



COUNTY OF CANYON

REQUEST FOR PROPOSALS (RFP)

ANIMAL SHELTER SERVICES PROJECT

Issued By:

BOARD OF COUNTY COMMISSIONERS

Submit Proposals to:

Board of County Commissioners

1115 Albany Street

Caldwell, Idaho 83605

Telephone: (208) 454 -7507

Fax: (208) 454 -7336

bocc@canyoncounty.id.gov

Proposals must be received by 5:00 p.m., Monday, October 20, 2025

Return in a sealed envelope marked:

"Request for Proposals - Animal Shelter Services Project"

Proposals received after said time/date will be returned unopened.

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I. INTRODUCTION

Notice is hereby given that Canyon County, Idaho, is requesting proposals for the provision of Animal Shelter Services. The Request for Proposals ("RFP") is intended to serve as a tool by which to evaluate proposals from vendors qualified to provide such services as they pertain to the needs of the County. This RFP may also serve to formalize negotiations to enter an Agreement with the chosen provider or providers, if any. **YOU MUST CAREFULLY READ THIS RFP AND FOLLOW THE INSTRUCTIONS CONTAINED IN IT. YOUR FAILURE TO READ AND CAREFULLY FOLLOW THE INSTRUCTIONS MAY CAUSE THE COUNTY TO REJECT YOUR PROPOSAL. THE TERMS OF THIS RFP WILL TAKE PRECEDENCE OVER CONTRADICTORY INFORMATION IN ANY EXHIBIT. QUESTIONS RELATED TO ANY INADVERTENT CONTRADICTIONS IN THESE MATERIALS CAN BE SUBMITTED WITH OTHER QUESTIONS OR OBJECTIONS PER THE SCHEDULE OF EVENTS UNDER SECTION K.**

This is a Request for Proposals, and is not an Invitation for Bids.

The projected beginning date of the services for which proposals are being request will be established as part of the negotiation process. This project is being directed by:

Aaron Williams
Canyon County Constituent Services Director
1115 Albany Street
Caldwell, ID 83605
Email: aaron.williams@canyoncounty.id.gov
Telephone: (208) 614-5011

The County's selection, if any, will be based on the Proposer's RFP response and ability in that response to demonstrate its capabilities to meet the needs of Canyon County. Canyon County will evaluate the Proposers based on, but not limited to, the following:

- Responsiveness to the RFP Requirements;
- The ability, capability and skill of the Contractor to provide the services required;
- Preference will be given to Proposers with a presence in Canyon County;
- References of the Contractor;
- Options and flexibility;
- The character, integrity, reputation, judgment and efficiency of the Contractor;
- The quality of performance of previous contracts or services;
- The number and scope of the conditions attached to the proposal;
- The proposing firm, its principals and subcontractors are current on all obligations to Canyon County;
- Other factors, as deemed important, in the County's sole discretion.

The following information must be submitted as part of your proposal:

- Acknowledgement of receipt of all RFP addenda, specifically referencing each addendum by date;
- Completed Proposal Form;
- Completed Basic Information Form;
- Completed Non-Collusion Affidavit;
- Completed Background Questionnaires;
- Responses to all requirements of this RFP and addenda;
- References; and
- Resumes of Proposer's company executives and project managers.

Any proposal that does not provide a response to each of the required sections may be rejected as nonresponsive.

A. Project Overview and Scope

Canyon County desires to contract with an entity/organization to provide for Animal Shelter services in Canyon County.

The Board has not formulated a specific plan for operation of the animal shelter; as such it is seeking customized proposals for its operation. The proposals should, however, address the following:

-- The shelter will continue to operate in the same general capacity as it does currently for impoundment of animals in the County, including strays delivered to the shelter by governmental entities and private citizens, and vicious or dangerous animals pursuant to enforcement of animal-related state or local laws or ordinances. The shelter currently provides the following services: dog licenses for county residents, care of relinquished pets surrendered from county residents, care costs of animals transferred from other shelters, necropsy services, community support programming, volunteer and foster programming, community cat programming, fundraising, adoption services including sterilization, vaccination and microchipping, public relations/marketing and advertisement, and capital repairs and improvements.

-- Budget: \$993,000 is currently budgeted for FY 2026 including contributions from the City of Caldwell and the City of Nampa along with Canyon County. Canyon County currently provides the facility with 2GB bandwidth unrestricted internet, building wireless equipment and infrastructure, phone infrastructure with (12) DID numbers, information technology service at \$45.00/hour, building rent of \$12.00/year, \$100,000 annually in the facilities department budget for building structure, landscaping, grounds keeping and maintenance, and commercial laundry maintenance. Any proposing entity/organization may collect additional fees from private citizens, donations, and fundraising.

B. Selection

The County will rank proposals in order of preference pursuant to the County's criteria contained within this RFP at Section III, subsection E.

REQUEST FOR PROPOSALS

Canyon County Animal Shelter Services Project

C. Scope of RFP

This RFP contains the instructions governing the requirements for submission of proposals by interested parties, the materials to be included therein, the other requirements that must be met, and the Proposer's responsibilities before and after selection.

D. Time

All references to the hours of a day shall refer to Mountain Standard Time.

E. Procedure

Sealed proposals submitted pursuant to this RFP must be received by the office of the Board of County Commissioners, Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho, 83605, no later than **5:00 p.m., Monday, October 20, 2025**. Three (3) paper copies of the proposal and one (1) digital "pdf" copy must be supplied at the time of submission. Late proposals will not be accepted, opened, or considered. Each proposal shall include the legal name of the Proposer and a statement indicating whether the Proposer is a sole proprietor, a partnership, a corporation or other legal entity, and shall be signed by the person or persons legally authorized to do so.

F. Pre-Proposal Conference

A mandatory pre-proposal conference will be held at **10:00 a.m. Wednesday, October 1, 2025** at the Canyon County Animal Shelter building located at 5801 Graye Lane, Caldwell, Idaho 83607. Proposers will be afforded the opportunity to meet with County personnel and discuss the content of the RFP in further detail.

G. Pre-Proposal Protest/Question/Clarification Process

1. Protest of RFP Requirements, Standards, Specifications, or Process

Any Proposer who wishes to protest the requirements, standards, specifications, or process outlined in this RFP may submit a written, signed notification to the Clerk of the Board of County Commissioners, via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or by email at bocc@canyoncounty.id.gov, to be received no later than **5:00 p.m. Tuesday, October 7, 2025**. No facsimile protests will be accepted. The notification shall state the exact nature of the protest, describing the location of protested portion or clause in the proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The Commissioners may deny the protest, require that the proposal be modified, modify the proposal, and/or reject all or part of the protest.

2. Questions and Clarifications

Questions or clarifications to the RFP will be considered only if they are submitted in writing and received by Clerk of the Board of County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at bocc@canyoncounty.id.gov no later than **5:00 p.m. Tuesday, October 7, 2025**. No facsimile questions or clarifications will be accepted. All clarifications and answers will be addressed as a written addendum to the proposal. No verbal clarifications or answers will be binding on the County or the Proposer.

H. Proposer's Costs

Costs for preparing and presenting proposals are entirely the responsibility of the Proposer and shall not be chargeable to the County.

I. Delivery to County

It is the Proposer's responsibility to ensure that proposals are received on time. No facsimile or emailed proposals will be accepted.

J. Calendar of Events

The following is a schedule of events concerning the proposal process: (Note: Unless specifically provided otherwise, all events will take place in the Commissioners' Meeting Room on the first floor of the Canyon County Courthouse, 1115 Albany Street, Caldwell, Idaho 83605).

1. Distribution of RFP.....**Thursday, September 18, 2025, at 9:30 a.m.**
2. Publication of Legal Notice.....**September 21 and 28, 2025.**
3. Proposer's Conference.....**Wednesday, October 1, 2025 at 10:00 a.m.**
4. Questions/Clarifications and/or Written Objections to Specifications and/or Procedures Due.....**Tuesday, October 7, 2025 at 5:00 p.m.**
5. Addendum No. 1.....**Tuesday, October 14, 2025 at 9:30 a.m.**
6. Proposals Due.....**Monday, October 20, 2025 at 5:00 p.m.**
7. Proposals Opened.....**Tuesday, October 21, 2025 at 9:30 a.m.**
8. Selection Process Begins.....**Tuesday, October 21, 2025 at 9:30 a.m.**
9. Board Notice of Intent to Award Contract (tentative)
.....**Tuesday, November 4, 2025, at 9:30 a.m.**
10. Objections to Award (due within seven days of award; tentative)
.....**Wednesday, November 12, 2025 at 5:00 p.m.**

K. Acceptance and Rejection of Proposals

The County reserves the right to reject any or all proposals, or any part thereof, to accept the proposal that is in the best interest of the County, as determined by the Board of County Commissioners. The County's decision shall be final in all respects. The County's waiver of a minor defect shall in no way modify the RFP or excuse the Proposer from full compliance with its specifications. The County reserves the right to let separate contracts on any aspect of the Project.

Proposals that contain false or misleading statements, or which provide references that do not support an attribute or condition claimed by the Proposer, may be rejected. If, in the opinion of the County, such information was intended to mislead the County in its evaluation of the proposal, such proposal shall be rejected.

L. Disclosure of Proposal Information

As provided in the RFP, discussions may be conducted with Proposers who submit proposals determined to be reasonable for consideration of an award. After the opening of the proposals by the County, the proposals, except for financial information deemed confidential by the Proposer, shall be considered "public records" as defined in I.C. § 74-101 and shall be available, if requested, for public inspection pursuant to I.C. § 74-102. The Proposer must separately seal any financial information it deems confidential, and by submitting a proposal agrees to indemnify and hold harmless Canyon County for barring this confidential material from public inspection.

M. Signature of Proposer's Agent

Each proposal and any clarification to that proposal shall be signed by an officer of the Proposer company or a designated agent empowered to bind the entity/organization in a contract.

II. PROPOSER INFORMATION

We are seeking a proposal that best meets the needs of the County as stated in this RFP. The various sections of this RFP are intended to provide each potential Proposer with the opportunity to document/demonstrate its qualifications and the suitability of its proposed solution to the County's identified need.

Proposals must adhere to the structure outlined in the RFP. Proposals that do not adhere to the structure may be disqualified from review.

The structure of the proposal shall be as follows:

A. Cover Letter

1. Use your entity/organization's letterhead and address the cover letter to:

Board of County Commissioners
Attn: Animal Shelter Services Project
Canyon County Courthouse
1115 Albany Street
Caldwell, Idaho 83605

2. Identify the submitting entity/organization by name, main business office, field office conducting work (if applicable), and contact person.
3. Identify the entity/organization's parent corporation by name and business location. If the entity/organization has no parent corporation, state that this is the case. State whether you have read the RFP and are prepared to comply with contractual requirements.
4. Include a brief statement of the entity/organization's understanding of the work to be accomplished.

5. Prove any additional explanatory information you believe will be necessary or helpful.

6. Include a signature of Company Principal authorized to sign contracts.

B. Table of Contents

1. Include a basic table of contents with corresponding headers and page numbers.

C. Overview of Firm

1. Briefly summarize the history of your entity/organization.

2. Describe the management structure of your entity/organization. If it consists of a board of directors, include their names and titles.

3. Disclose any claims or unresolved claims against your entity/organization currently ongoing or pending, and/or any potential or anticipated litigation you are aware of.

D. Contractor Financial Report

The Proposer must provide a copy of its most recent annual report. If no annual report is available, the Proposer must provide the latest audited financial report prepared by a certified public accountant. In no case shall the Proposer's accounts payable be in arrears greater than thirty (30) days. If this information is considered confidential by the Proposer it will be clearly labeled as such and presented in a separate sealed envelope with the RFP response package. See **Section I. L.** (Disclosure of Consultant Confidential Information) of this RFP.

E. Experience

Describe the expertise your entity/organization has to provide animal shelter services as described in the project overview and scope. Please include a short discussion of technical qualifications, awards, publications, studies, typical projects, etc. that demonstrate a thorough knowledge and professional competence.

F. List of Similar Contracts

Describe local, regional or national projects of a similar size and scope in which the Proposer has been involved.

G. Customer Reference List

The Proposer will provide a list of references who have used your services. References on each Proposer's list (and any other the County may select) may be contacted. The listed references may be interviewed regarding multiple areas including but not limited to: the ability, capability, and skill of the Proposer to provide the services required, and/or the character, integrity, reputation, judgment and efficiency of the Proposer. The majority of the references must respond positively in order for the Proposer to be successful in this portion of the valuation.

Please provide the addresses and phone numbers of the named references listed that have dealt with designated team individuals on any other similar projects.

H. Proposer's Staff

Identify the specific qualifications of the people who will actually perform the project and include the firm's ability to manage this project. All proposer's personnel with professional licensure, certification, or registration must be licensed to practice in the State of Idaho or work under the direct supervision of a professional licensed in the State of Idaho.

I. Statement of Approach

The proposal should be clear and to the point. How will your entity/organization's solution to the County's need, as articulated in this RFP, be created and executed? What services will be offered, and how? Please include a proposed transition plan and your estimated available start date for this proposal.

J. Completed Proposal Form

Please submit completed proposal form identified as Attachment 1 to this RFP.

K. Acknowledgment of Receipt of all RFP Addendum

Provide, in writing, an acknowledgment of all addendum to the RFP, specifically referencing each addendum by date.

III. EVALUATION PROCESS

A. Introduction

All proposals received in response to this RFP will be evaluated by the Canyon County Board of County Commissioners and their evaluation team including representatives from the City of Nampa and the City of Caldwell to determine which proposal, if any, meets the County's needs.

B. Validation Against Requirements

All proposals submitted will be checked in detail for compliance with the mandatory requirements set forth in this RFP.

During the validation process, the County may find it necessary to request additional information from the Proposer.

C. Compliance

Each proposal will be evaluated to determine its responsiveness to the requirements specified in this RFP.

D. Correction of Errors

If errors are found in a proposal, the County may reject the proposal; however, the County may at its sole option, correct arithmetic or transposition errors on the basis that the lowest level of detail will prevail in any discrepancy.

E. Interviews

The County may choose to conduct supplemental interviews with Proposers prior to establishing a final decision on contract award. Notice of which Proposers have been selected for supplemental interviews will be provided to all submitting Proposers.

F. Selection

The proposals will be ranked based on the points noted below assigned to each item listed below, please see Attachment 2 for reference.

- | | |
|---|-----------|
| 1. Compliance with RFP requirements: | 5 points |
| 2. Experience: | 25 points |
| 3. References: | 10 points |
| 4. Statements of Approach: | 25 points |
| 5. Cost: | 25 points |
| 6. Perceived congruence of Proposer's solution with the County's needs: | 10 points |

G. Protest of Contractor Award

Any actual Proposer who is aggrieved in connection with the award of the contract may submit a protest in writing to the Clerk of the Board County Commissioners via U.S. Mail at 1115 Albany Street, Caldwell, Idaho 83605 or via email at bocc@canvontcounty.id.gov. No facsimile protests will be accepted. The protest shall be submitted within seven (7) calendar days after the County gives notice of intent to award the contract to a named vendor. The notice of intent to award the contract precedes the signing of a contract with the chosen Proposer. The protest must set forth in specific terms the alleged reason the contract award is unlawful or in violation of process or clearly expressed public policy.

This RFP is issued this 18th day of September, 2025.

BOARD OF COUNTY COMMISSIONERS
CANYON COUNTY, IDAHO



Commissioner Leslie Van Beek



Commissioner Brad Holton



Commissioner Zach Brooks

ATTEST: RICK HOGABOAM, CLERK

By: 

Deputy Clerk