portions thereof out of the Vendor's hands and employ person or persons such as he may see fit to complete the work so taken over. In any case, the Vendor shall be chargeable with and remains liable for all loss or damage, which may be suffered by the Owner by reason of such default.

2.17 ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT

The municipalities are committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Accessibility Standards Regulations made under the Accessibility for Ontarians with Disabilities Act, 2005. These Standards apply to designated public sector and private sectors organizations that provide goods and services to the public or participate in the developing of policies.

Compliance with the Accessible Customer Service Standard

Pursuant to Section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Regulation") made under the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), the ACO shall ensure that all of their employees, agents, volunteers or others for whom they are responsible, receive training about the provision of goods and services provided to people with disabilities.

The ACO shall submit, within ten (1) days of notification of award, the completed Appendix 'I' **"Representation, warranty and acknowledgement regarding integrated accessibility standards regulations"** providing his/her representation, warranty and acknowledgement that his/her employees, agents and volunteers or others, will have completed training in the Integrated Accessibility Standards.

If the ACO does not provide the completed Appendix 'H' as requested herein, the RFP will be awarded to the next qualified Proponent.

Compliance with the Information and Communication Standard

The completed proposal must take into consideration the Information and Communication Standard and incorporate the following best practices:

- Use clear plain language
- Think of your intended audience and use terms they will understand; explain the meaning of technical terms, unavoidable jargon and acronyms
- Use correct punctuation
- Use a clear plain font; non-serif fonts like Arial are preferable
- Avoid using a small font size; if using Arial font, use point 12 as a minimum; if using any other font, find a point size equal to Arial 12; for example Verdana point 11
- Use left alignment for all text; justified and centered alignment should be avoided
- Break text up using bullet points and white-space between paragraphs
- Avoid italicizing words
- Avoid blocks of text in italics, underlining or uppercase
- Provide alternative text for all non-text elements such as pictures, graphs and charts
- Ensure good contrast between text and background
- Do not put text over pictures

3.0 – SCOPE OF WORK & SPECIAL PROVISIONS

3.1 SCOPE OF WORK FOR TOWN OF PERTH ANIMAL CONTROL SERVICES

3.1.1 Purpose

The purpose of this proposal is to enforce the Town of Perth's Animal Control By-Law No. 3557 and other legislation in effect from time to time regarding the control of animals within the municipality. Proposals may include an approach for Animal Control Services or one Service on its own. Proposals will clarify this intent in Appendix A and I.

3.1.2 Approach

3.1.2.1 Animal Control Services

The Animal Control Officer (ACO) shall mean the person appointed by the Council. The ACO will:

1. Respond to all calls from residents on an "as required basis";
2. Track down and apprehend the offending animals(s) using approved humane methods;
3. Determine and record the general physical condition of the animals(s);
4. Transport the apprehended animal to the designated pound or veterinarian for dogs and Lanark Animal Welfare Society (LAWS) for cats, according to the condition of the animal;
5. Attend at designated residence and issue verbal and/or written warning of infractions to the owners/guardians of offending animals;
6. Advise members of the public on a variety of animal control related issues;
7. Maintain detailing notes of all apprehensions, incidents and encounters, including precise dates and times;
8. Maintain current lists of emergency telephone numbers (ie. Veterinarians, police, pound keepers)
9. Report any incidents of animal abuse or suspected abuse to the Ontario SPCA;
10. Perform special projects as required by the Municipality (ie. Speaking engagements);
11. As required, attend and give evidence in Court;
12. Maintain trouble-free accessibility via telephone, pager, answering machine, cell phone, etc.
13. Provide and maintain a reliable licensed vehicle and necessary equipment such as snare pole, uniform, leashes, collars, cages, etc., and;
14. Be willing and able to be on call twenty-four (24) hours per day, seven (7) days a week.

3.2 PROJECT REPRESENTATIVE

The Town's Project Manager for this project is Trevor Choffe, Director of Protective Services (see Section 1.6 for contact information).

APPENDIX 'A'
APPROACH – (Reference 1.4.1)

APPROACH DESCRIPTION – to be filled out below or a maximum of 3 pages attached as part of this Appendix

APPENDIX 'B'
VENDOR TEAMS/SUB-CONTRACTORS – (Reference 1.4.3)

VENDOR TEAMS/SUB-CONTRACTORS: (If none, indicate NIL)

The Vendor shall list the names of all team members and sub-contractors to be used in the execution of this project.

Vendor Team Member	Company Name and Contact Name	Team Member Qualifications

Company Name

Signature

Print Name

Title

APPENDIX 'C'
ADDENDA ACKNOWLEDGEMENT – (Reference 1.4.4)

ADDENDA

I have received and allowed for Addenda number(s) _____ in preparing my RFP.

I have included signed copies of all Addenda with this submission

Company Name

Signature

Print Name

Title

APPENDIX 'D'
DECLARATION – (Reference 1.4.5)
(TO BE SIGNED AND SUBMITTED WITH PROPOSAL)

THIS PROPOSAL IS SUBMITTED BY: _____

TO THE TOWN OF PERTH

1. I, _____ of _____

DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is or are attached below has any interest in this submission or in the contract proposed to be taken.

2. **I FURTHER DECLARE** that this Proposal is made without any connection knowledge, comparison of figures or arrangement with any other company, firm or person making a Submission for the same project and is in all respects fair and without collusion or fraud.

3. **I FURTHER DECLARE** that no, Employee of the Town of Perth, Elected Officials, other than the person(s) shown on the Form of Proposals, is or will become interested directly or indirectly as a contracting part or otherwise in the performance of the contract or in the supplies, work or business to which it relates or in any portion of the profits thereof, or in any such supplies to be used therein or in any of the monies to be derived therefrom.

4. **I FURTHER DECLARE** that the several matters stated in the said Submission are in all respects true.

5. **I FURTHER DECLARE** that I have carefully examined the Request for Proposals document, and hereby acknowledge the same to be part and parcel of any contract to be let for the project therein described or defined and do all the work and to provide the services, and system mentioned for the municipal election for the prices stated on the Price Submission Form.

6. **I FURTHER DECLARE** that I have a clear understanding of all the work involved in this contract.

7. **I FURTHER DECLARE** that this offer is to continue open to acceptance until the formal contract is executed by the successful Vendor for the said project OR for a period of ninety (90) days after the closing date, whichever first occurs and that the Owner may, at any time, within that period, without notice, accept this Submission whether any other Submission has been previously accepted.

8. **I FURTHER DECLARE** that the awarding of the contract based on this Request for Proposals by the Owner shall be an acceptance of this Proposal.

9. **I FURTHER DECLARE** that in the event of default or failure on our part, that the Owner shall be at liberty to advertise for new Request for Proposals, or to carry out the works in any other way they deem best, and I also agree to pay to the said Owner the difference between this Request for Proposals and any greater sum which the said Owner may expend or incur by reason of such default or failure or by reason of such action as aforesaid, on their part, including the cost of any advertisement for new Request for Proposals; and to indemnify and save harmless the said Owner and their officers from all loss, damage, cost charges and expenses which they may suffer or be put to by reason of any such default or failure on our part.

(COMPANY NAME)

_____/_____
(PRINT NAME) (SIGNATURE)

(ADDRESS)

(TITLE)

(WITNESS)

(POSTAL CODE)

(DATED)

APPENDIX 'E'
VENDOR'S REFERENCES – (Reference 1.4.6)

Name of Vendor's Company: _____

Please provide references of similar service completed. The references must be, at minimum, equal in size, complexity and requirements outlined in this proposal.

References will be contacted at the sole discretion of the municipality. The municipality reserves the right, at its sole discretion; to investigate other than listed references.

NAME OF CLIENT	CONTACT NAME & PHONE NUMBER	DESCRIPTION OF PROJECT INCLUDING EXAMPLE OF FINAL REPORT

Note: The Vendor may provide additional information relevant to their experience and past projects.

These references have been submitted by:

(NAME)

(SIGNATURE)

(TITLE)

APPENDIX 'F' **VENDOR'S CHECKLIST**

This checklist is provided for the convenience of the Vendor to ensure that all required documents have been completed and enclosed in the Submission envelope in this order.

Please check (√) the items required and return with your Submission.

- ☐ Approach (Appendix 'A')
- ☐ Vendor Teams/Sub-contractors Form (Appendix 'B')
- ☐ Addenda Acknowledgement Form (Appendix 'C')
- ☐ Signed and witnessed Declaration (Appendix 'D')
- ☐ Signed and completed Vendor's References (Appendix 'E')
- ☐ Return Address Label affixed to the front of each sealed envelope of your submission (Appendix 'G')
- ☐ Representation, Warranty and Acknowledgement Regarding Integrated Accessibility Standards (Appendix 'H')
- ☐ Signed and completed Price Submission Form (Appendix 'I') **Submitted in a separate envelope**

Future Requirements (Post Project Award)

- ☐ Workplace Safety and Insurance Board (WSIB) Clearance Certificate (required prior to execution of contract).
- ☐ Insurance Certificate (required prior to execution of contract).

APPENDIX ‘G’ - Return Address Label (Please affix this page to the front of your sealed envelope.)

FROM: _____

Contact: _____

DELIVER TO:

**Trevor Choffe
Director of Protective Services
80 Gore Street East
Perth, Ontario, K7H 3C6
Email: reception@perth.ca**

REQUEST FOR PROPOSALS - SEALED PROPOSAL

Description: Animal Control Services RFP
Closing Date: Tuesday August 19 @ 11:00 am (local time)

Late Submissions will **NOT** be accepted – **NO EXCEPTIONS!**

Receiving Staff Use ONLY

Date & Time Received:

Staff Initial: _____

APPENDIX 'H'
REPRESENTATION, WARRANTY AND ACKNOWLEDGEMENT
REGARDING INTEGRATED ACCESSIBILITY STANDARDS

(Insert Company Name) _____

Hereby represents and warrants that:

1. My/Our employees, agents, volunteers or others, for whom I/we are responsible, including myself will have successfully completed Integrated Accessibility Standards Regulations prior to commencement of the Work on behalf of the Municipalities, in accordance with the award of Recreation Master Plan.
2. The Accessible Customer Service Standard Training provided will encompass the following training content:
 - a. A review of the purposes of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard;
 - b. How to interact and communicate with people with various types of disability
 - c. How to interact with people with disabilities who use an assistive device, service animal or a support person;
 - d. How to use the equipment or assistive devices available on Township premises that are otherwise provided that may help with the provision of goods or services to people with disabilities;
 - e. What to do if a person with a particular type of disability is having difficulty accessing the Township's goods or services; and the Township's accessible customer service policies, procedures and practices governing the provision of goods or services to people with disabilities.

Pursuant to Section 7 of **Ontario Regulation 191/11**, Integrated Accessibility Standards ("IAS") made under the AODA, the Successful Bidder shall ensure that in addition to himself/herself, any of his/her employees, agents, volunteers, or others for whom he/she are responsible for that are working on this contract, will complete training, including training on the requirements in the IAS, highlighting the accessibility standards for Information and Communication, and a review of the Human Rights Code as it pertains to persons with disabilities and understanding the differences between the Human Rights Code and the IAS.

The Successful Bidder shall submit to the Municipalities, if requested, documentation describing their accessibility training policies, practices and procedures, and a summary of the contents of training. A record of the dates on which training was provided, complete with the names of the attendees, shall be included in the documentation.

The Municipalities reserve the right to require the Successful Bidder, at the Successful Bidder's expense, to amend his/her accessibility training policies, practices and procedures, if the Township deems them to not be in compliance with the requirements of the AODA.

The successful Bidder/Proponent shall only assign the employees who have successfully completed accessibility training, to provide services on behalf of the Township.

Available Resources

The following resources are available to the Bidder/Proponent:

Town of Perth <https://www.perth.ca/our-government/accessibility>

The Ministry of Community and Social Services website with resources to assist public and private sector organizations in complying with the Accessibility Standards:

www.mcsc.gov.on.ca/en/mcsc/programs/accessibility/index.aspx

Customer Service e-learning training module entitled “Serve-Ability”, produced by the Ministry of Community and Social Services:

www.mcsc.gov.on.ca/en/serve-ability/index.aspx

Integrated Accessibility Standards Regulation training, developed by Curriculum Services Canada:

www.accessforward.ca

Human Rights Code training, developed by the Ontario Human Rights Commission

www.ohrc.on.ca/en/learning/ohrc-elearning-your-elearning-source-human-rights

Acknowledgement

I/We, the undersigned, acknowledge and agree that this representation and warranty will be relied upon by the Municipalities and as such I/We solemnly provide this representation and warranty as if it was given under oath.

Company Name

Signature(s)	Print Name	Print Title
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Signature(s)	Print Name	Print Title
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Date

I/We Have the Authority to Bind the Company

APPENDIX 'I'
PRICE SUBMISSION FORM – (Reference 1.4.9)

To be submitted in a separate envelope.

I, the undersigned, have carefully read and examined the entire set of Request for Proposals document and understand the requirements to be met under this contract. I, for the prices set forth in this Submission, hereby offer to provide consulting services for the Rebranding of the Town of Perth, at the following prices:

Animal Control Services

	<u>PRICE</u>	<u>HST</u>	<u>TOTAL</u>
Monthly on call fee	\$	\$	\$
Animal pick up fee per animal	\$	\$	\$
Mileage	\$	\$	\$
By-law enforcement fee per incident	\$	\$	\$
Animal consult fee	\$	\$	\$
Other fees if applicable	\$	\$	\$

I have received and understand the requirements of this document and submit this list of Vendor Teams/Sub-contractors and costing.

Company Name

Signature

Print Name

Title

Street Address

Province

Postal Code

Telephone No.

Fax No.

Date



"APPENDIX J" - Animal Control Services
CORPORATION OF THE TOWN OF PERTH
AGREEMENT

This Agreement made in duplicate this ____ day of _____.

BETWEEN: The Corporation of the Town of Perth
(Hereinafter referred to as "Owner")
OF THE FIRST PART

AND: (Name)
(Hereinafter referred to as "the Animal Control Officer (ACO)")
OF THE SECOND PART

WHEREAS authority is given under the *Municipal Act* for the Council of the Town of Perth to engage in contracts for the purpose of providing services;

AND WHEREAS the Council of the Corporation of the Town of Perth is desirous in engaging _____ to undertake the control of animals within the municipality effective ____ day of _____, _____.

AND WHEREAS THE Council of the Town of Perth has authorized the execution of the Agreement through the passage of BY-law No. 4993.

NOW THEREFORE the Town and the Animal Control Officer (ACO) hereby agree to the following terms and conditions:

Animal Control Services:

1. The ACO will provide the services and undertake the work as set out in the Request for Proposals for the services and as described in the proposal submitted by the ACO Agreement dated August 19th 2025 all documents forming part of this.

2. Agreement Duration:

2.1 This Agreement shall be in effect from the ____ day of ____ until such time either party opts to exercise the sixty (30) day written termination notice asset out in Section 2.16

3. Termination:

3.1 Either part may terminate this Agreement hereto upon the provision of sixty (30) days written notice to the other party.

4. Severability:

4.1 The ACO acknowledges and agrees that this Agreement is not transferable and shall not be assigned without the express written permission of the Town.

5. Duties, Qualifications and Responsibilities of the ACO:

5.1 Authority

5.1.1 The ACO shall mean the person appointed by the Council to enforce the Animal Control By-law and other legislation in effect from time to time regarding

the control of animals within the Town.

5.2 Qualifications of the ACO:

5.2.1 The ACO shall have good general knowledge of animal behavior.

5.2.2 The ACO shall have the ability to:

- 5.2.2.1 Identify and describe the general physical condition of animals;
- 5.2.2.2 Handle and care for injured, distressed, and/or frantic animals;
- 5.2.2.3 Deal impartially and to communicate clearly in a professional manner with the public;
- 5.2.2.4 Maintain accurate records;
- 5.2.2.5 Prepare both routine and special reports;
- 5.2.2.6 Prepare and organize detailed notes and reports which may be used in Court;
- 5.2.2.7 Give attention to detail;
- 5.2.2.8 Provide conviction and judgement;
- 5.2.2.9 Provide complete dedication to animal welfare and education to the public regarding animal issues, and;
- 5.2.2.10 Work independently

5.3 Responsibilities:

5.3.1 The ACO shall:

- 5.3.1.1 Respond to all calls from residents on an “as required basis”;
- 5.3.1.2 Track down and apprehend the offending animals(s) using approved humane methods;
- 5.3.1.3 Determine and record the general physical condition of the animals(s);
- 5.3.1.4 Transport the apprehended animal to the designated pound or veterinarian, according to the condition of the animal;
- 5.3.1.5 Attend at designated residence and issue verbal and/or written warning of infractions to the owners/guardians of offending animals;
- 5.3.1.6 Advise members of the public on a variety of animal control related issues;
- 5.3.1.7 Maintain detailing notes of all apprehensions, incidents and encounters, including precise dates and times;
- 5.3.1.8 Maintain current lists of emergency telephone numbers (ie. Veterinarians, police, pound keepers)
- 5.3.1.9 Report any incidents of animal abuse or suspected abuse to the Ontario Provincial Animal Welfare Services(PAWS);
- 5.3.1.10 Perform special projects as required by the Municipality (ie. Speaking engagements);
- 5.3.1.11 As required, attend and give evidence in Court;
- 5.3.1.12 Maintain trouble-free accessibility via telephone, pager, answering machine, cell phone, etc.

- 5.3.1.13 Provide and maintain a reliable licensed vehicle and necessary equipment such as snare pole, uniform, leashes, collars, cages, ect., and;
- 5.3.1.14 Be willing and able to work irregular hours including weekends.
- 5.3.2 The ACO acknowledges and agrees that the effective performance of the required duties necessitates the highest level of integrity, trustworthiness, and good organization.
- 5.3.3 The ACO agrees to conform to all lawful instruction(s) and direction(s) given by the authorized representative of the Town.
- 5.3.4 The ACO t assumes full responsibility for complying with all applicable provincial legislation in performing their duties.
- 5.3.5 The ACO acknowledges that all items supplied by the Town and all information pertaining to the Town shall remain and be considered the exclusive property of the Town at all times and shall be surrendered to the Town in good condition promptly upon the termination of this Agreement, irrespective of the time, manner, or cause of termination.
- 5.3.6 The Town acknowledges that all items or equipment furnished by the ACO shall remain and be considered the exclusive property of the ACO at all times and shall be surrendered to the ACO in good condition, promptly upon the termination irrespective of the time, manner, or cause of termination.

6. Remuneration for Service:

6.1 The monthly service fee (retainer) shall be in the amount of \$_____.

- 6.1.1 The monthly service fee shall compensate the ACO t for being on call twenty-four (24) hours per day, seven (7) days per week, which provides coverage pursuant to this Agreement.
- 6.1.2 The ACO shall carry and maintain a cell phone, pager, and utilize and answering service to communicate with clients.
- 6.1.3 The monthly service fee shall include all costs of insurance necessary for the ACO.

7. Fees for Service:

- 7.1** Animal pick-up fee and consult fee shall be included in the monthly service fee.
- 7.2** By-law Enforcement fee shall be included in the monthly service fee.
- 7.3** A mileage rate of ____/km shall be paid as deemed necessary by the ACO.

8. Invoicing:

- 8.1** Invoices for services rendered the preceding month shall be submitted to the Town by the ACO by the 5th day of each subsequent month.

9. General Liability Insurance:

- 9.1** The ACO shall at all times maintain General Liability Insurance in an amount of at least \$2,000,000.00. Such Policy shall name the Town as a co-insured. Proof of liability insurance coverage shall be furnished to the Town.

10. Workplace Safety and Insurance and Board (WSIB)

- 10.1** The ACO shall at all times be covered by WSIB and is required to provide a valid WSIB certificate for the duration of the contract.

11. Statutory Holidays:

- 11.1** Both parties agree that there will be no animal control service provided on the following statutory holidays:
- 11.1.1 New Year's Eve
 - 11.1.2 New Year's Day
 - 11.1.3 Good Friday
 - 11.1.4 Easter Sunday
 - 11.1.5 Thanksgiving Day
 - 11.1.6 Christmas Eve
 - 11.1.7 Boxing Day

This Agreement signed under authority of the Council of the Town of Perth and dates this the ____ day of ____, ____.

TOWN OF PERTH

Judy Brown, Mayor of the Town of Perth

Amanda Noël, Director/Clerk of the Town of Perth

The Animal Control Officer (ACO)

“I/We have the authority to bind the Corporation”

RFP Deadline:

Tuesday August 19th, 2025 11:00 AM

**Trevor Choffe
Director of Protective Services
80 Gore Street East
Perth, Ontario, K7H 3C6
Email: reception@perth.ca**

**Late proposals will NOT be accepted
and will be returned unopened to the Vendor,
no exceptions.**