

REQUEST FOR QUOTATION

CONDUCTING THE 2009 DOG CENSUS FOR THE TOWNSHIP OF PITTSGROVE

**QUOTE OPENING:
11:00 A.M. PREVAILING TIME
THURSDAY, JULY 16, 2009, AT THE
OFFICE OF THE TOWNSHIP ADMINISTRATOR
PITTSGROVE TOWNSHIP MUNICIPAL BUILDING
989 CENTERTON ROAD, PITTSGROVE, NEW JERSEY**

**DEBORAH TURNER-FOX
TOWNSHIP ADMINISTRATOR**

NOTICE TO PROVIDERS

Quotations will be received by the Pittsgrove Township Administrator for Conducting the 2009 Dog Census for the Township of Pittsgrove until Thursday, July 16, 2009, at 11:00 A.M. prevailing time, at which time the quotes will be opened.

The quotations will be opened in the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, on the appropriate date and time as shown in this notice. The Township will not be responsible for the late delivery of quotations, regardless of the method of delivery. Quotations received after the designated date and time will not be considered.

Information on this Request for Quotation is on file in the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, and may be inspected during regular business hours. Potential respondents will be furnished with copies of the same upon request.

Quotations must be submitted on Official Quotation Sheets provided in the manner designated. Return all pages of this Request for Quotation as they will be the contract documents between the Township of Pittsgrove and the successful vendor (contractor).

Quotes are to be delivered to:

Office of the Township Administrator
Pittsgrove Township Municipal Building
989 Centerton Road
Pittsgrove, New Jersey, 08318

Quotes will not be accepted by fax or e-mail.

Indicate on the envelope for mailed quotations the subject of the quotation.

The Pittsgrove Township Administrator reserves the right to reject any and all quotations when it is deemed in the best interest of the Township.

Any questions regarding this Request for Quotation prior to the opening may be addressed to the Office of the Township Administrator, Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-2300, extension 29.

By order of the Pittsgrove Township Committee

Deborah Turner-Fox
Township Administrator

CONDUCTING THE 2009 DOG CENSUS FOR THE TOWNSHIP OF PITTSGROVE

1.0 INTENT

The intent and purpose of this specification is to adequately describe the requirements for Conducting the 2009 Dog Census for the Township of Pittsgrove, and to list all requirements necessary for entering into a contract for providing the services described herein or as mutually agreed upon.

1.1 SUBMISSION OF MANDATORY FORMS

All pages of this packet, including the necessary forms to be signed, must be returned with the quote. Failure to return all pages of this packet may be cause for rejection of your quotation.

1.2 AWARD OF CONTRACT/TERMS OF THE AGREEMENT

If terms and funding is satisfactory, the contract shall be awarded by resolution of the Pittsgrove Township Committee at the July 28, 2009, Township Committee Meeting. All required documentation as specified herein must be submitted to the Township Administrator, and the census must commence, before August 1, 2009. The census must be completed with all required documentation and forms submitted to the Township Administrator prior to October 1, 2009. If the contractor has not completed the census prior to October 1, 2009, as specified and defined herein, then a deduction of \$25.00 (Twenty Five Dollars) per day will be assessed for each day that extends beyond the October 1, 2009, completion date allowed for this project. The deduction for non-performance, if any, shall be deducted from the original quotation contract amount submitted by the respondent.

Upon completion of one half (1/2) of the contract, when satisfactorily demonstrated to the Township Administrator, the contractor shall be paid one half (1/2) of the quotation contract amount as specified in their quotation submission. Upon successful completion of the entire contract, the contractor shall be paid the balance of the quotation contract amount.

1.3 CANCELLATION FOR UNSATISFACTORY PERFORMANCE

Vendor's are hereby notified that any contract awarded as a result of this request for quotation may be voided without recourse, with ten (10) calendar days written notification, by certified mail, if services provided under this contract are not complete and satisfactorily performed. The Pittsgrove Township Administrator and Township Clerk shall be the sole judges as to what constitutes incomplete and/or unsatisfactory performance.

1.4 VENDOR INQUIRIES

All inquiries from vendors with respect to this request for quotation shall be directed to the Pittsgrove Township Administrator, Pittsgrove Township Municipal Building, 989 Centeron Road, Pittsgrove, New Jersey, 08318; telephone (856) 358-2300, extension 29.

1.5 DOCUMENTATION REQUIRED FOR THIS QUOTATION

The successful vendor shall not commence any work in connection with the awarded contract until all of the following documents have been obtained, submitted to the Township Administrator and have been approved by the Solicitor for the Township of Pittsgrove. Automobile insurance policies shall be

obtained from an insurance company authorized to conduct business in the State of New Jersey and one that maintains an office in the State of New Jersey.

The Township of Pittsgrove shall be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible shall be the sole responsibility of the vendor providing such insurance.

AUTOMOBILE LIABILITY INSURANCE shall be required of the successful vendor, with a limit of not less than \$250,000.00 single limit bodily injury and/or property damage combined for damages arising out of bodily injuries to, or death of all persons in any one occurrence and for damages to, or destruction of property, including the loss of use thereof in any one occurrence covering owned, non-owned, or hired vehicles.

MEDICAL/HEALTH INSURANCE COVERAGE shall be required of the successful vendor and all persons working with the vendor while performing the requirements of this contract. The successful vendor shall provide proof of such coverage.

VEHICLE REGISTRATION(S) AND MOTOR VEHICLE OPERATOR LICENSE(S) shall be provided for all vehicles and persons working with the vendor while performing the requirements of this contract.

INDEMNITY AND HOLD HARMLESS AGREEMENT included herein, shall be executed (and properly notarized) by the successful vendor.

1.6 BUSINESS REGISTRATION (Required for all Quotations)

All New Jersey and out of state business organizations must obtain a Business Registration Certificate from the New Jersey Department of the Treasury, Division of Revenue, prior to conducting business in the State of New Jersey. Respondents shall submit with their quotation proof of their valid Business Registration with the Division of Revenue, Department of the Treasury, State of New Jersey, and, if applicable, proof of the valid registration of each prime contractor. Questions regarding Business Registration may be directed to the Division of Revenue at (609) 292-1730. Online filing is available at www.state.nj.us/treasury/revenue/taxreg.htm. (See attached sample)

1.7 TIE QUOTATIONS

The Township of Pittsgrove reserves the right to award at their discretion to any one of the tie quotations.

TECHNICAL SPECIFICATIONS

2.0 SCOPE AND DESCRIPTION OF SERVICES

The Township is interested in entering into a contract with a qualified vendor who is able to conduct the 2009 Dog Census for the Township of Pittsgrove, within the jurisdiction of the Township, as detailed and described herein.

The contractor shall be required to conduct a door-to-door canvass of all dwellings located in Pittsgrove Township in order to determine the dog population of the Township, as detailed and described herein and in accordance with all regulations established by the State of New Jersey and the Code of the Township of Pittsgrove for performing such services.

The Township reserves the right to award the contract for the performance of these services in the manner which is most advantageous to the Township.

Once awarded, this contract shall be managed and enforced by the Pittsgrove Township Administrator. The Township Clerk will cooperate and participate in the process relative to license verification. All inquiries, invoices and all paperwork submitted for payment shall be directed to the Pittsgrove Township Administrator Pittsgrove Township Municipal Building, 989 Centerton Road, Pittsgrove, New Jersey, 08318 or at (856) 358-2300 x 29.

Respondents shall provide on the Official Quotation Form their total, all inclusive price that they shall charge the Township to conduct the 2009 Dog Census for the Township as detailed and described herein.

Services to be provided by the contractor within the jurisdiction of Pittsgrove Township shall include but not be limited to the following:

- A. The contractor shall conduct a door-to-door canvas of all dwellings within the Township of Pittsgrove in order to determine the dog population of the Township in accordance with all regulations established by the State of New Jersey and the Code of the Township of Pittsgrove for performing such services. The 2009 Dog Census is conducted independent of 2009 Dog Licenses issued by the Township Clerk. The Township Clerk will provide the contractor with a Pittsgrove Township Road Map and Property Index to reference during conduction of the census. The contractor may be required to disperse information relative to pertinent chapters of the Code of the Township of Pittsgrove. The contractor shall issue 7-Day Warnings to any resident found to be in violation of dog licensing requirements. This may occur on the spot or by mail after presenting alleged failure to license information to the Township Clerk on a weekly basis during the census period for verification that no 2009 Dog License(s) have been issued to the resident. Residents are given seven (7) days to obtain the required license(s). Upon expiration of the seven days, the Township Clerk advises the contractor of any licenses which remain outstanding as a result of the warning being issued. Copies of all warnings shall be presented to the Township Clerk on a weekly basis.

- C. The contractor shall issue summonses to all dog owners who fail to license dogs in accordance with Township regulations. The Pittsgrove Township Court shall serve, by regular mail, those summonses issued by the contractor. The contractor shall make, when necessary, court appearances to present evidence on behalf of the Township concerning violations of Township animal regulations. Upon request, the Township Clerk will verify proof of 2009 licensure to the Pittsgrove Township Court.

- D. The contractor shall commence the census by August 1, 2009, and shall complete the census by October 1, 2009. The contractor shall provide a copy of the completed census plus all other required documentation to the Township Administrator no later than October 1, 2009.

2.1 PAYMENT

The contractor shall be required to sign the standard Pittsgrove Township contract which is on file in the Office of the Township Administrator. A purchase order will be issued from the Township of Pittsgrove for these services. With each purchase order a voucher will be submitted for a Claimant Signature. The

vendor will sign the voucher and return it, along with their invoice, to the Pittsgrove Township Administrator. Promptness in submitting vouchers is of advantage to the vendor.

OFFICIAL QUOTATION SHEET

The Respondent agrees to Conduct the 2009 Dog Census for the Township of Pittsgrove for the price submitted below and in accordance with the "General and Technical Specifications" as detailed and described herein.

My total, all inclusive, cost to provide the services detailed and described herein shall be:
\$ _____.

QUOTE SUBMITTED FOR:

COMPANY: _____

ADDRESS: _____

BID
BY: _____

(PLEASE PRINT OR TYPE NAME)

TITLE: _____

DATE: _____

TELEPHONE: _____

FAX: _____

TAXPAYER IDENTIFICATION NUMBER: _____

Do you have any exceptions to the specifications? Yes _____ No _____.
If yes, the respondent shall list all exceptions on a separate sheet and attach to the front of this Quotation Document.

QUESTIONNAIRE

Please answer the following questions.

List two (2) public agencies presently or previously contracted to whom you provide or have provided the services as herein specified. Include a contact name and telephone number.

1. _____

2. _____

How many years have you been providing this service? _____

Have you ever failed to complete any contract with regard to any of the services herein described? Yes____ No____. If yes, provide details here: _____

Name and telephone numbers of personnel who can be contacted if problems or emergencies arise: _____

Name and telephone number of an individual who can be contacted at all times if service information is requested: _____

VENDOR INFORMATION SHEET

In order to assure that all future correspondence is directed to the correct address, assure proper ordering, and to expedite future payments, the following information must be provided with this Request for Quotation:

Name of Business: _____

Correspondence Address, including zip code:

Purchase Order Address, including zip code:

Payment Address, including zip code:

Telephone Number: _____

Facsimile Number: _____

Cellular Number: _____

Pager Number: _____