

## CITY OF DUBOIS

### REQUEST FOR PROPOSALS (RFP) FOR CAT CONTROL

#### I. PURPOSE AND INTENT

Through this Request for Proposal (RFP), the City of DuBois, hereinafter the “City” seeks to consider a vendor for Feral Cat Population Control for the calendar years 2024 and 2025. This contract will be awarded through a fair and open process.

#### II. PROPOSAL SUBMISSION

An original copy, clearly marked as the “CAT CONTROL” proposal shall be submitted in a sealed envelope and addressed to: Christopher Nasuti, City of DuBois, P.O. Box 408, 16 West Scribner Avenue, DuBois, PA 15801. The proposal must be received no later than 4:00 p.m. on April 19, 2024. Faxed proposals will NOT be accepted. Any inquiry concerning this RFP should be directed to: Christopher Nasuti, at [chris.nasuti@duboisp.gov](mailto:chris.nasuti@duboisp.gov). All documents/information submitted in response to this solicitation shall be available to the general public. The City will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The City reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The City further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals.

#### III. GENERAL INFORMATION ON CITY OF DuBOIS

DuBois is a Third Class City, located in Clearfield County, Pennsylvania operating under the Home Rule Charter and Optional Plan (Council-Manager) form of government, with a five (5) member Board and a Manager. The City is approximately 3.26 square miles, has a 2020 Census population of 7,510.

#### IV. MANDATORY CONTENTS OF PROPOSAL

- 1.) Contact Information: Provide the name and address of the firm; the name, telephone number, and e-mail address of the individual responsible for operating the program.
- 2.) A fee proposal for the 2024 and 2025 calendar years.

3.) An executive summary of not more than two (2) pages, identifying and substantiating why the vendor is best qualified to provide the requested services.

5.) A description of the vendor's experience in performing services of the type described in this RFP.

V. SELECTION PROCESS

All proposals will be reviewed by the City Manager or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The City's evaluation will include but will not be limited to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

1.) The vendor's general approach to providing the services required under this RFP.

2.) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.

3.) Costs and fee schedules.

VI. SELECTION AND CONTRACT

The City will select the vendor deemed most advantageous to the City, with fees and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

# **Exhibit A**

## **City of DuBois**

### **Scope of Services for Cat Control**

Applicant vendors must establish that they can complete the following minimum tasks:

1. Identify areas of the city where there are an excess of stray cats and kittens.
2. Communicate with the residents identified areas to determine where the cats may be located.
3. Create a plan for the removal of the cats for the purpose of having them spayed or neutered to stop the rapid reproduction of more cats/kittens in the area.
4. Make the decision on placing the cat into a rescue or releasing them back to the neighborhood.
5. All cats trapped or rescued must be fixed, vaccinated, and parasite treated. Injured and/or ill cats must be treated appropriately as well.
6. All cats brought into rescue must be further vetted to be ready for adoption.