



REQUEST FOR EXPRESSIONS OF INTEREST

FOR

MERRITT DOG SHELTER SERVICES

RFEI #: 2023-063

ISSUED ON: JANUARY 30, 2023

CLOSING DATE AND TIME: FEBRUARY 24, 2023 AT 5:00PM LOCAL TIME

1. Request for Expressions of Interest

The City of Merritt, hereafter referred to as the “City”, is requesting Expressions of Interest (EOI) from interested parties for the provision of dog shelter services as described further in section 2. This EOI is intended to determine whether or not there is sufficient market interest to proceed to a competitive bidding process. In the event there is sufficient interest in this requirement, the City may, but is not obligated to, initiate a competitive bidding opportunity or may enter into direct negotiations with any single respondent.

2. Required Merritt Dog Shelter Services

2.1. Background:

The City of Merritt’s Bylaw Services Department regularly needs to provide temporary shelter and care for dogs that may be brought-in by City Bylaw Services or the RCMP for various reasons. City Bylaw Services currently provide shelter for these dogs at an existing shelter building located at the City’s Public Works Yard, Coldwater Avenue, Merritt. Dogs are typically held at the shelter for a few days, before being transported to Princeton, BC.

Due to planned works to construct a dike as part of the City’s flood recovery infrastructure improvements, the City may need to demolish the current shelter building at the City’s Public Works Yard. The City is therefore exploring options for a new service and/or location to provide temporary shelter for dogs in the care of the City.

2.2. Required Merritt Dog Shelter Services:

Through this EOI, the City seeks Expressions of Interest from private organizations, societies, or non-profit organizations who may be interested in providing temporary shelter services to replace the shelter currently provided by the City.

The shelter services provided should ideally include the following:

- A shelter location within the vicinity of the City of Merritt, BC.
- Able to provide temporary/short-term shelter and care for dogs on behalf of the City Bylaw Department.
- While shelter for each dog would be short-term, the services must be provided to the City under a long-term arrangement.
- Care for all dogs in shelter should be provided in-keeping with the Canadian Standards of Care in Animal Shelters and Supporting ASV Guidelines.
- Shelter must be able to accommodate a maximum of 4 to 6 dogs at any one-time. It should be noted that normal volume for this service is one dog per month.
- Services provided may or may not include transportation of dogs to Princeton.
- Shelter facility should be secure and ideally include approximately an acre of land, suitable for dogs to exercise.

3. Submissions to this RFEI:

Interested parties are invited to respond to this EOI by submitting a letter to the City that includes a brief statement of the nature of their interest in the City's requirements.

Responses should also the following information:

- Name and brief description of the respondent organization.
- Details of the shelter / facility proposed, including location
- Details on whether the proposed facility is currently ready to accept dogs for this service, or would be planned following construction or modifications to an existing facility.
- Details on experience of the respondent organization in providing dog shelter services, in accordance with the standards described.
- Provide details of any staff and relevant training.

Respondents to this EOI should note that there will be no evaluation, ranking, or selection of vendors as a result of this EOI; and this EOI will not be used to pre-qualify or screen vendors for a subsequent competitive bidding process, if any.

If subsequent competitive bidding opportunities are issued for the services described, the City will endeavour to notify any respondent to this EOI. Respondents should also monitor the BC Bid website (www.bcbid.ca) for such opportunities, which will be open to all potential service providers, whether or not a response to this EOI was submitted.

4. Submissions Instructions:

Respondents to this EOI should note the following instructions and terms for submitting a response:

a. Questions Regarding this EOI:

Any question a Respondent has related to this EOI process should be submitted to: Rick Green, Director of Public Works & Engineering Services by email at: rick.green@merritt.ca

b. Submission of Response:

Responses to this EOI should be submitted in accordance with the following:

- **Electronic Submissions Only:** Responses should be submitted electronically via email to: Rick Green, Director of Public Works & Engineering Services at the City of Merritt, by email at: rick.green@merritt.ca
- **EOI Closing Date and Time:** Electronic Responses must be submitted, in accordance with the submission requirements detailed herein, no later than the EOI Closing Date and Time stated on page 1 of this EOI.
- **Format:** Responses may be in any format, but should include the information requested in section 3 at a minimum.

c. Not a Solicitation for Proposal or Pricing, No Contract A, and No Claims:

This EOI process is not intended to create, and no contractual obligations whatsoever (including what is commonly referred to as 'Contract A') shall arise, between the City and any Respondent upon the submission of a Response to this EOI. For extra clarity, this EOI is not a solicitation to submit proposals or offers for goods or services. No pricing offers or quotes shall be submitted in a Response to this EOI.

5. Next Steps:

Following the Closing Time of this EOI, the City will take some time to analyze responses and decide on the next steps regarding the dog shelter services. The City shall endeavour to notify all Respondents on the next steps in the process at the earliest opportunity.