



INVITATION TO BID AND INSTRUCTIONS TO BIDDERS

FY2014-108

**TWO TRAINED POLICE SERVICE DOGS AND ASSOCIATED
K-9 HANDLER TRAINING**

BID OPENING

**January 31, 2014
2:00 p.m., Local Time**

**at the
Central Services Complex Materials Management Conference Room
City of Oak Ridge
100 Woodbury Lane
P. O. Box 1
Oak Ridge, Tennessee 37831-0001**

**Telephone: (865) 425-1819
Fax: (865) 482-8475
Attn: Lyn Majeski**

CITY OF OAK RIDGE, TENNESSEE
Invitation to Bid and Instructions to Bidders

FY2014-108

January 24, 2014

Project: Two Trained Police Service Dogs and Associated K-9 Handler Training

Invitation

Sealed bids will be received by the City of Oak Ridge until 2:00 p.m., local time, January 31, 2014, then publicly opened in the Central Services Complex Materials Management Conference Room at 100 Woodbury Lane, Oak Ridge, Tennessee, for furnishing of two (2) trained police service dogs and associated required K-9 handler training.

All bids must be completed and submitted on the Bid Form provided. The bids shall be submitted on or before the time set for the opening of bids. Bids received after the time so set are late bids and will not be considered. Late bids, unmarked envelopes, and incorrectly marked envelopes will not be opened. Electronic bids are not accepted.

Pre-Bid Conference

There is no bidder's conference scheduled for this procurement.

Discrepancies

Should the Bidder find any discrepancies in, or omission from, the bid documents, or should the Bidder be in doubt as to their meaning, the Bidder shall at once notify Lyn Majeski at (865) 425-1819 and obtain an interpretation or clarification prior to submitting a bid. Any interpretation or clarification given in accordance with this provision shall be in writing and will be distributed to all known Bidders. Only questions answered in writing will be binding. Oral and other interpretations or clarifications will be without legal effect. All questions must be submitted to Lyn Majeski no later than six (6) days prior to the bid opening date in order to give sufficient time for responses to be sent to all prospective bidders.

Prices

The Bidder shall submit unit bid prices as specified on Bid Form. It is agreed that this bid document in its entirety is included in and made a part of the contract between the City and the successful Bidder.

Withdrawal of Bids

Bids may be withdrawn on written or telegraphic request received from Bidders prior to the time fixed for opening the bids.

Rejection of Bids

The City reserves the right to reject any and all bids when such rejection is in the interest of the City of Oak Ridge; to reject the bid of a Bidder who has previously failed to perform properly or complete on time jobs of a similar nature; to reject the bid of a Bidder who is not, in the opinion of the City, in a position to perform the Contract, and to reject the bid of a Bidder not submitted in accordance with this Invitation to Bid.

Bidders Interested in More than One Bid

A party who has quoted prices to a Bidder is not thereby disqualified from quoting prices to other Bidders or from submitting a bid directly for the work; however, more than one bid for the same work from an individual or entity under the same or different name will not be considered.

Award of Contract

The City will make the award as soon as practicable to the lowest responsible Bidder, price and other factors considered, provided it is reasonable and in the best interest of the City. The City reserves the right to award the contract to more than one bidder if in the best interest of the City. The successful Bidder(s) shall be required to execute the Contract attached hereto.

City Officers and Employees Not To Have Financial Interest

No contract shall be made with any officer or employee of the City or any firm or corporation in which any officer or employee of the City has financial interest.

Compliance with All Laws, Ordinances, Statutes, and Regulations

The Contractor shall comply with all federal, state, county and local laws, ordinances, statutes, and regulations. Pursuant to City Code § 5-413, the City may not accept bids from Bidders in default of any payment of any nature due to the City, including but not limited to taxes, licenses and fees.

Bid Submittal Instructions

Pursuant to Tennessee Code Annotated § 62-6-119, each bid must be submitted in an opaque sealed envelope marked and addressed on the outside as follows:

From: Bidder's Name
Bidder's Address

| | | |
|-----|--|--|
| To: | <u>In Person or By Overnight Delivery</u> | <u>Regular Mail</u> |
| | Attn: Lyn Majeski Finance Department City of Oak Ridge 100 Woodbury Lane Oak Ridge, TN 37830 | Attn: Lyn Majeski Finance Department City of Oak Ridge P.O. Box 1 Oak Ridge, TN 37831-0001 |

If the bid is submitted by mail rather than hand-delivery, the sealed envelope containing the bid must be enclosed in another envelope addressed as stated above. Bids submitted by mail should indicate on the outside envelope, lower left corner, the following: "Sealed bid for FY2014-108: Police Canines and Associated K-9 Handler Training to be opened January 31, 2014 at 2:00 p.m. local time" to ensure the bid is delivered to the appropriate person at the City in a timely fashion. Late bids are not accepted and will not be opened.

Bidder must provide a Detailed Training Agenda, provide Trainer's biography, source of canines, and references along with the completed Bid Form. Any objections or requested waivers of the bid documents must also be submitted with the bid.

SPECIFICATIONS

The City is presently seeking bids for two (2) trained police service dogs and associated required K-9 handler training for the Oak Ridge Police Department.

Canine Physical Specifications:

- Canine breed should be a Belgian Malinois, German Shepherd, Dutch Shepherd, or a cross of those breeds.
- Canines must be at least twelve (12) months old but, not more than thirty-six (36) months old at the time of evaluation.
- Canines may be male or female.

Canine General Requirements:

- All canine candidates must be generally alert, active, outgoing, and confident. They must display good socialization and be extremely tolerant of people.
- Any canine candidate will be considered defective if it is unwilling to comply or cooperate with handlers, are fearful, shy, nervous or overly aggressive.

Medical Requirements:

- Canines must be in excellent health with no acute or chronic disease or condition which could hamper their ability to perform or be excessively expensive to treat.
- Canines must have a normal gait at a walk or run with no hip dysplasia, healthy skin and coat free from dermatitis, infections and parasite infestations. The canines' teeth must have a normal dentition and dental occlusion with no oral infection or periodontal disease.
- Canines must be free from cardiovascular and respiratory disease.
- Canines must be free from heartworms, intestinal and external parasites.

Required Medical Documentation:

- Current Vaccination and Health Records
- Current x-rays/radiographs obtained less than sixty (60) days from the date of purchase showing the pelvis and hip area, the elbows, and each forelimb. Radiographs will have been reviewed by two licensed veterinarians prior to delivery to assure they are acceptable for a working dog.
- Any relevant pedigrees, proof of lineage, and registration certificates, if applicable.

Training Requirements:

- The selected Canine Training Facility will provide a minimum of six (6) to eight (8) weeks of course instruction.
- Housing to be provided during course instruction, if training facility is not local.
- All necessary standard training equipment and manuals are to be included.
- Course will include written examinations and evaluation tests for the handler to gauge progress.
- The Bid Submittal must include a detailed training agenda that includes what type of housing will be provided and what is included in the facility standard equipment.
- Upon completion of training the selected training facility will arrange an NNDDA (National Narcotic Detector Dog Association) certification official to conduct a nationally recognized certification in either NNDDA, International Forensics Research Institute (IFRI), and/or equivalent/similar certification at the conclusion of the course.

The course curriculum should contain the following at a minimum:

Patrol Training:

- Obedience, to include but not limited to, on and off leash control, responding to verbal commands and hand signals, proper use of E-Collars.
- Agility and confidence training including, but not limited to, vertical jumps, broad jumps, ladder climbing, elevated walks, crawling, slippery floors, multi surface floors, and desensitization of loud and unusual noises to include gunfire.
- Suspect apprehension including single and multi-person apprehensions, recall and call offs, apprehensions from vehicles, vehicle extractions, handler protection, apprehension with gunfire.
- Article Search/Evidence Recovery includes finding articles with evidentiary value such as crime scene evidence or articles used in a crime. Training to involve articles that contain human scent and articles void of human scent.
- Open area search utilizing airborne scent work to detect hidden suspects in outdoor areas of concealment.
- Building searches, to include on and off leash, to locate hiding suspects and apprehend them.
- Tracking/Trailing with scent discrimination over various types of surfaces on tracks at least one-half hour old and one-half mile long.

Narcotics Detection Training:

- Narcotic detection training in Marijuana, Cocaine, Heroin, and Methamphetamine and/or other narcotic odors as requested by the Oak Ridge Police Department.
- Canine search procedures for narcotics in buildings, vehicles, open and wooded areas, and packages/luggage.

Required Warranty:

- During Training, if the City feels that the selected canine is not meeting the requirements of the training for general health reasons or mental defect, the Training Facility shall provide to the City a dog of equal age and skills at no extra costs to the City.
- Upon completion of training and certification, the Selected Training Facility also warrants the purchased canine for a period of one year from date of purchase for training and medical. Should a medical evaluation of the purchased dog show that this dog is permanently eliminated from performing its trained duties due to pre-existing physical conditions or unforeseen mental conditions, the Selected Training Facility shall replace the dog at no cost to the City.

References:

- References: List at least three (3) references for projects of same general size and scope within the last twenty four (24) months. Note that the reputation of the Bidder regarding adequacy of their past skillful performance of work of this type and magnitude required herein, shall be considered when making the award of contract and lack thereof is grounds for bid rejection.

FY2014-108 BID FORM

Project: Two Police Service Dogs and Associated K-9 Handler Training

In compliance with the Invitation for Bids, dated January 23, 2014, the undersigned Bidder:

* a corporation organized and existing under the laws of the State of: _____

* a partnership consisting of: _____

*an individual trading as: _____

(*fill in as appropriate)

of the City of _____ in the State of _____ agrees that if this bid is accepted as hereinafter provided, it will furnish all labor, materials, supplies, tools, and equipment necessary to perform all work and services described in the Invitation for Bid and Instructions to Bidders, in strict accordance with the terms and provisions of the Contract attached thereto.

Bidder understands that the City reserves the right to reject any or all bids and to waive any informality in the bidding.

Bidder agrees that this bid shall be good for a period of ninety (90) days from the date of opening.

Schedule of Prices

In accordance with Bid Package and required specifications:

| | |
|--|----------|
| Two Trained Police Service Dogs | \$ _____ |
| Training for two K-P handlers (include lodging and meal costs, if provided) | \$ _____ |
| Total | \$ _____ |

_____ Dollars and _____ Cents

Bidder attests that no officers or employees of the City of Oak Ridge are members of, or have financial interest in, the business submitting this bid.

By: _____
Signature

Telephone #: _____

Name: _____

Fax #: _____

Title: _____

Email: _____

Business
Name: _____

Date: _____

Mailing
Address: _____

Physical
Address: _____

Tax ID Number: _____

Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Date: _____
Addendum No. _____ Date: _____
Addendum No. _____ Date: _____

Addendum No. _____ Date: _____
Addendum No. _____ Date: _____
Addendum No. _____ Date: _____

In accordance with the bid documents, attached is a Detailed Training Agenda, Trainer's biography, source of canines, and references. Any objections or requested waivers to the terms contained in the bid documents must also be attached. Objections/waivers will be considered when evaluating bids.