

REQUEST FOR PROPOSAL

RFP No. AM-06-2022

ANIMAL CONTROL SERVICES

ADDENDA #1

Posted June 28, 2022

QUESTIONS RECEIVED AND THEIR ANSWERS

1. Can the question period be pushed back a week?

Please be advised that Adelaide Metcalfe is willing to extend the question period by one week from the posting of this Addenda. By extending the question period by one week from the posting of this Addenda, Adelaide Metcalfe is also extending the date for posting of answers to clarification questions, and the deadline to submit proposals. Given the above, an updated Section 9(b) of the RFP is as follows:

Event	Date
Posting of RFP <ul style="list-style-type: none">Adelaide Metcalfe's Website (https://www.adelaidemetcalfe.on.ca/doing-business/bids-and-tenders)	June 9, 2022
Final date for submission of clarification questions	July 5, 2022 by 12pm EST
Posting of answers to clarification questions <ul style="list-style-type: none">Adelaide Metcalfe's Website (https://www.adelaidemetcalfe.on.ca/doing-business/bids-and-tenders)	July 8, 2022 by 4:30pm EST
Deadline for receipt of proposals	July 15, 2022 by 2pm EST
Evaluation of proposals and Potential Award of RFP	During the weeks of July 18 th and July 25 th , 2022

For clarification, through this Addenda #1 the above table REPLACES Section 9(b) including any references to the above events and timelines throughout the RFP document.

2. An explanation of the relationship with the other municipalities. Are they producing the RFP as well? Is each municipality making their own decisions?

Per Section 1 – Definitions:

“Cooperative Purchasing Agreement” - means that Adelaide Metcalfe has the authority to purchase and/or enter into a potential contract for Services with a Respondent which will allow Participating Municipalities, if they choose, to attach to Adelaide Metcalfe’s procurement processes, and that Adelaide Metcalfe has received authorization from Participating Municipalities to become a participant in this Request for Proposal and enter into a cooperative purchasing agreement with Adelaide Metcalfe.

“Participating Municipality” means any of the following municipalities within the region of Southwestern Ontario in the Province of Ontario: the Township of Adelaide Metcalfe, the Municipality of Southwest Middlesex; the Municipality of West Elgin; the Municipality of Middlesex Centre; the Municipality of Brooke- Alvinston; the Municipality of Dutton-Dunwich; Village of Newbury; Township of Enniskillen; Town of Petrolia, and Township of Warwick

AND per Section 2 – Background and Intent of this RFP:

“Through this RFP, it is the intent that Adelaide Metcalfe or Participating Municipalities can enter into negotiations that may produce an agreement with the successful proponent as recommended by the Evaluation Committee and where Participating Municipalities may endorse contracts with the successful Respondent of this RFP or related service or services the Participating Municipalities chooses, however, there is no obligation for the Township of Adelaide Metcalfe or any Participating Municipality to enter into any particular contract.

Participating Municipalities have until November 1, 2022 to initiate contract discussions with the potential successful proponent to formalize their own contract based on this RFP for Animal Control Services and the responses from proponents.”

AND per Section 6(a) – Evaluation Methodology – Evaluation Committee

“Proposals will first be examined by the Evaluation Committee which will be comprised of 2 members from Adelaide Metcalfe and 2 members from Participating Municipalities. These members will work through the method found in this section, to make a recommendation of the successful proposal and provide this recommendation to Adelaide Metcalfe for a decision.”

RESPONSE

This is a Cooperative Purchasing arrangement where Adelaide Metcalfe (the lead that issued the RFP) has received confirmation from the Participating Municipalities that they are interested in participating in this procurement process for Animal Control Services. No other Participating Municipality will be issuing this RFP as part of this procurement process.

Through this RFP process, the Evaluation Committee that will be comprised of two members from Adelaide Metcalfe and two members from Participating Municipalities, will use the Evaluation Criteria as outlined in the RFP to work through the method found in the Evaluation Methodology section, to make a recommendation of the successful proposal and provide this recommendation to Adelaide Metcalfe for a decision.

If Adelaide Metcalfe decides to endorse the recommendation of the Evaluation Committee, each Participating Municipality will have the opportunity to enter into contract negotiations with the successful proposal as decided by Adelaide Metcalfe.