CORPORATION OF THE VILLAGE OF POUCE COUPE

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ADDENDUM NO. 1

RFP 2026-06 – Animal Control and Bylaw Enforcement Services
Addendum No. 1 – Responses to Proponent Questions
Issue Date: October 28, 2026

This addendum forms part of the RFP. In the event of a conflict between this addendum and the RFP, this addendum shall apply.

1. RESPONSE TO VENDOR QUESTIONS

1. Village-provided telephone

Question: Does the Village provide a phone only, or a phone, telephone number and service plan?

Response: The Village will provide a cellular phone, telephone number and associated service plan at Village expense for the contracted duties. The Supplier is not required to provide a personal telephone number or its own service plan for that phone.

References in section 3.15.1 of the proposed agreement and Schedule A of the RFP to the Supplier's normal telephone number mean the Village-provided service number. The Supplier's responsibility for telephone communication under section 4.1 of the proposed agreement excludes the phone and service plan provided by the Village.

2. Optional inflation adjustments

Question: Will a proposal be automatically rejected if it identifies an inflation adjustment beginning January 1, 2028?

Response: Proponents must submit an unconditional offer to perform all required services throughout the contract term for the fixed annual fee stated in Schedule C, not exceeding $67,500 excluding GST.

Proponents may separately identify an optional inflation adjustment for the Village's consideration. The adjustment must be clearly distinguished from the fixed-price offer and must not be a condition of that offer. Proponents should specify the proposed adjustment method, applicable index, effective date, frequency and any maximum increase.

Identifying an optional adjustment will not, by itself, result in rejection. Proposals will be evaluated using the fixed-price offer in Schedule C; optional adjustments will not form part of the pricing score. Acceptance of an optional adjustment is not guaranteed and would require express written agreement by the Village.

This clarification applies notwithstanding the restrictions on annual increases in section 9 and Schedule C. The fixed-price requirements in sections 13 and 16 continue to apply to the required base offer.

3. Temporary pound facilities and holding period

Question: Does section 3.5 of the proposed agreement contemplate a 24-hour holding period before transfer to another pound, and may an individual lawfully provide a temporary pound facility?

Response: The Supplier must provide or arrange suitable, Village-approved temporary pound facilities, with facility and ordinary care costs included in the proposed fee. The agreement does not establish a 24-hour holding period followed by transfer to another pound.

The Village can provide a 10x10 chain link kennel to the successful proponent for this purpose.

Animal Control and Licensing Bylaw No. 1005, 2018, as amended, expressly contemplates a Council-designated poundkeeper operating under contract. Section 16 contemplates a pound operated under a service agreement with the Village: this authority is granted under s. 48 and 49 of the *Community Charter*. An individual is therefore not prohibited from providing this service simply because they are an independent contractor. Required licensing, zoning and animal-care requirements must still be satisfied prior to operation.

Section 13(1) of the Animal Control and Licensing Bylaw establishes a 96-hour period before an unclaimed animal, other than a dangerous dog, becomes Village property. This is not a deadline for transfer to another facility. Section 12 (3)'s 24-hour provision concerns attempting to notify a known owner.

Proponents must describe their proposed facilities and care arrangements. Prior Council consent remains required under section 3.4 (10) of the proposed agreement before arranging removal of an animal from the Village's care.