



**City Of Hammond  
Purchasing Department**

**RFP 25-10  
For**

**Law Enforcement Canine**

**Proposals Shall Be Received by the Purchasing Department,  
City of Hammond  
310 East Charles Street  
Hammond, Louisiana 70404-2788**

**Until**

**10:00 A.M. April 17, 2025**

**PURCHASING DEPARTMENT**

**P.O. BOX 2788 | HAMMOND, LOUISIANA | 70404 | [PURCHASING@HAMMOND.ORG](mailto:PURCHASING@HAMMOND.ORG)**

**985-277-5633 | [WWW.HAMMOND.ORG](http://WWW.HAMMOND.ORG)**

**This is the Proposal of:**

**Date:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Section 3 Business/WBE/SBE/MBE/DBE:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **ZIP Code:** \_\_\_\_\_

**Person to Contact:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Your Proposal is important to us.**

However, should you choose NOT to submit a Proposal for this project, the City would still ask you to complete this sheet and indicate "No Proposal". This shall NOT affect your participation in future RFPs, but only serve as a means of verifying you received notification of this RFP.

**Section 3 Business/WBE/SBE/MBE/DBE**

The City encourages Proposals from Section 3 businesses, Woman Business Enterprises, Minority Business Enterprises, Small Business Enterprises, and other potentially Disadvantaged Business Enterprises. If your company is one of these types of businesses, please indicate "Section 3," "WBE," "SBE," "MBE," or "DBE" in the space provided above.

**Nondiscrimination Requirements**

By submitting and signing this Proposal, the Proposer agrees to comply with Title VI and VII of the Civil Rights Act of 1964 as amended; the Vietnam Era Veterans Readjustment Assistance Act of 1974; Section 503 of the Rehabilitation Act of 1973; Section 202 of Executive Order 11246 as amended; and the Americans with Disabilities Act of 1990.

The Proposer also agrees to keep informed of and comply with all federal, State, and local laws, ordinances, and regulations which affect the Proposer's employees or prospective employees.

## GENERAL CONDITIONS

1. **BACKGROUND.** The Hammond Police Department K-9 Unit utilizes canine dogs for patrol/narcotics detection work to ensure the safety of the public in the City of Hammond. The Hammond Police Department is seeking a vendor to provide pure breed basic trained dogs and handler training.
2. **SCOPE OF WORK**
  - 2.1 It is the intention of these specifications that the vendor hereunder shall furnish and Hammond Police Department shall purchase high quality, trainable and healthy police dogs, suitable for patrol functions, narcotic detection, tracking and apprehension.
  - 2.2 The Hammond Police Department reserves the right to order dogs that may be required during the said period, and it also reserves the right not to order dogs proposed upon by the vendor, if it is found that such dogs are not required by the Hammond Police Department during the period covered by the contract.
3. **PROPOSAL REQUIREMENTS**
  - 3.1 Each offeror's proposal shall include the following information:
    - 3.1.1 Methodology used by Offeror to qualify suppliers of healthy and trainable dogs.
    - 3.1.2 Procedures used to track origin and lineage of dog's families and dog's medical history.
    - 3.1.3 List of at least three (3) relevant law enforcement references for the offeror, including the name of the reference entity, a brief statement describing the relationship between the proposer or proposed sub-contractor, as applicable, and the reference entity, and the name, title and telephone number of a contact person at the reference entity.
    - 3.1.4 Corporate history of offeror including years in business.
    - 3.1.5 Offerors list of key personnel, their resumes, certifications, training, and all other professional credentials.

#### **4. SPECIFICATIONS**

- 4.1 The canines must meet the following specifications:
  - 4.1.1 The canine must be pre-titled, pure breed male German Shepherd or Dutch Shepherd, approximately 1 - 2 years old.
  - 4.1.2 Hammond Police Department will not accept any dog that has previously washed out of another entity's training program.
- 4.2 The canines must have received basic training in:
  - 4.2.1 Obedience
  - 4.2.2 Tracking
  - 4.2.3 Apprehension
  - 4.2.4 Civil bite work
  - 4.2.5 Aggression
  - 4.2.6 Introduced to buildings.
- 4.3 The canines shall be in good health.
  - 4.3.1 The canine's health shall be guaranteed for two (2) years, (congenital only) and free of hip dysplasia.
- 4.4 The canines shall display a high social temperament and be able to engage decoys with a strong mouth bite.
- 4.5 The canines shall have the prey, fight and defense drives.
- 4.6 The canines shall display a high ball/play drive and a strong interest in tracking.
- 4.7 The canines shall be agile and willing to overcome obstacles with ease.
- 4.8 The canines must have been introduced to area searches, apprehension without contact (call-offs), apprehension with bite, handler protection, article searches, felony traffic stops, light and sound diversionary devices, gunfire, problem solving with specific canine teams, and narcotics detection.
- 4.9 The vendor shall provide proof of origin, all medical records, x-rays, licensed veterinary exam/health certificates, and proof of required shots.
- 4.10 Upon delivery, each canine shall be evaluated by Hammond Police K-9 Training Staff prior to acceptance.

- 4.11 Within thirty (30) days of initial acceptance by the Hammond Police Department K-9 Unit, each individual canine shall be examined by Hammond contracted veterinarian.
  - 4.11.1 If any canine is deemed unacceptable as a result of the veterinarian's examination, the vendor shall be responsible for the full veterinarian's fee.
  
- 5. **EVALUATION OF OFFERS**. Award will be made to the responsible offeror whose proposal best meets the needs of the Hammond Police Department as set forth herein.
  - 5.1 Proposals will be evaluated based on the following criteria.
    - 5.1.1 Ability to provide trainable and healthy dogs for law enforcement agencies.
    - 5.1.2 Experience in supplying law enforcement dogs.
    - 5.1.3 Qualifications of Personnel.
    - 5.1.4 Degree of completeness of response to the RFP.
    - 5.1.5 Cost.
  - 5.2 After consideration of the factors set forth in this RFP, the committee will recommend award to the offeror whose proposal is most advantageous to the Hammond Police Department.
  - 5.3 This RFP will result in the submission of "proposals" (not "bids"), and the evaluation and award process will be based on both scored technical and price responses, not just price. Therefore, the Hammond Police Department may enter into negotiations with offerors and invite "best and final offers" as deemed to be in the best interest of the Hammond Police Department. Negotiations may be in the form of face-to-face, telephone, facsimile or written communications, or any combination thereof, at the Hammond Police Department sole discretion.
  - 5.4 Offerors are strongly advised not to prepare their proposal submissions based on any assumption or understanding that negotiations will take place. Offerors are advised to respond to this RFP fully and with forthrightness at the time of proposal submission.

- 5.5 Non-acceptance of an individual offer may mean that one or more other proposals were more advantageous, or that all were rejected.

**6. TERM OF AGREEMENT**

- 6.1 The term of this contract shall be for one (1) year. Hammond Police Department reserves the right to renew this contract for up to two (2) additional one-year renewal options under the same terms and conditions. Hammond Police Department will automatically renew this contract on each option year unless notice is given to the vendor/contractor that the contract is not renewed.
- 6.2 If price adjustments are requested pursuant to the terms of the contract, the vendor/contractor must notify the Hammond Police Department/Purchasing Department ninety (90) days prior to the current terms expiration date.

7. **PRICES**. Prices quoted must remain firm for the period covered by this contract, unless price escalation is herein specified. Prices quoted shall include training, handler course, initial in house certification, in-service training, annual recertification and housing for handler.

**8. ESCALATION**

- 8.1 All prices offered herein shall be firm against any increase for one (1) year from effective date of this proposed contract. After this date, it shall be the vendor's responsibility to notify the Buyer in advance of any anticipated changes in prices and submit a request for a price increase by furnishing bona-fide manufacturer's documents or price list reflecting the changes. Increases shall be limited to the actual cost increase to the vendor.
- 8.2 Hammond Police Department reserves the right to accept or reject within 14 days after the request for a price increase. If the price increase is rejected, the contract shall be terminated. If the price increase is approved, the price will remain firm for the renewal year for which it was required.

**9. ORDERING OF DOGS**

- 9.1 Purchase orders will be issued on an as needed basis by the Hammond Police Department for such quantities as to satisfy requirements of the Hammond Police Department K-9 Unit. Specific quantities of dogs will be indicated on the purchase order.

- 9.2 Purchase orders issued within the term of this contract, even if not completed within the term of this contract, shall continue to be bound by the terms and conditions herein.

## 10. **GUARANTEE**

- 10.1 The vendor shall guarantee the dog to be physically sound and free of any genetic defects, disease, health deficiency, hereditary malformations or against hip or elbow dysplasia disease unrelated to injury for a minimum of two (2) years from the date of purchase.
- 10.2 If the dog develops hip or elbow dysplasia or any other congenital disease, defect, or deficiency unrelated to injury within two (2) years of purchase, the vendor shall replace the dog at no charge to Hammond Police Department.
- 10.3 The Hammond Police Department K-9 Unit shall have lifetime performance guarantee in terms of temperament and working ability provided that Hammond Police Department properly maintains K-9 training. Should the canine not meet the expectations of Hammond Police Department after suitable opportunity the vendor shall offer a trained replacement or a refund.

### Instructions to proposers

**PROPOSERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTION AS EARLY AS POSSIBLE DURING THE SUBMITTAL PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED TO THE PURCHASING DIRECTOR DURING THE PROPOSAL PERIOD AND SHALL BECOME PART OF YOUR PROPOSAL PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE PROPOSERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE PROPOSALS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO THE SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER PROPOSALS ARE OPENED.**

RFP Packages are mailed only as a courtesy. The City of Hammond does not assume responsibility for proposers to receive RFP packages. Proposers should rely on advertisements in the local newspaper, City Website [www.hammond.org](http://www.hammond.org), online at [www.bidexpress.com](http://www.bidexpress.com) or personally pick up RFP packages with specifications. Full information may be obtained, or questions answered, by contacting the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street.

**These specifications are written in a manner to invite open competition. Any manufacturer's names, trade names, brand names, or catalog numbers used in the specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive unless the RFP**

**states that only the brand name will be considered for reasons of compatibility, etc. The RFP number, Proposers name, address and RFP opening date shall be clearly printed or typed on the outside of the Proposal envelope, if mailed. Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted unless specifically requested in the RFP specifications. Proposals can be delivered or mailed.**

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street Hammond, Louisiana on or before the specified RFP opening date and time. Normally, bid bonds will not be required on bids for materials, supplies, annual contracts or small labor contracts. If a bid bond is required, it will be specifically requested on the RFP form and included in the specifications. **The RFP package and copies of any addenda issued shall be submitted to the Purchasing Department as part of the proposal.**

All proposals must be typed or written in **BLUE/BLACK INK**. Any erasures, strikeover and/or changes to prices shall be initialed by the proposer. Failure to initial shall be cause for rejection of the proposal as non-responsive. All proposals shall be signed. Failure to do so shall cause the proposal to be rejected as non-responsive. Where one (1) or more vendor's exact products or typical workmanship is designated as the level of quality desired or equivalent, the Purchasing Manager/Police Chief, after study and review, reserves the right to determine the acceptability of any equivalent offered. The decision, after study and review, shall be final and binding. If proposing "equivalent" products, specifications, illustrative literature and any deviations shall be submitted with proposal. Representative samples shall be submitted upon request, if appropriate.

**Liability:**

The Contractor at all times during the term of the contract shall maintain and pay for property damage and public liability insurance with limits of at least (\$1,000,000.00) one million dollars inclusive of bodily injury and property damage for any one occurrence.

Prior to commencing work under this contract the Contractor must file with the City a "certificate of insurance" meeting aforementioned requirements with the City of Hammond named insured by added endorsement. All premiums and expense incurred with this insurance shall be paid for by the Contractor. The Contractor shall assume the defense of and indemnify and save harmless the City and its Officers and Agents from all claims relating to work.

The Contractor shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by him or his employees, or resulting from the execution of the work, or any operations, or caused by reason of existence or location or condition of facilities or of any materials, supplies, or machinery used thereon or therein, or neglect or omission on his part, or all of the several acts or things required to be done by them, under and by these conditions, and covenants, and agrees to hold the City harmless and indemnified for all such damages and claims for damages.

The Contractor shall indemnify and save harmless the City from and against all losses and all claims, demands, payments, suits, actions, recoveries, all attorney fees, and judgments of every nature and description made, brought or recovered against the City by reason of any act or omission of the Contractor, his agents or employees, in the execution of his work.



**Worker's Compensation:**

The Contractor shall, at all times, pay or cause to be paid, any assessment or compensation required to be paid pursuant to the Worker's Compensation Act. The Contractor shall, at the time of entering into a Contract with the City, provide satisfactory proof that all assessments or compensation payable to the Worker's Compensation Board have been paid and the City may, at any time during the performance or upon the completion of such Contract require a further declaration such Contract require a further declaration that such assessments or compensations have been paid.

**As a qualified proposer for the project, I have carefully examined all of the RFP Documents and have examined the conditions and specifications of the work to be done, and I hereby propose to furnish all labor, materials, equipment, tools, etc., as called for by the RFP specifications.**

**I hereby acknowledge that I have received the following Addenda and they are reflected as part of this quote.**

List by date and Addendum number if applicable

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