



# **CHIPPEWA COUNTY REQUEST FOR PROPOSALS**

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## **VETERINARY SERVICES**

**ISSUED BY: CHIPPEWA COUNTY BOARD OF COMMISSIONERS**

**Project Representative:** Holly Henderson  
Chippewa County Animal Shelter  
3660 S. Mackinac Trail  
Sault Ste. Marie, MI 49783-2194

**Phone:** (906) 632-2519

**E-mail:** [hhenderson@chippewacountymi.gov](mailto:hhenderson@chippewacountymi.gov)

## **NOTICE OF RECEIVING PROPOSALS**

Chippewa County seeks Proposals from qualified individuals/businesses, on a competitive basis, for animal shelter veterinary services. Qualified firms and individuals may secure a copy of the bid specifications from:

Holly Henderson  
Shelter Director  
3660 S. Mackinac Trail  
Sault Ste. Marie, MI 49783-2194

Proposals received on or before 12:00 noon June 4, 2025, will be considered. Chippewa County reserves the right to reject any or all proposals submitted.



# CHIPPEWA COUNTY REQUEST FOR PROPOSALS

## VETRINARY SERVICES

### I. INTRODUCTION

Chippewa County seeks Proposals individuals/businesses, on a competitive basis, for animal shelter veterinary services.

#### A. Bid Submittal and Project Representative

To be considered, firms must submit a complete, sealed response to this Request for Proposals (RFP), using the format provided. Requests for information or interpretation of the intent of the RFP and any/all other inquiries must be addressed to:

Holly Henderson  
Shelter Director  
3660 S. Mackinac Trail  
Sault Ste. Marie, MI 49783-2194  
(906) 632-2519

**Contact with any other Chippewa County personnel regarding this RFP will be considered grounds for elimination from the selection process.**

#### B. Submittal Requirements and Deadline

Each proposal must be submitted on the approved form in a sealed envelope, plainly marked "VETRINARY SERVICES" on the exterior. An official authorized to bind the firm to its provisions must sign proposals. To be considered a valid response to this Request for Proposals, the proposal must remain valid for at least sixty (60) days. Chippewa County is not liable for any cost incurred by the firm prior to the issuance of a contract. Proposals must be received on or before 12:00 noon June 4, 2025, to be considered.

#### C. Right of Refusal

Chippewa County reserves the right to reject any or all proposals, to negotiate separately with any source whatsoever in any manner necessary to attend to the best interests of the County, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the County, irrespective of the bid price.

#### D. Disclosure of Proposals

Proposals are subject to disclosure under the Michigan Freedom of Information Act (Act 442, P.A. 1976, as amended, being MCL 15.231 through 15.246). After a contract award, a summary of total price information for all proposals will be furnished upon request.

#### E. Independent Price Determination

By submitting a proposal, you certify, and in the case of a joint proposal, each party certifies as to its own organization, that in connection with this proposal:

1. The prices in its proposal have been determined independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposing party or with any other competitor;
2. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the proposing party and will not be knowingly disclosed to any competitor; and
3. No attempt has been made or will be made by the proposing party to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

F. Each person signing the proposal certifies that:

1. (S)he is the person within the organization responsible for the decision as to prices being offered in the proposal, and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; or
2. (S)he is not the person within the organization responsible for the decision as to the prices being offered in the proposal, but that (s)he has been authorized, in writing, to act as an agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above; and that (s)he has not participated, and will not participate, in any action contrary to I.D.1,2 and 3, above.

G. Insurance Requirements. The successful firm will be required to provide and maintain public and professional liability, property damage, and worker's compensation insurance protecting, as they may appear, the interests of all parties to any agreement that may result from this RFP. The firm is responsible for insuring the protection of all persons and property at all times. Documentation of the above insurance must be provided by the successful bidder prior to contract execution. Chippewa County must be included as a separate named insured.

The firm will be required to furnish appropriate certificates of insurance prior to commencement of any work undertaken on behalf of the County.

The effective dates and expiration dates of all policies should coincide with the term of the contract. If any of the insurance expires during the contract period, it will be necessary for a current certificate of insurance to be issued and filed with the County Controller.

Minimum insurance requirements are as follows:

1. Commercial general liability insurance limits of not less than \$1,000,000 per occurrence. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's licensed insurance counselor. Coverage is to include, but is not limited to premises, operations, products and/or completed operations, personal injury and contract liability.
2. Automobile liability including statutory no-fault coverages, including all owned, non-owned, and hired autos within limits of a minimum of \$1,000,000. The limit may be higher depending upon the hazard involved, subject to review and recommendation of the County's insurance counselor.

3. Worker's Compensation and Employers' Liability if the selected firm hires one or more persons or currently has employees. If the selected firm does not have any employees, an affidavit must be filed with the County Clerk stating that the firm has no employees and will not hire any while working for Chippewa County as a vendor or a subcontractor, etc. In addition, a Certificate of Assumed Name must be filed with the County Clerk.

Failure to comply with these insurance requirements may result in contract termination or delay in receipt of funds. The firm will be required to secure any/all necessary certificates and permits from municipal or other public authorities and comply with all licensing requirements and all federal, state and municipal laws, ordinances and regulations as may be required.

- H. County Liability. Officers, agents and employees of Chippewa County will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on behalf of the County. In addition, the selected firm agrees to indemnify, defend and save harmless, the County, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement that results from this RFP. These same standards will apply to subcontractors of the selected firm. The County will be relieved from all risks of loss or to equipment or personnel during this engagement, except when such loss or damage is due to the fault or negligence of the County.

## II. SPECIFICATIONS

- A. The successful bidder will be asked to perform the following tasks on behalf of Chippewa County:

Weekly Shelter Visits. The selected bidder will be called upon to fulfill a weekly visit to the animal shelter. The purpose of the weekly visit is to ensure the general health and well-being of animals residing at the shelter, assist in animal euthanasia consistent with established policies as well as providing rabies vaccinations. Proposals should include a cost for caring for such animals on an hourly basis.

Sterilization. The animal shelter adopts out approximately 600 animals (cats and dogs) each year. It is the goal of the animal control program to control the population of unwanted pets. As such, the County requires sterilization of all animals adopted from the shelter. The selected bidder will be performing the sterilization surgeries, in-house.

General Consultation. Regular consultation with County staff regarding shelter operations will be part of any contract awarded as a result of this RFP. Consultations will include, but not be limited to, animal welfare, cruelty/neglect animal examinations (including written findings) and over-the-phone consultations. Proposals should include a cost for consultations on an hourly basis.

- B. All proposals must include a work plan that describes the vendor's technical plan for accomplishing the tasks described above over a period of two (2) years.

### **III. DETERMINATION OF THE BEST BID.**

- A. Any contract resulting from this RFP will be made from respondent whose bid is most advantageous to the County. In determining which bid is most advantageous and/or best, the County will consider:
1. The ability, capacity and skill of the respondent to provide the services required.
  2. Whether the bidder can fulfill the contractual obligation and provide service promptly without delay or interference.
  3. The character, integrity, reputation, judgment, experience and efficiency of the bidder.
  4. The quality of performance of previous engagements with the bidder.
  5. Previous and existing compliance by the bidder with applicable laws and ordinances.
  6. The sufficiency of the financial resources and ability of the bidder to provide the requested service.
  7. The number and scope of conditions attached to the bid.
  8. Any potential conflicts of interest between bidders and the County governing body and staff.

### **IV. BID AWARD**

Selection of a firm/individual and awarding of a contract will be based upon evaluation by the County of the criteria listed above.



# CHIPPEWA COUNTY VETERINARY SERVICES PROPOSAL SUBMISSION FORM

Company Name \_\_\_\_\_

Official authorized to bind the firm to the provisions of the RFP \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

The undersigned proposes to furnish veterinary services for Chippewa County as outlined in the County's Request for Proposals and any attached company proposal for the following cost (choose unit cost or lump sum cost):

Description	Hourly Cost
Weekly shelter visits	
Sterilization	
General consultation	
Other Options or Additions (specify):	
<b>TOTAL BID PRICE</b>	

A list of any other applicable costs must accompany the submitted bid.

Signature of official authorized to bind the firm to the provisions of the RFP:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Failure to complete this form may result in elimination from the selection process.  
Proposals must be received on or before 12:00 noon June 4, 2025, to be considered.**