



29 5<sup>th</sup> Street S, Humboldt, IA 50548 • P (515) 332-3435 • F (515)332-1453 • coleb@cityofhumboldt.org

## Animal Control Request for Proposals

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### General Information

The City of Humboldt (hereinafter referred to as “City”), seeks proposal from qualified professional firms or individuals (hereinafter referred to as “Contractor”) to provide animal control services for animals within the City of Humboldt.

Questions regarding the RFP should be addressed to Cole Bockelmann, City Administrator at (515)332-3435 or coleb@cityofhumboldt.org. Proposals are due to the Humboldt City Hall, 29 5th Street S, Humboldt, IA 50548, by **4:00 PM on Wednesday, March 1, 2023** to be considered. Proposals must be sealed and clearly marked “**Animal Control RFP**”. At that time and place, the proposals will be opened. No proposal will be received after the time designated for receipt.

### Scope of Services

The Contractor, at the request of City officials, shall perform all the services customary performed by an Animal Control Officer of a municipality the size of the City of Humboldt. Such services include any one or more of the following:

1. Contractor shall have the power conferred upon an Animal Warden as set forth in Iowa Code §162.2;
2. Any services provided by the contractor for private owners shall not be paid for by the City, but shall be subject to an agreement between those parties.
3. Calls received between the hours of 7:00PM and 7:00AM, weekends, and holidays will be for emergency services only.
4. The services shall also include the transportation and control of animals as needed. The contractor shall be responsible for providing his/her own transportation for animals that are taken to a licensed and/or approved shelter or for veterinary services.
5. City agrees that in the event of dissatisfaction with the performance of the contractor’s service, the City will notify contractor within three working days of any complaint brought to the City’s attention.
6. Contractor agrees to provide a detailed written monthly report to the City Administrator with respect to each animal apprehended or service requested during the preceding month, specifying the type of animal, date of service, person requesting service, location of service and result of service provided together with any other pertinent information regarding animal control services during the preceding month.
7. The prospective contractor’s proposal shall clearly set forth the proposed financial compensation to be paid to the contractor under the contract.



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## Insurance Requirements

All bidders submitting proposals per this request shall have and maintain for the duration of the project, the appropriate insurance(s) as required by law.

1. The contractor shall be required to carry full insurance including comprehensive general liability in the amount of \$1,000,000 per claim; workers' compensation insurance which shall cover all operations of the contractor, its employees, agents and servants hereunder; insurance for motor vehicles and equipment used by the Contractor in connection with the Contractors operations under the Contract; Contractor shall provide professional liability (errors and omission) insurance for claims arising from any negligent performance of contractors' services pursuant to the agreement in the amount of \$1,000,000 per claim. Said insurance by endorsement shall fully protect the City of Humboldt from liability.
2. Certificates naming the City of Humboldt as an additionally named insured, and evidencing such insurance coverage, shall be filed with the City Clerk prior to the commencement of operations hereunder by the contractor.
3. The following Certificates of Insurance must be furnished:
  - a. Workman's Compensation (if applicable)
  - b. Comprehensive: General Liability:
    - i. Minimum limits: \$1,000,000; Combined Single Limit Coverage to include: Premise/Operations: Independent Contractors; Product/Completed Operations; Contractual; Personal Injury; Broad Form Property damage; City of Humboldt as additional insured.
    - ii. Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the City of Humboldt.
    - iii. Professional Liability Insurance (Errors and Omissions) Contractor shall provide Professional Liability (errors and omission) insurance for claims arising from any negligent performance of contractor's services pursuant to the agreement in the amount of \$1,000,000 per claim.
4. The certificate of insurance shall designate the City of Humboldt as an additional insured and shall contain a thirty (30) day notice of cancellation on whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.
5. It is understood and agreed that the Contractor is an independent contractor and not an employee of the City of Humboldt.
6. The Contractor agree to indemnify and hold harmless the City of Humboldt, all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death, and against and from all suits and actions and all cost, damages and change of whatsoever kind of nature, including attorneys' fees to which the City of Humboldt may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractors' operations under this Contract, or by or in consequence of any negligence or omission on the part of the Contractor in the performance of operations under this Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.



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7. The Contractor shall hold the City of Humboldt harmless for all damages to the Contractors' equipment utilized during the term of this Contract.
8. Programs of self-insurance are not acceptable.

## Selection Process

Proposals will be evaluated based on the most advantageous, price and other factors considered. The evaluation will consider:

1. Licensure, experience, references and reputation in the field that is the subject matter of the contract;
2. Qualifications of the individual who will perform the tasks outlined in the scope of services, and the degree of their perspective participation;
3. Ability to address, complete and facilitate all items stated in the above scope of services;
4. Knowledge of the City of Humboldt, issues that are unique to the City and the subject matter to be addresses under this contract;
5. Availability to accommodate any required meetings of the City of Humboldt and its various departments;
6. Compensation proposal (including proposed compensation during Saturdays, Sundays, Holidays, nights and emergencies);
7. Knowledge of applicable State law;
8. Other factors as demonstrated to be in the best interest of the City of Humboldt.

Upon completion of the review process, the review committee shall transmit its findings and recommendations to the City Council which may award the subject contract on or about October 5, 2020.

## Obligation of Perspective Contractor

At the time of receipt of proposals, each prospective contractor will be presumed to have read and to be thoroughly familiar with the contents of the notice of availability of request for qualifications and proposals that has been posted on the City of Humboldt website and with the contents of this document. The failure of omission of any perspective contractor to receive or examine either document shall in no way relieve any prospective contractor from any obligation with respect to the proposal submitted.

## Investigation of Qualifications.

The City of Humboldt will make such investigations as it deems necessary to determine the responsibility of the perspective contractor and the perspective contractor shall furnish the City of Humboldt all such information as may be requested by the City of Humboldt notwithstanding the fact that the release of such information to the City of Humboldt may result in the disqualification of the perspective contractor and the proposal submitted.

The City of Humboldt reserves the right to reject any proposal if the evidence submitted by, or the investigation of, such prospective contractor fails to satisfy the City of Humboldt that such prospective contractor properly is qualified to carry out the obligations of the contract for the work as provided and as described in this document.



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### Submission of Proposal

Proposal shall be completed in full on the final page of the Request for Proposals in a sealed envelope clearly marked “Animal Control RFP” and submitted no later than 4:00 PM on Wednesday, March 1, 2023 to:

Cole Bockelmann, City Administrator  
City of Humboldt  
29 5<sup>th</sup> Street S  
Humboldt, Iowa 50548

### Timeframe

|                                    |                                   |
|------------------------------------|-----------------------------------|
| Issuance of Request for Proposals: | February 7, 2023                  |
| Opening of Sealed Proposals:       | March 1, 2023 at 4:00 PM          |
| Anticipated Award of Proposal:     | March 6, 2023                     |
| Date of Contract:                  | March 6, 2023 – December 31, 2023 |



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## Animal Control Request for Proposals

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### Applicant Information

Name of Applicant/Business: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Name of others that will perform work: \_\_\_\_\_

Description of education, experience, qualifications, number of years performing such services, and number of years performing such services for municipalities, etc.: \_\_\_\_\_

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Proposed staffing, hourly rates for emergency services, and other expenses: \_\_\_\_\_

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Other information the candidate deems relevant: \_\_\_\_\_

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Signature of Applicant

Date

By signing, the applicant states that he/she is authorized to sign on behalf of the individual/company.