



CITY OF LOCKPORT

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TIM RUSSO
Director of Finance

REQUESTS FOR PROPOSALS

The City of Lockport is requesting sealed proposals for

Dog Sheltering Services

Notice is hereby given that sealed proposals for the services above will be received and considered by the City of Lockport up to 2 pm on December 8, 2023 at the office of the City Clerk, municipal building, One Locks Plaza Lockport NY, 14094.

Proposers will provide one written quote that contains the total cost of the scope of work.

Please contact City Clerk Sarah Lanzo at 716-439-6674 or cityclerk@lockportny.gov with any questions.

The City of Lockport, NY reserves the right to reject any or all proposal, to consider the reputation and experience of the Proposal in making its selection; to waive any informalities or minor deviations from the proposal form, and to award to other than the lowest quote, if good and sufficient reasons, it is considered in the best interest of the City of Lockport to do so. The City will not reimburse any costs associated with the preparation of RFP(s).

Publish Date: November 17, 2023

REQUEST FOR PROPOSAL (RFP)

I. Introduction

The City of Lockport, New York (hereinafter referred to as the "City") is seeking proposals from qualified organizations to provide Dog Sheltering Services within the city limits. The current contract with the Niagara County Society for the Prevention of Cruelty to Animals (SPCA) is set to expire and the City is now accepting proposals from interested parties to assume these responsibilities.

II. Background

The SPCA has been providing assistance to the Dog Control Officer (DCO) services and operating a shelter for seized dogs on behalf of the City. The City is primarily responsible for DCO duties within the City, as per Article 7 of the New York State Agriculture and Markets Law. The SPCA acts as DCO for special calls when requested by the City, among other responsibilities.

III. Scope of Work

The selected organization will be responsible for the following:

- Operating a shelter for seized dogs in compliance with Article 7 of the Agriculture and Markets Law.
- Providing reports to the City DCO on sheltering activities as needed.
- Holding seized dogs for the legally required period (5 days) and facilitating the redemption process as per New York State law.
- Maintaining established hours for owners to claim their pets.
- Providing all agreed-upon services with reasonable care and diligence.

IV. Term of Contract

The contract may be annual or month-to-month, commencing on January 1, 2024 and expiring on December 31, 2024. Payment terms, details, and audit requirements will be provided upon request.

V. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications in providing Animal Control and Sheltering Services.
- Ability to meet the specific needs outlined in this RFP.
- Cost-effectiveness of the proposed services.
- Compliance with applicable laws and regulations.
- References and past performance.

VI. Proposal Submission:

All proposals must be submitted in a sealed envelope clearly marked "Animal Control and Sheltering Services - RFP" and delivered to the following address no later than December 8th at 2 pm

City of Lockport Clerk
1 Locks Plaza
Lockport, NY 14094

For specific questions or a site visit, please contact Elizabeth Allore at eallore@lockportny.gov.

Please note that this RFP does not obligate the City to select a bidder or accept a bid at this time or any time in the future. The City can at its sole discretion revise the requirement, scope, and selections process for this RFP at any time. The City will not reimburse any costs to produce the proposal. The City of Lockport, NY reserves the right to reject any and all proposals and to waive any irregularities or informalities in the proposal process.