

CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING

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SEP 24 2014
CITY OF VINELAND
PURCHASING DEPT.

1. NATURE OF REQUEST: 2015 Canvass for Unlicensed Dogs & Cats

2. ENGINEER'S ESTIMATE: \$ 6.00 per summons
(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)

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CITY OF VINELAND
BUSINESS ADMIN.

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ 25,000

4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)

YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. NA/Trust Acts. Account No. 009-0-00-00-0000-2-5011009 overtime
009-0-00-00-0000-2-5614000 other expenses

5. Check here if:

Federal Funds State Funds
UEZ Funds Davis Bacon Requirements

(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date to be Advertised: 10/14/2014

7. Date to be Received: 11/13/2014

8. Date to be Awarded: 11/25/2014*

9. Special Conditions or Instructions: _____

* requesting approval on 11/25/14 to ensure that funds are encumbered by 12/31/2014

10. The following must be attached:

Summary of Project
Specifications
Plans (if applicable)
Bidders Mailing List (with emails of the vendor)

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PURCHASING DEPT.

11. Specifications Prepared by: Richard Tonetta, Solicitor, Ext. 4600
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: *Robert M. Dickson*
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration

Project Summary/Specifications for 2015 Canvass for Unlicensed Dogs and Cats

Purpose: The American Veterinary Medical Association has developed formula to estimate that dog and cat population of a given jurisdiction. Computer calculations using these formulas indicate that the number of owned dogs in Vineland is 13,689 and the number of owned cats is 14,954 (see attached). St. Hubert's Animal Welfare Center has also developed formulas to estimate owned dog and cat populations in all New Jersey jurisdictions. They estimated that there are owned 9,493 dogs in Vineland and 10,264 owned cats (see attached). In 2013 there were 3,402 dogs and 1,036 cats licensed in the City of Vineland (see attached dog/cat license history). The City of Vineland is seeking a licensed security officer company to provide services of pet canvassing to identify these unlicensed dogs and cats. Uniformed security officers will perform a door to door canvass establishing the presence of licensed and unlicensed pets. Security officers will issue summonses for each unlicensed dog or cat of licensing age identified during the canvass.

Definitions:

Security Officer: An individual possessing a registered security officer identification card issued by the Superintendent of the New Jersey State Police having been vetted to possess this privilege. Said Security Officer shall be uniformed at all times serving in this capacity for the City of Vineland.

Security Officer Company: Any body, board, person, firm, corporation, partnership, proprietorship, joint venture, fund, authority or similar entity that is organized for the purpose of or primarily engages in the business of furnishing for a fee, hire, reward or compensation one or more security officers in compliance with NJSA 45:19A-1 et seq.

Vendor Qualifications:

In addition to meeting the standards to qualify for any Contract with the City of Vineland as described elsewhere in this bid package, the vendor is required to be a licensed Security Officer Company complying with NJSA 45:19A, et seq. Employees supplied by the vendor will be uniformed at all times while performing duties under this Contract. Said uniform will be of professional appearance. Employees performing the canvass duty under this Contract shall be Security Officers as herein defined.

Scope of Services:

The successful applicant shall conduct a door-to-door canvas to be made of all dogs and cats owned, kept or harbored within the limits of the City of Vineland and shall report on or before September 1, 2015, of the year in which the census is taken to the Director of Licenses & Inspections, the Vineland Board of Health and to the State Department of Health the result thereof setting forth in separate columns the names and addresses of persons owning, keeping or

by each of said persons, together with a complete description of each said unlicensed dog or cat including sex, hair length, name, breed and/or color or markings.

The applicant shall speak to the residents of the household and observe if there are signs or evidence of a dog or cat being harbored there. The applicant is expected to perform the canvas from April 1st through September 1st during hours residents are most likely to be home which shall be between the hours of 4:00 p.m. and 8:00 p.m., Monday through Friday, 10:00 a.m. to 8:00 p.m. on Saturday and 12:00 p.m. to 8:00 p.m. on Sunday. If the resident is not home, the applicant will be required to leave a flier, to be provided by the City, at each said household.

The City shall be divided into six (6) separate areas as follows:

- Area 1: All of those residents located North West of the intersections of Landis Avenue and Boulevard.
- Area 2: All of those residents located South West of the intersection of Landis Avenue and Boulevard.
- Area 3: All of those residents located between the Boulevard to the West and Main Road to the East and North of Landis Avenue.
- Area 4: All of those residents located between the Boulevard to the West and Main Road to the East and South of Landis Avenue.
- Area 5: All of those residents located South East of the intersection of Landis Avenue and Main Road.
- Area 6: All of those residents located North East of the intersection of Landis Avenue and Main Road.

The applicant and all employees taking part in the door-to-door canvassing shall first have completed a background check performed by Safran MorphoTrak which shall be reviewed and approved by the Chief of Police or his designee and shall carry a photo ID identifying the individual as a Canvasser for the City of Vineland. Those persons so approved shall properly identify themselves in a respectful, professional manner. As there is a considerable Hispanic population in certain Areas, some bi-lingual employees are preferred.

The applicant and employee shall acknowledge that there may be uncooperative residents and in such case shall report any incidents and their observations regarding the potential harboring of a dog and/or cat to the Animal Control Officer, Health Officer, and/or the Police Department as needed for further action. The applicant and employee shall utilize necessary safety precautions as needed as door-to-door encounters with people and animals are unpredictable.

The applicant will make a daily report to the Animal Control Officer who shall issue summonses for each unlicensed dog or cat harbored. All employees of applicant shall be required to attend

all court hearings and present testimony should any person receiving a summons contest said charge.

OR

The applicant and employees shall be authorized to issue summonses for each unlicensed dog or cat harbored at any residence and shall be required to attend all court hearings for any person contesting said charge.

The applicant shall be paid for each summons issued. Each bid proposal shall state the payment sought for said summonses which shall be the only payment made by the City of Vineland for said services. There shall be no additional charge for court hearings.

The successful applicant and/or their employees shall provide for workers compensation and insurance, disability insurance and follow all United States and New Jersey employment regulations.

CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING



1. NATURE OF REQUEST: Well #10 Tri-Pak Media Replacement
2. ENGINEER'S ESTIMATE: \$ 30,000.00
(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)

3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ 30,000.00

4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)

YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:
Budget Page No. _____ Account No. 003043808002205023006

5. Check here if:
Federal Funds State Funds
UEZ Funds Davis Bacon Requirements
(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date to be Advertised: ¹⁴10-4-2014

7. Date to be Received: ¹³11-10-2014

8. Date to be Awarded: 12-9-2014

9. Special Conditions or Instructions: This is for Product Material only.

10. The following must be attached:
 Bidders Mailing List
 Plans (if applicable)
 Specifications

11. Specifications Prepared by: William G. Kennedy, Jr., Assistant Superintendent, x-4757
(NAME, TITLE AND EXTENSION NUMBER)

12. Approved by: William G. Kennedy, Jr. [Signature]
(DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Division
Business Administration

CITY OF VINELAND
DEPARTMENTAL REQUEST FOR PUBLIC BIDDING

1. NATURE OF REQUEST: Distribution Transformers - Open Ended

2. ENGINEER'S ESTIMATE: \$ 230,000 per year
(If Engineer's Estimate has been prepared by anyone other than the person signing this form, please attach a copy of said Engineer's Estimate.)



3. AMOUNT BUDGETED FOR THIS REQUESTED ITEM: \$ \$230,000 / yr

4. BUDGETED ITEM: YES NO
(If no, is it an ordinance authorized material, service or supply?)

YES NO ORDINANCE NO.: _____

(B) Please identify the page number and line item appropriation sub-account:

Budget Page No. E-360 Account No. 002-0-55-90-9003-2-9022

5. Check here if:

Federal Funds State Funds

UEZ Funds Davis Bacon Requirements

(If any of the above are checked, the project must be monitored by the department for compliance with prevailing wage rate policy and procedures.)

6. Date to be Advertised: 10/14/2014

7. Date to be Received: 11/13/2014

8. Date to be Awarded: 12/09/2014

9. Special Conditions or Instructions: To be encumbered by supplemental release.

10. The following must be attached:

Summary of Project

Specifications

Spec to follow week of 09/29/2014.

Plans (if applicable)

D. Gordon

Bidders Mailing List (with emails of the vendor)

11. Specifications Prepared by: Dexter L. Gordon / Principal Engineer, E.U. / #4276
(NAME, TITLE AND EXTENSION NUMBER)

Handwritten signatures and dates: 09/25/2014, Robert A. Napoli

12. Approved by:

[Signature]
SIGNATURE (DIRECTOR, DEPARTMENT HEAD, SUPERVISOR)

Send copies to:
Purchasing Department
Business Administration