

**REQUEST FOR PROPOSAL (RFP)  
VETERINARIAN SERVICES**

**ISSUED BY:  
TOWN OF KINGSBURY  
6 MICHIGAN STREET  
HUDSON FALLS, NY 12839**

**RFP DATE: NOVEMBER 15, 2022  
RFP DEADLINE: NOVEMBER 28, 2022**

LATE PROPOSALS WILL BE REJECTED  
There will not be a public opening for this Proposal

For further information regarding this RFP  
contact Todd Humiston at:  
[Officer@kingsburyny.gov](mailto:Officer@kingsburyny.gov)

## 1. SUMMARY AND BACKGROUND

Pursuant to the Article 7 of the Agriculture and Markets Law of the State of New York, The Town of Kingsbury (Town) seeks proposals to enter into a contract with a Veterinarian, whereby the Veterinarian will furnish services to the people of the TOWN in the nature of impounding lost or stray dogs. The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidate organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who can best meet the requirements.

## 2. PROPOSAL GUIDELINES

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until **3pm EST, November 28, 2022**. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal. Kingsbury is not liable for any cost incurred by proposers in replying to this RFP.

All costs must be itemized to include an explanation of all fees and costs. The evaluation and selection will be based on the information submitted in the proposal. Elaborate proposals (e.g. expensive artwork), beyond that sufficient to present a complete and effective proposal, are not necessary nor desired.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the Town's attorney.

Proposers must submit, in a sealed package, one original plus 5 identical copies of all materials required for acceptance of their proposal on or before RFP deadline. Sealed package must clearly identify the contents as "RFP – Veterinarian Services". All proposals must include a signed Non-Collusion Statement (**Attachment A**) to be considered complete and valid for consideration.

## 3. PROJECT PURPOSE AND DESCRIPTION

This RFP is pursuant to Article 7 of the Agriculture and Markets Law of the State of New York and Chapter 75 of the Code of the Town of Kingsbury. Pursuant to Section 75-17 of the Code of the Town of Kingsbury, each dog which is not identified shall be held for a period of THREE (3) days from the day of seizure. Pursuant to Section 75-19, identified dogs shall be held for a period of SEVEN (7) days after notice of seizure is personally delivered to the owner of said dog and SEVEN (7) days from the date notice is mailed to the owner of said dog. The Veterinarian agrees that seized dogs shall be held for the applicable time periods specified above and in compliance with Section 117 of the New York State Agriculture and Markets Law. **This provision shall be subject to change upon any modification of the current local law and holding periods in which the TOWN will provide the VETERINARIAN notice of such change in written format as an addendum to this agreement.**

**4. PROJECT SCOPE**

The Veterinarian agrees to furnish services for the impoundment of lost or stray dogs according to the following fee schedule:

- a. Annual Administrative Fee
- b. Daily Impoundment Fee
- c. Flea Treatment
- d. Emergency Examination
- e. Daily Hospitalization Rate (plus med.)
- f. Euthanasia & Transportation
- g. Cremation (rate per pound)
- h. Spay/Neuter
- i. Rabies Vaccination

Every impounded dog will receive a flea treatment.

Daily impound fee begins with the day the dog is brought in.

Ex: Dog is brought to the Veterinarian at 11:30 a.m. on October 1 and is redeemed at 4:00 p.m. on October 1, one day impound fee will be charged.

Ex: Dog is brought to the Veterinarian at 2:00 p.m. on October 1 and is redeemed at 9:30 a.m. on October 2, two days impound fee will be charged.

**5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

November 28, 2022, 3:00 p.m. EST	Deadline for submitting proposal
November 29-30, 2022, 6:30 p.m. EST	Review of Proposals
December 1, 2022	Notification of award

Town reserves the right to reject any and all proposals in full and/or in part, waive any informalities, issue subsequent RFPs, cancel the entire RFP, remedy technical errors in the RFP process, and seek assistance in the evaluation process.

**6. BIDDER QUALIFICATIONS**

Bidders should provide the following items as part of their proposal for consideration:

- Qualification Statement including history and description of the organization; description of qualifications, experience and training; and copy of veterinary license issued by the State of New York.
- Signed Proposal Cover Page and Non-Collusion Statement (Attachment A)
- Detailed/itemized quote for all items in 4.a-i above (Attachment B)
- Must provide proof of and maintain current NYS Agriculture & Markets Municipal Shelter Inspection Standards.
- Drop-off availability must be maintained 24 hours a day 7 days a week
- Proof of adequate insurance naming the Town of Kingsbury as an additional insured.

**ATTACHMENT A**

Proposal Cover Page and Statement of Non-Collusion  
TOWN OF KINGSBURY – VETERINARIAN SERVICES

Company Name			
Street, City			
Phone #		Fax #	
Contact Name		Title	
Email			
EIN			

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

By signing below, I hereby represent and warrant that I am signing with full and complete authority to bind the above reference company to each and every term of this Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**ATTACHMENT B**

**QUOTE**  
TOWN OF KINGSBURY – VETERINARIAN SERVICES

<b>SERVICE DESCRIPTION</b>	<b>PRICE QUOTE</b>
Annual Administrative Fee.....	_____
Daily Impoundment Fee.....	_____
Emergency Examination.....	_____
Daily Hospitalization Rate (plus medications).....	_____
Euthanasia & Transportation.....	_____
Cremation (price range - dependent on weight)...	_____
Spay/Neuter.....	_____
Rabies Vaccination.....	_____
Misc: _____	_____

**Submission of quoted rates confirms prices will remain firm for 12 months beginning January 1, 2023 through December 31, 2023.**

Authority to Sign: Person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the prices detailed above.

_____ SIGNATURE	_____ TITLE
_____ PRINT NAME	_____ DATE
_____ BUSINESS NAME	_____ PHONE