

THE CORPORATION OF THE CITY OF ELLIOT LAKE

REQUEST FOR PROPOSAL RODENT CONTROL

CONTRACT NO. BD 2011-02

SEALED TENDERS, enclosed in an envelope clearly identified as tender for Rodent Control 2012 will be received by the undersigned until 2:00 p.m., local time, Friday, January 13, 2012.

Contract documents and specifications may be obtained from Mr. B. Ewald, Chief Building Official, 45 Hillside Drive North, Elliot Lake, Ontario, telephone (705) 848-2287, Ext. 2121.

Please note that all bidders are invited to attend the tender opening at the Municipal Offices immediately following the closing time.

The Corporation is not bound to accept the lowest or any tender and reserves the right to reject all tenders. The Corporation also reserves the right to evaluate the tenders in any manner it deems fit.

L. Sprague, Clerk
Municipal Offices
45 Hillside Drive North
ELLIOT LAKE, ONTARIO
P5A 1X5



CITY OF ELLIOT LAKE – REQUEST FOR PROPOSALS

**2012 RODENT CONTROL
BD 2011-02**

TABLE OF CONTENTS

- 1.0 Introduction**
- 2.0 Summary of Needs**
- 3.0 Proposal Content**
- 4.0 Evaluation Criteria**
- 5.0 Bidding Process**

1.0 Introduction

Through the Rodent Control Contract the City is seeking proposals for an ongoing program that will reduce the population of rodents. The request for proposal will seek a maintenance mode in services.

2.0 Summary of Needs

The City of Elliot Lake is seeking proposals from qualified firms to produce and deliver a comprehensive program that will address ongoing rodent control matters within the municipality to effectively deal with rodent populations at the landfill site, commercial areas and to address individual residential problems.

It is anticipated that a successful rodent control program would:

- Deliver aggressive services to the Landfill Site rodent control program to maintain a low rodent population.
- Identify and deliver minimum services necessary to maintain the remaining urban area of the City in a reasonably rodent free condition.
- Provide organized reporting records of the actual contract activities undertaken along with recommendations as applicable.
- Coordinate rodent control efforts with the City's Animal Control Officer.
- Provide assistance, where necessary in the preparation of technical information bulletins or press releases to the public.
- Include an annual renewal option beyond 2012 with the same terms, up to a 3 year total duration.

Conclusion

Our main purpose is to outline our objectives listed above and to have the vendors send a statement of work outlining what they will deliver for 2008, fixed price for delivery and timeframe for delivery.

3.0 Proposal Content

All proposals must follow the format outlined below and all of the requested information must be received by **2 p.m. (EST) Friday, January 13, 2012**. Proposals arriving after the deadline will be automatically disqualified from consideration. Responses to this Request for Proposal must be concise, accurate and presented in a professional manner and contain the following sections:

- 1) Cover Letter- Include the name, address, telephone number, email and signature of the person authorized to commit the agency to the terms specified in the proposal.
- 2) Summary of Qualifications – Provide a description of the agency’s capabilities, number of years in business and a brief description of the staff’s professional experience, along with an outline of responsibilities for this project. Demonstrate track record of delivering similar projects on schedule and within budget.
- 3) Description of the Proposed Work plan – Provide clear description of approach and methods used to meet the deliverables in the Scope of Work, staff who will be involved and timelines for completion. Demonstrate that the agency understands and can respond effectively to the needs of the City of Elliot Lake as outlined in the RFP.
- 4) References – Provide at least three client references (with current contact information) for which the agency has implemented similar projects. Municipalities are preferred but other agencies and organizations will be accepted provided the projects undertaken are of a similar scale and scope to the work envisioned herein.
- 5) Fee Structure – Respondents will provide a fee schedule for the entirety of the work and/or for any contemplated phasing thereof.

4.0 Evaluation Criteria

All proposals will be evaluated on the basis of the following criteria:

CRITERIA VALUE

Understanding (20%);

Demonstrate most appropriate methodologies and schedules to achieve deliverables.

Experience on Similar Projects and Past Performance (20%);

Demonstrated experience and ability to complete a project of this scope, related experience and successful completion similar projects, ability to meet deliverables and timelines, references of previous projects.

Complete, Comprehensive, Creative and Clear Proposal (20%);

Completeness (covers all areas outlined) and quality of proposal, creative/innovative (Solutions for City Elliot Lake vs. generic), comprehensive (covers all tasks/aspects in sufficient detail); clear, logical and easy to follow presentation and compliance with the requirements of the RFP.

Cost (30%);

Cost effectiveness within budget and with the best overall value.

Project Manager, Study Team & Disciplines (10%);

Leadership, management, communication and presentation skills and qualifications of project manager, qualifications/skills of multi-disciplinary team) appropriate skills sets devoted to tasks.

- - *Lowest bid does not conclude acceptance.* - -

5.0 Proposal Submission

Proposals shall be submitted in writing to the attention of the Chief Building Official for the City of Elliot Lake.

Four (4) copies of all proposals shall be submitted via courier or regular mail to the undersigned and must be received by **2 p.m. (EST) Friday, January 13, 2012.** Proposals arriving after the deadline will be automatically disqualified from consideration.

L. Sprague, Clerk
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City of Elliot Lake
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Elliot Lake, Ontario P5A 1X5

Questions or clarifications needed regarding this RFP can be submitted in **writing only via email** to bruce.ewald@city.elliottlake.on.ca by no later than **4:30 p.m. (EST) Wednesday, January 4, 2012**. Any questions or requests for information arriving after that time will not be answered. The City of Elliot Lake is not responsible for any lost emails or technical difficulties that may result in a question going unanswered. For that reason, it is highly recommended that questions or clarification requests be advanced as soon as possible.

A submission of a response to this Request for Proposal does not bind the City of Elliot Lake to engage the vendor to provide the requested service. The City of Elliot Lake reserves the right to reject any and all proposals, accept any proposal terms it deems to be in the best interest of the organization, waive any informalities in proposals submitted and waive any minor irregularities or discrepancies in proposal procedures.

The City of Elliot Lake reserves the right to retain a copy of all proposal material after selection has been made. The vendor is solely responsible for the costs it incurs in submitting a response to the Request for Proposal. Proposals received after the closing date will not be considered.

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