



**REQUEST FOR PROPOSALS**

**FOR**

**CITY OF HIBBING ANIMAL SHELTERING SERVICES**

Release Date: June 16, 2025

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## 1. REQUEST FOR PROPOSAL NOTICE

A. **The City of Hibbing is seeking proposals from qualified applicants to provide Animal Sheltering Services.**

B. **Questions** concerning the RFP shall be emailed to the below listed name  
City of Hibbing  
Attn: City Clerk Candie Seppala  
[CandieSeppala@hibbingmn.gov](mailto:CandieSeppala@hibbingmn.gov)

### C. Proposed Timeline

- |  |                |
|--|----------------|
| a. Request for Proposals released:       | June 16, 2026  |
| b. Deadline for Submission:              | July 15, 2025  |
| c. Council Recommendation (tentative):   | August 6, 2025 |
| d. Plan Effective Upon Contract Approval |                |

### D. Submission Requirements

Qualified applicants shall submit their proposals using one of the following two methods; 1) emailed PDF format, or 2) in writing with one original copy, by 4:00 p.m., Tuesday, July 15, 2025

Email submissions shall be sent to: [CandieSeppala@hibbingmn.gov](mailto:CandieSeppala@hibbingmn.gov)

Mailed or delivered submissions shall be sent to:

City of Hibbing  
Attn. - City Clerk Candie Seppala  
401 East 21<sup>st</sup> Street  
Hibbing, MN 550746

## 2. REQUIRED CONTENTS OF PROPOSAL

**A. Firm History/Qualifications:**

1. Brief history of your business.
2. Municipal experience.
3. Detail of any additional services that can be offered to the City

**B. References:**

1. List of cities you currently or formerly represent and for what type of service. Provide the contact names and telephone numbers.

**C. Conflict of Interest:**

1. Disclose any conflicts or perceived conflicts of interest.

**D. Proposed Fee for Services:**

1. The proposal should contain the proposed itemized fee for services and all charges relating to pickup of animals, impoundment, kenneling/keeping of animals and recovery. Fees are to be maintained at the proposed level unless approval is given by the City Council for a change in the fee structure or level.

**E. Copies of the following items:**

1. Insurance coverage and proof of coverage
2. Business License if applicable
3. Copy of Minnesota Board of Animal Health Licenses

## 3. CONDITIONS AND STIPULATIONS

You are invited to submit your Proposal for Animal Sheltering Services.

Unless a specific note is made to the contrary in your Proposal or a subsequent contract, we will assume that your Proposal conforms to the City's Specifications and an award to you will bind you to comply fully with all of the following Conditions, Stipulations, and Specifications.

### **General Conditions and Stipulations**

The City reserves the right to accept or reject any or all proposals and to waive formalities and select the contractor that best meet the needs of the city and its employees. The City's objective is to select a contractor who will provide the best possible service at the best possible cost while meeting the Request for Proposal specifications. The City is not obligated to award the contract based on cost alone.

The term of the contract offer will be determined by the City Council upon evaluation of the experience qualifications of the approved proposer.

## **4. SCOPE AND RESPONSIBILITIES**

The City of Hibbing desires the successful contractor to meet, at a minimum, the following conditions:

- Upon direction from the Hibbing Police Department or the City Administrator's office, take all reasonable and necessary steps to take into custody any dog or cat determined to be in violation of any City Ordinance or Minnesota State Statute.
- Provide a vehicle suitable for animal transport, i.e., a truck or van.
- Provide proper identification of the vehicle operated by the Contractor and or by other means of identification by uniform or lanyard with a prominent badge.
- Agrees and warrants that all animals impounded shall be kept in a comfortable and humane manner for the period required by City Ordinance or state statute as appropriate and be a licensed kennel with the Minnesota Board of Animal Health.
- The Contractor shall provide a certificate of insurance showing evidence of workers' compensation coverage for the provider's employees or provide evidence of qualification as a self-insurer of workers' compensation. The Contractor shall provide liability insurance on their vehicle(s) and shall provide their own vehicle(s) for purposes of supplying the services provided under the terms of this contract.
- The Contractor shall maintain commercial general liability (CGL) insurance, and if necessary commercial umbrella insurance, with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, the general aggregate limit shall be not less than \$2,000,000 and the aggregate limit shall apply on a per-project basis. The CGL insurance shall cover liability arising from premises,

operations, independent contractors, personal injury, and contractually assumed liability. The City of Hibbing shall be named as an additional insured under the CGL insurance.

- A certificate of insurance acceptable to the City shall be filed with the City prior to commencement of the contract. The certificate and the required insurance policies shall contain a provision that the coverages afforded will not be canceled or allowed to expire unless at least 30 days prior written notice has been given to the City.
- Provide monthly reports to the City which indicates:
  - the name or other designation of each animal impounded,
  - the data of impound,
  - the date that the animal was claimed by the animal owner,
  - the date the animal was relinquished to an outside party (for unclaimed/surrendered animals),
  - the name of the organization which accepted the animal,
  - the license/tag number, including issuing City Dog Licenses,
  - Microchipping; and
  - any other pertinent information regarding the impoundment.
- The Contractor understands that all data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing these functions and under this Contract is subject to the requirements of the Minnesota Board of Animal Health and Minnesota Data Practices Act.
- Assume all liability for all harmed animals due to its negligence, or that of its employees, in not properly caring for same and agrees to defend all lawsuits arising therefrom. The Contractor agrees to defend and indemnify and hold the City harmless, including its officers, employees or agents, from any and all claims, suits, losses, damages or expenses on account of bodily injury, sickness, disease or death and of property damage including injury to animals as a result of, or alleged to be as a result of, the Contractor's animal control operation.
- The Contractor is not an employee of the City, but is an independent contractor solely responsible for its own payment of federal, state, and social security withholding taxes. Further, the Contractor provides its own equipment with the exception for some equipment that may be made available for its use by the City in its discretion. The Contractor at no time shall hold itself out as an employee of the City, but will always identify itself as an independent contractor. No tenure or any rights or benefits, including Workers' Compensation, Unemployment

Insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to City employees, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.

- Provide and maintain a website or other approved social media outlet that at a minimum will provide:
  - Hours of operation;
  - Prominent identification on the website as the \_\_\_\_\_ for the City of Hibbing;
  - Fee Schedules;
  - Policy for seized animal pickup;
  - Place(s) of posting of lost dogs.
- Impoundment, boarding and related charges covering all billable items shall be presented as part of the proposal, and include at a minimum;
  - Methods of accepted payment;
  - Description of the calculations of daily boarding fee;
  - Overtime or off hours charges for animal recovery or pickup;
  - Hours of operation.

The City of Hibbing may require additional information from responders to this proposal after submission of the RFP. In the event that other material is required, the City will send an identical addendum to all applicants requesting questions and applying the same timeline to all for replies.

## **5. PROPOSAL EVALUATION**

### **A. Criteria**

The City will evaluate proposals based on the needs of the City. The following criteria will be used in evaluating each of the responses:

1. Compliance with specifications.
2. Experience and Qualifications
3. Cost of Service

### **B. Review of Proposals**

City staff will evaluate the proposals based upon the factors listed above and make a recommendation to the City Council.

The successful candidate will be required to enter into a contract with the City of Hibbing for a period of time agreed upon by the Contractor and City and will contain termination provisions.

The City of Hibbing reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

The City will choose the proposal(s) that best fits its needs. The City is not obligated to award the contract based on cost alone.

The City will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any proposal.