# CITY OF
# JOPLIN, MISSOURI

BID PACKAGE

#2025-RFP-07

for

## ANIMAL CONTROL CARRIER

Joplin Health Department
321 East 4th Street
Joplin, MO 64801
(417) 623-6122
(417) 624-6453 (FAX)

# NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 10:00 A.M., Thursday, February 13, 2025, at the Joplin Health Department located at 321 E. 4th Street, Joplin, Missouri, 64801 to PURCHASE the following:

## Animal Control Carrier

Specifications and bid forms are available from Ryan Talken, Public Health Director, by calling 417-623-6122 or by writing to the address indicated above. Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Haase, CPA
Finance Director

***Publication Date: Tuesday, January 14, 2025***

# INSTRUCTIONS TO BIDDERS

The City of Joplin, Missouri proposes to **PURCHASE** the following:

## Animal Control Carrier Unit

All bids shall have firm-fixed F.O.B. Joplin; Missouri price and shall be honored for a minimum of ninety (90) days following the bid opening.

All bids shall be exclusive of Federal, State, and City taxes.

It is the intent of the specifications included with this bid document to generally describe the item(s) desired in sufficient detail as to secure bids on comparable items.

Specification variances, and additional information should be attached to the bid form. All blanks on the attached bid specifications shall be filled in completely and accurately. Any bid not meeting this requirement may be considered non-responsive.

Any protest or grievance must be issued in writing and delivered to the office of the Director of Finance within ten (10) days following the bid opening. Any protest filed after this time period has elapsed will not be considered.

The City encourages selection of products manufactured, assembled and/or produced in the United States, as long as the quality and price are comparable with other items bid.

Businesses which are located within the city limits of Joplin may begiven preference in the awarding of a bid, providing the bid from the local business does not exceed the lowest bid by more than 3%.

The City may give preference to vendors handling products that contain post-consumer recovered materials, providing the bid does not exceed the lowest bid by more than 5% or $2,500, whichever is less.

Once the bids are reviewed and evaluated, the successful vendor will be notified, in writing, and will receive an authorized City of Joplin purchase order. Verbal acknowledgments will not be considered as official notification and will not obligate the City in any way. Delivery or performance should not be completed without the receipt of an authorized purchase order.

Minimum information to be submitted with each bid shall consist of the following:

1. Bid Response Form (2 pages)

***MARK BID ENVELOPES: "BID #2025-RFP-07; Animal Control Carrier 10:00 A.M., Thursday, February 13, 2025"***

Questions concerning the specifications and bidding procedures should be directed to Ryan Talken, Joplin Health Department at 321 E. 4th St, Joplin, MO, 64801 or by phoning 417-623-6122.

# JOPLIN CITY HEALTH DEPARTMENT
## BID SPECIFICATIONS FOR
## Animal Control Carrier

## GENERAL

As a part of these specifications, the supplier shall deliver to the City of Joplin one (1) Animal Transport Unit.

The equipment to be furnished under these specifications shall be the manufacturer's current year and model, shall comply with the manufacturer's standard specifications for the model being bid, and shall comply with the specifications listed below.

The unit shall be a current model, new and unused, under standard production by the manufacturer, and of which parts are stocked at one or more locations. All parts utilized on the unit shall be new and unused. A users list (references) with telephone numbers shall be included with bid.

The bidder agrees, if their proposal is accepted, to guarantee the design, material, and workmanship of the unit bid according to the standard factory warranty, or for one year from date of acceptance, whichever is greater. A copy of the warranty shall accompany the bid. Warranty coverage shall include costs of transporting the unit to and from dealer's shop.

Complete specifications and literature on the unit bid shall accompany the bid. Any exceptions to these specifications shall be indicated on the bid or on a separate attachment to the bid, labeled as such.

Any "or equal" or "equivalent" items for brand specified components shall be listed with the bid package. Complete description and literature on the "or equal" components shall be supplied for consideration by Joplin City Health Department. The burden of proof regarding "or equal" items will be upon the vendor.

### PRINTED MANUALS

One operator's manual shall be supplied with each unit. A set of manuals shall be delivered with the Animal Transport Unit. Sets shall consist of the following: safety manual, shop manual, parts manual, wiring diagram, and operator's manual. The manuals shall fully and clearly cover all components of the unit, including motors, drive systems, safety features, and attachments. Failure to provide manuals may result in retention of 5% of total bid amount.

### EVALUATION CRITERIA

Manufacturers must meet the mandatory elements listed below to have their proposals accepted. Manufactures that do not meet the mandatory elements listed below will be eliminated from further consideration.

## Mandatory Elements

1. The unit must mount to a 2024 Ram 2500 4x4 Single Cab Long Bed 144.5″ Wheelbase.
2. Unit must have at least 6 animal compartments.
3. Delivery to Joplin Missouri included in bid price.

Animal Control Carrier proposals that meet the above mandatory elements will be evaluated and scored.

## Scoring

Scoring will be based on the following:

1. **Price**: (Maximum Points = 50)
   - The objective of the bid is to purchase the best and lowest price carrier meeting the specifications.
   - The sum total of the prices submitted on the base bid document will be used to determine the score.
2. **Warranty / Service**: (Maximum Points = 10)
   - The minimum stated warranty must be in included; points will be awarded for warranty service beyond the minimum specifications.
3. **Design and Features**: (Maximum Points = 30)
   - Additional desirable features included in carrier that may be in addition to base bid specifications.
   - Conformity to base bid specifications
4. **References: (**Maximum Points = 10) Will be based on references submitted as part of RFP but can include clients not submitted.

## FINAL SELECTION

It is anticipated that the awardee will be selected by February 13, 2025. Following notification, it is expected a contract will be executed between both parties during February of 2025.

## RIGHT TO REJECT PROPOSALS

Submission of a proposal indicates acceptance by the manufacturer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the manufacturer selected.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

## BID SPECIFICATIONS

Each bidder shall complete the "RESPONSE LINE" with "COMPLY" or "NON-COMPLY". All deviations must be fully explained on additional sheets of paper and made part of this bid. Please label each response with the appropriate section and line number.

**The Animal Transport Unit will be delivered completely assembled, serviced, and ready to operate and install, to the Joplin Public Works Center, 1301 West 2nd Street, Joplin, Missouri**.

Any specification contained in this bid package can be substituted with approved equals. The City of Joplin has final approval in this matter.

# BID RESPONSE FORM

Please return this page (Page 1 of 2)

## BID #2025-RFP-07, Animal Carrier

### FY2025 Animal Carrier Bid

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| Base Bid Specifications | Comply Y / N |
|---|---|
| Animal Carrier shall include a Hardware Kit for installation on a 2024 Ram 2500 4x4 Standard Cab, 8′ Box with a 140.5 inch wheelbase | |
| Installation Kit Shall Include Front and Rear Mounting Hardware and electronic connectors compatible for 2024 Ram 2500 truck. | |
| Fuel Filler Kit | |
| Carrier shall have 6 (six) animal control departments providing complete animal separation. At least on compartment includes a pass-through unit (side to side) with a divider door, with unit capable of transporting a large dog trap with measurements 27″ H X 20″ W X 60″ L. | |
| One storage compartment for animal control tools such as catch poles separate from the 6 animal compartments | |
| Secondary (safety) doors on all 6 animal compartments | |
| Internal LED lighting on all 6 animal compartments | |
| High-capacity exhaust fan to supply fresh air to each animal compartment. Specify CFM. | |
| Each animal compartment shall be equipped with a clean out drain hole | |
| Animal Compartments shall be constructed to be easily cleanable such as having rounded corners and no sharp edges or cracks which would allow dirt accumulation | |
| Each animal compartment shall be equipped with easily cleanable (ie pvc, rubber) removable floor mats or floor grates | |
| Each animal compartment door shall be equipped with fresh air vents | |
| DOT approved combination tail / brake / turn signals, back up lights | |
| All electrical wiring will exit the front of the carrier in a harness, with a minimum of 6 feet of excess wiring provided for connection to chassis system | |
| Carrier shall comply with all State and Federal Regulations | |
| Carier to install on cab / chassis with existing manufacturers bumper (No Carrier Bumper Needed) | |
| Unit may be fiberglass of metal construction. If metal skin must be stainless steel. | |
| Minimum 1 Year Parts and Labor Warranty | |
| No exposed wood in construction | |
| The Animal Carrier will be delivered completely assembled and ready to install to the Joplin Public Works Center located at 1301 West 2nd Street, Joplin Missouri 64801 | |
| Led Scene Lights located on Left Side, Right Side, Rear of carrier | |
| Hoist system electric operated, animal box with box minimum dimensions of 23.5″ W x 24 ‟ W x 42″ L. Box shall be capable of being loaded from ground level and have latching doors. | |
| Stainless steel or corrosion resistant hardware such as screws, bolts, hinges | |

# BID RESPONSE FORM

Please return this page (Page 2 of 2)

## BID #2025-RFP-07, Animal Carrier

**Total BASE Bid Cost $: _____**

| | |
|---|---|
| Company Name | |
| Mailing Address | |
| City, State, Zip | |
| Signature | |
| Printed Name | |
| Telephone | |
| E-mail | |

MBE _____ WBE _____

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