

# REQUEST FOR EXPRESSION OF INTEREST

## ANIMAL LICENCE TAGS 2024

### Terms of Reference

#### 1. Background

The City of Cranbrook is seeking interest from local pet supply companies to submit an expression of interest to supply animal licence tags for registered dogs and cats within Cranbrook.

#### 2. General Requirements

The successful service must provide the following required professional services related to supplying animal licence tags for the City of Cranbrook.

- a. The successful service provider will be responsible for the procurement and purchase of all required supplies and equipment.
- b. The successful service provider will be responsible for partnering with the City of Cranbrook in the provision and distribution of animal tags to residents that have registered their animal with the City of Cranbrook.
- c. The service provider will be responsible for stamping or impressing the tags on site, upon notice from the City. The animal licence tag will have "City of Cranbrook" and the licence number as issued by the City impressed or stamped on it.
- d. The licence will be valid for one calendar year (356 days) from the date of registration.
- e. The licence number will remain with the animal while registered with the City.
- f. There will be instances where a City issued animal licence tag may need to be replaced. The service provider will be responsible for supplying replacement tags in an amount that does not exceed the fees charged in City of Cranbrook Animal Control Bylaw No. 3845, 2016.

#### 3. Contractual Requirements

The company with the successful submission is expected to enter a fee-based services agreement for a three-year term with the City of Cranbrook based on the submission.

- a. The successful service provider will acknowledge that it is an employer as defined in the *Workers' Compensation Act*, and that it will, as a condition of this agreement, comply with the *Worker's Compensation Act* and the regulations thereto and that the City will not be responsible for any costs, fines or levies resulting from the Company's failure to comply with the Worker's Compensation Board of Regulations.

#### 4. Submission Requirements

Submissions shall include but are not limited to the following:

- a. Outline of proposed services including associated fees for completing the required services as outlined in the General Requirements.
- b. Company/Personnel profiles of any employees who will be assigned to manage the City contract.
- c. Proof of valid insurance where the insurance coverage shall be no less than \$2,000,000.00 per occurrence, and in aggregate for General Liability and \$2,000,000 per occurrence in the aggregate for products and completed operations with respect to Commercial General Liability and no less than \$2,000,000 per occurrence for Automobile Insurance.

## **5. Evaluation**

Expressions of Interest will be evaluated based on these criteria:

- a. Concise outline of proposed services.
- b. Fees for services.
- c. Company profile.

## **6. Selection of Successful Proponent**

Submissions must be delivered prior to 2:00 p.m. local time **October 13, 2023**. Any submissions received after that time will not be accepted. The City reserves the right to reject or accept any submission. The final decision on the award of this contract rests with City Staff.

## **7. Submission and Staff Representative**

Expressions of Interest are to be submitted at City Hall, 40 - 10 Avenue South or via email by **2:00 p.m. (local time), October 13, 2023**, addressed as follows:

- a. In person at City Hall:

**EXPRESSIONS OF INTEREST – ANIMAL LICENCE TAGS 2024**  
**Attention: P. Heywood, Manager of Building and Bylaw Services**  
**40 10 Avenue South**  
**Cranbrook, BC**  
**V1C 2M8**

- b. Via email:

**SUBJECT LINE – ANIMAL LICENCE TAGS 2024**  
[paul.heywood@cranbrook.ca](mailto:paul.heywood@cranbrook.ca)  
**(250) 489-0264**

## **8. Conditions of Expression of Interest Submissions**

- a. The submissions are for information only. A submission does not entitle or obligate the service provider to take on the professional services. The Expression of Interest is non-binding.
- b. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not.
- c. The service provider can withdraw the submission at any time on giving notice to the Manager of Building and Bylaw Services, [paul.heywood@cranbrook.ca](mailto:paul.heywood@cranbrook.ca).
- d. The City may withdraw the Expression of Interest at any time.
- e. The submission should provide all information asked for by the Expression of Interest. If the information provided is incomplete, the City may decline to consider the submission.
- f. Requests for further information. The service provider must provide such information at its own cost. If the service provider fails to respond in a reasonable time the City may decline to consider the submission further.
- g. If the service provider fails to complete the submission as described above by the closing date, the City may decline to consider the submission.
- h. The City will not meet or contribute to any costs associated with a submission. All costs are the responsibility of the company or service provider completing the submission.
- i. The company or service provider and/or their representative must not, without written permission of the City, make public any statement in relation to any Expression of Interest document.
- j. The City will not enter any correspondence or discussion with any company, service provider, or a representative related to any decision made by the City pertaining to the professional services.