

ADDENDUM #1

Issued: 6/17/2022
Date

Project: Animal Sheltering and Care Services-II

RFP/Project No. 2022-06-08-II

Owner: City of Portales, 100 West First Street, Portales, NM 88130

Opening Date: ~~Thursday, June 23, 2022, 2:00 p.m. (MST)~~ **Extended: Thursday, June 30, 2022, 2:00 p.m. (MST)**

This addendum is for the purpose of disseminating information from the Pre-Proposal conference held on Thursday, June 16, 2022, at 1:00 p.m. (MST) and to extend the deadline to submit proposals from Thursday, June 23, 2022, to **Thursday, June 30, 2022, 2:00 p.m. (MST)**. Included in this addendum are the following:

1. Agenda
2. Sign-In Sheet
3. Minutes with Questions & Answers

This addendum clarifies the information presented during the Pre-Proposal Conference and extends the deadline to submit proposals. Offeror must acknowledge receipt of all addenda in the Proposal transmittal letter. Failure to do so may subject the offeror to disqualification.

All other portions of the request for proposal (RFP) documents remain unchanged.



Carla Weems, Deputy Clerk/Chief Procurement Officer

6/17/22

Date

Pre-Proposal Conference Agenda

Project: Animal Sheltering and Care Services-II
Thursday, 6/16/22 at 1:00 PM (MST)
100 West 1st Street, Portales, NM 88130

1. Introductions

2. Purpose of the Pre-Proposal Conference

- a. The purpose of the pre-proposal conference is to answer questions that might have arisen from the distributed Request for Proposals (RFP) 2022-06-08-II. Additionally, it is held to ensure that all prospective offerors receive a copy of the RFP. The RFP is available in print, electronic, or fax format and any attendees who need a copy should request one from the Chief Procurement Officer, Carla Weems. All attendees are asked to sign in on the sign in sheet, pick up a copy of the agenda, and any additional materials to be provided.

3. Project Description (Page 5 of RFP 2022-06-08-II)

- a. Clarification of project location (Item B - Page 5)

4. Services Required/ Scope of Work Required (Item C - Page 6 of RFP 2022-06-08-II)

5. Funding on Project

- a. Funded with Local Funds

6. Contract Documents

- a. Sample Contract included in the RFP Packet (Pages 21-30)

7. Addenda (Page 11 of RFP 2022-06-08-II)

8. Proposal Submittal Procedures (Page 8 of RFP 2022-06-08-II)

9. Proposal Opening is scheduled at 100 West 1st Street, Portales, NM 88130, City Hall, Conference Room on Thursday, June 23, 2022, at 2:00 PM (MST)

10. Questions

11. Site Visit – View Equipment

Minutes of Pre-Proposal Conference held Thursday, 6/16/2022 at 1:00 p.m. (MST) in the Conference Room at City Hall of the City of Portales located at 100 West 1st Street

Attendees:

Staff

Chris Williams, Police Chief-PPD
Carla Weems, Deputy Clerk/Chief Procurement Officer

Attendees:

Others

Kathryn Bartlett, DVM-Caprock Vet Clinic
Christian Hernandez-Caprock Vet Clinic
Estrellita Porter-Caprock Vet Clinic
Linda Sumption
Anne Beck

Item 1 of the Agenda, Introductions:

Carla Weems, Deputy Clerk/Chief Procurement Officer opened the meeting at 1:05 p.m. by asking everyone to sign in, then all present introduced themselves.

Item 2 of the Agenda, Purpose of the Pre-Proposal Conference: Mrs. Weems stated the purpose of the conference is to answer questions that may have arisen from the distributed RFP. To ensure all had received a copy of the RFP and to let them know where a copy could be obtained. Questioned that all attendees had a copy of the agenda and handed out copies of the RFP to follow along with the agenda. Mrs. Weems noted that this is RFP 2022-06-08-II resubmittal for proposals as none were received under the prior solicitation.

Item 3 of the Agenda, Project Description: Mrs. Weems mentioned that the project description was located on pages 5 of the RFP and read out of the RFP the applicable section. She stated that the current location (building) is not available but that the equipment could be loaned for the remainder of its useful life to the successful offeror. Chief Williams added that the equipment would include the moveable items.

Item 4 of the Agenda, Services Required/Scope of Work Required: Ms. Weems noted Item C from Page 6 of the RFP that the SOW will be to shelter and care for animals (cats and dogs). The current annual number of animals is approximately 1000. She stated that the offeror should be familiar with the city ordinance pertaining to animal sheltering and care. Ms. Weems also stated the city would cover costs of city animals for three days. Chief Williams stated that the three days does not include intake day. He also stated that some animals might need to be held longer if the animal was deemed to be court ordered or evidence in a case such as an animal cruelty investigation/case. It was also mentioned by Mrs. Weems that records would have to be kept for the time specified in the RFP and contract.

Item 5 of the Agenda, Funding on the Project: Mrs. Weems stated that the project would be funded with local funds. It was also mentioned that there are Grants available to private entities and non-profits but not for government agencies.

Item 6 of the Agenda, Contract Documents: Mrs. Weems mentioned that the draft contract template was included at the back of the RFP packet beginning on page 21. Mrs. Weems stated that the only changes would be the final negotiated scope of work and cost. The final contract would need to have legal review and taken back to council for final approval. Mrs. Weems also stated that the RFP process will consist of the following: proposals due on the deadline, proposals are reviewed by an evaluation committee and scored/ranked based on the responses in the proposal against the questions/requirements in the RFP. Then a negotiation letter will be sent to the highest ranked offeror to open up negotiations for the contact. Then the contract will be submitted to the Council for approval at a regular meeting, which are held on the 1st and 3rd Tuesday of each month.

Item 7 of the Agenda, Addenda: Mrs. Weems stated that there will be at least one addendum which will be an informational addendum later today or next day with a copy of the sign in sheet and minutes from today's meeting.

There could possibly be a second addendum to push the deadline to submit proposals by another week/to the end of the month to allow more time to submit. Mrs. Weems also stated that the verbal questions and responses will be included from today's meeting but if there are any additional questions to submit them in writing to her so that they can be answered via an addendum.

Item 8 of the Agenda, Proposal Submittal Procedures: Ms. Weems stated the submittal procedures are on page 8 of the RFP. She stated that the offeror needed to submit the proposal in a sealed envelope with the words Sealed Proposal on the outside of the envelope as well as the RFP # and Project title. The cost proposal should be in a separate envelope or noted to be able to be withheld from the evaluation committee as cost is not factored into the evaluation of the proposals.

Item 9 of the Agenda, Proposal Opening: The deadline for submittal of responses to the RFP need to be at City Hall by 2:00 p.m. MST on Thursday, June 23rd. The proposal could be mailed or dropped off at City Hall prior to that date and time.

Item 10 of the Agenda, Questions: Questions and Answers were supplied throughout the meeting and are listed below. No questions were noted in this section.

Item 11 of the Agenda, Site Visit: A site visit was offered and held at the current facility to look at the moveable equipment.

Verbal Questions/Responses from the Pre-proposal conference.

What equipment would be available?

There are approximately 22 kennels that are 4x8' chain link. Cat cages are movable. There is also the kerosene heaters, metal trash cans, food, cat litter, cleaning supplies, lift bed for euthanasia, scale. Any equipment moveable associated with shelter and care of animals. The quarantine cages might also be able to be included. There are a couple of the 4x8' chain link kennels that are new and still in the box not assembled.

Would the incinerator be included?

That item could be discussed during negotiations to see if it would be considered as part of the moveable items.

Would the animal control vehicles be part of the equipment?

No, the vehicles are owned by the city and there are statutory requirements that the city must adhere to as far as enforcement pertaining to animal control.

Will the city be acquiring or building a new building for animal shelter?

Currently there is no building, and the city does not plan to purchase or build a new facility. The offeror would be required to house/shelter and care for the animals. The city is doing a move to a temporary location by the end of the month as the current contract with county terms at the end of the month. The city owns the building, but the county owns the land that the shelter was built on.

What is the cost to operate the animal shelter?

There is not an exact amount as the shelter does not have its own budget since it is included in the police departments budget. It is estimated that the cost for the care of animals is around \$12,000 annually. That amount does not include utilities or staff.

Where was the request for proposal (RFP) advertised?

Statutes require us to advertise in the local paper. The first time we advertised in the local paper (Eastern NM News), the Albuquerque Journal, our website, and social media platforms. This time the Eastern NM News, website, and social media.

Acceptance of animals?

The current shelter accepts animals from the city, county, private surrender. The offeror could set up their own procedures. The city does not patrol the county for animals.

Types of animals?

Typically, dogs and cats. If there is a call for a snake it is relocated/released in the county.

Would wild animals be required to be housed or ferrets and guinea pigs

Not usually, but that again would be the offerors decision on what they would accept and how they would adopt out.

Mandatory time frame to maintain animals before allowing to be adopted out or released to rescues?

The timeframe that the city will pay for the care is three days not counting the intake day, unless there is a case of rabies, or it is evidence, or a court case related to animal cruelty. The offeror could set up rules to handle and set up fees to adopt or release to rescues.

What is the timeframe that the city is looking at?

The city is making a temporary move to house the animals at the end of the month. The city is holding a free adoption event on Saturday, June 25th and waiving all fees to help lower the number of animals to assist in the temporary relocation. The city would like to have something in place by the end of summer early fall before the weather turns cold as the heating currently is with kerosene heaters. The boiler at the current building needs extensive work and the last estimate was around \$60,000.00.

What was the cost to run the kerosene heaters?

There is not an estimate available as utilities and billing is included with other items purchased by the Police department.

SITE VISIT QUESTIONS

How many animals do you have at one time?

There are approximately around 30 which is usually twenty dogs and five cats.

Would the cat traps be part of the equipment that would be available?

No, the city will retain them as they are part of the enforcement aspect.

Would the euthanasia supplies be available?

The city is currently under the local veterinarian at Caprock Vet Clinic so it should be able to be transferred to them.

Would the refrigerator and freezers be part of the equipment that would be available?

Yes, any equipment moveable associated with shelter and care of animals.

What about 24-hour 7 day a week availability to drop-off of animals?

This is addressed in the RFP for the offeror to propose how this will be addressed.