



Town of Oyster Bay  
Department of Public Works  
Nassau County, New York

---

**REQUEST FOR PROPOSALS  
FOR  
PROFESSIONAL SERVICES**

---

NOTES:

1. ISSUANCE DATE: May 13, 2024
  2. THIS RESPONSE IS DUE BY: June 14, 2024  
[Consideration will only be given to responses received on or before 3:45PM on June 14, 2024]
  3. Copies to be submitted: Three (3) hard copies and one (1) electronic copy
- 

**Geese Control and Egg Addling Proposal**

## TABLE OF CONTENTS

	Page
Authorized Contact Person.....	3
Introduction.....	3
Contract Value.....	3
Form of Proposal.....	3
Qualification Based Selection Process.....	3
Criteria for Evaluation.....	4
Use of Sub-consultants and Other Subordinate Entities.....	4
Familiarization with Current Programs, Facilities and Documents.....	4
Program Information.....	4
Project Description and Scope of Services.....	5
Format of Proposal.....	6
Format for Payment of Claims.....	7
Termination Provisions.....	7

**AUTHORIZED CONTACT PERSON:** Prospective organizations are advised that the authorized Town of Oyster Bay contact person for all matters concerning this RFP is:

Deputy Commissioner Laurie Scarpa  
Town of Oyster Bay Department of Public Works  
Animal Shelter & Control Division  
150 Miller Place  
Syosset, New York 11791  
Telephone: (516) 677-5784 - Fax: (516) 677-5919

No contact with any other Town personnel other than the Authorized Contact Person is permitted, until such time as an award is made.

**INTRODUCTION:** In accordance with the Town of Oyster Bay's qualification based procurement policy, the Town of Oyster Bay Department of Public Works (hereinafter referred to as "the Town") is seeking proposals from licensed and insured Canada Geese Control Companies that use highly trained dogs (particularly Australian Shepherd's or Border Collies) to humanely chase away unwanted geese from Town owned properties. This contract also includes egg addling (egg oiling) during nesting season.

The Town anticipates that services will be required

From: August 1, 2024

Through: July 31, 2027 (the "Initial Term")

This contract may be extended at the same rate, upon mutual agreement, for up to two (2) additional one (1) year periods. (the "Extension Periods"). The scope of the anticipated services is more fully described below under the paragraph entitled "General Project Description and Scope of Services".

**CONTRACT VALUE:** The Town currently estimates that the value of the contract services shall not exceed: \$ 160,000. However, no guarantee of a minimum amount of work is expressly or impliedly made.

**FORM OF PROPOSAL:** Contractor must submit three (3) copies and one (1) electronic copy of each technical proposal with additional relevant information. Proposals should be organized as described in Format of Proposal herein.

**PROPOSAL SUBMISSION:** Contractor must submit the three (3) copies of their proposal by 3:45PM on Friday June 14, 2024; Town of Oyster Bay Animal Shelter 150 Miller Place Syosset, NY 11791. Contractor must submit the one (1) electronic copy of their proposal by 3:45PM on Friday June 14, 2024; lscarpa@oysterbay-ny.gov

**QUALIFICATION BASED SELECTION PROCESS:** The Town, after receipt and review of responses to this RFP, reserves the right to reject all proposals based upon the information provided by the contractor in their proposals and based upon subsequent negotiations between the Town and the contractor. The Town also reserves the right to award the contract to one or more contractors if it determines that it is in the interest of the Town to do so. In the event that the Town awards to more than one contractor, the total estimated value of all contracts together shall not exceed the Contract Value specified above. The review process of the RFP's submitted is based on the qualifications of the contractor for the nature of the-project, as set forth in the Town's Procurement Policy.

**CRITERIA FOR EVALUATION:** The criteria to be used by the Town in evaluating these proposals shall include the experience of the contractor in assignments of similar size, scope and complexity; special knowledge relevant to the project; special equipment or facilities relevant to the project; the size, staffing, resources and financial capability of the contractor; the contractor's knowledge and experience with Town facility(ies) and the contractor 's past performance with the Town.

It is further expressly acknowledged that the quality of the services to be rendered is of paramount importance to the Town. However, it is further expressly acknowledged that the proposed cost of the services to be rendered is a substantial factor in the Town's decision making.

At its discretion, in accordance with the review process, the Town may elect to interview each contractor, make visits to each contractor and/or inspect prior work done by each contractor. One or more responding contractors may be invited to meet with the Town to negotiate a cost agreement(s). If a satisfactory agreement(s) cannot be negotiated with such contractor at a fee determined by the Town to be fair and reasonable, then negotiations with such contractor will be terminated. If acceptable terms cannot be reached with any of the contractors, the selection process will be terminated and the project will be re-evaluated by the Town.

The Town may award contracts to one or more than one contractor.

**USE OF SUBCONSULTANTS AND OTHER SUBORDINATE ENTITIES:** Prospective contractors are advised that the Town will entertain proposals that include the use of sub-consultants and/or other subordinate entities, i.e. experts. In such event, the proposal must clearly state the extent and nature of the work proposed to be delegated to the other entity and the cost reasonably estimated to be passed on to the Town in connection with the service.

**FAMILIARIZATION WITH CURRENT PROGRAMS, FACILITIES AND DOCUMENTS:** It is the sole responsibility of the contractors to familiarize themselves with the Town's current programs, facilities, documents and any other information which is necessary and relevant to the scope of this RFP. Upon sufficient and reasonable advance notice to the contact person named above, arrangements may be made to visit and inspect any involved Town facilities and/or to view applicable documents. Any and all costs borne by the prospective contractor in familiarizing themselves with the above are to be borne solely by the prospective contractor. In the event that the prospective contractor is ultimately awarded a contract pursuant to this RFP, the Town will not allow any claims for payment which include billable time for such familiarization costs, regardless of whether they were incurred prior to or following the submission of the contractor 's proposal.

**PROGRAM INFORMATION**

**TITLE OF PROJECT:** Geese Control and Egg Addling

**PROJECT MANAGER:** Deputy Commissioner Laurie Scarpa

**ANTICIPATED BUDGET:** \$160,000

**PROJECT DESCRIPTION AND SCOPE OF SERVICES:**

Under this proposed program, the following is a non-exhaustive list of services to be rendered (the "Services")

**A. SCOPE OF SERVICES:**

The Town of Oyster Bay is requesting a fully licensed and insured Canada Geese Control Company that uses highly trained dogs (particularly Australian Shepherd's or Border Collies) to humanely chase away unwanted geese from Town owned properties. The services that will be provided at Town parks will include daily patrols, as often as necessary, to get the geese problem under control. Pricing of this RFP will include as many patrols needed, along with egg addling (egg oiling) during nesting season. Nesting season can occur anywhere from late February in some years, and all the way until June. Mid-March to about Memorial Day tends to be the busiest.

1. Egg Addling: also known as egg oiling, is necessary to keep the Canada Geese population from exploding more than it already has. It consists of covering the eggs with corn oil, which prevents the embryo of oxygen and developing into a fetus. This process should be done very soon after the eggs are laid. Once the Canada Geese have stopped laying, nests will be removed so the geese will leave the area. All nests will be reported to the Resident Canada Goose Nest and Egg Registration Site.
2. Daily Patrols: The Companies are required to provide insurance. In the past the Town has learned that four handlers will be required. It is important that the Vendors have past and on-going crews that have worked in Nassau and Suffolk Counties.
  - A. All Vendors vehicles shall contain both trackers and dash cameras so thereby can provide the documents.
  - B. The Town requires professionally trained Geese Peace staff that will not harm the geese in any way. If the parks are crowded with people, the handlers will use their best judgement to keep the dogs away from crowded areas. Dogs are to be tethered around young children or in heavily used park.

**B. STATEMENT OF WORK:**

The Town of Oyster Bay needs Canada Geese Control services at the following locations:

Town of Oyster Bay Golf Course

Bethpage Community Park

Cpl. Kevin T. Kolm Memorial Park

Ellsworth W. Allen Park

Field of Dreams

Haypath Park

H. Garrick Williams Park

John A. Walker Memorial Park

John J. Burns Park

Marjorie R. Post Community Park

Plainedge Park

Plainview-Old Bethpage Community Park

Robbins Lane Community Park

Syosset-Woodbury Community Park

Theodore Roosevelt Memorial Park and Beach

Other parks may be added to the route if deemed necessary. Also, patrols can be reduced or added.

**C. FEE STRUCTURE:**

Geese Control will do a flat rate for all the parks mentioned per park and a monthly fee. This rate includes additional patrols if needed at the parks listed above, and also Egg Addling (Egg Oiling).

**D. REPORTING OF PATROLS:**

The vendor will report to the Town of Oyster Bay monthly to discuss the geese management results.

**FORMAT OF PROPOSAL**

Proposals should be organized as shown below with tab dividers between sections and should include all the information indicated. Note that elaborate brochures or other presentations beyond those sufficient to present a complete and extensive response to this solicitation are not desired. Three (3) copies and one (1) electronic copy shall be submitted.

**SECTION A. INTRODUCTORY STATEMENT**

**SECTION B. QUALIFICATIONS AND APPROPRIATENESS OF PROPOSED STAFF**

Provide names and resumes as well as certificates of qualifications of key personnel proposed for this project.

**SECTION C. APPROPRIATENESS AND QUALITY OF CONTRACTOR'S EXPERIENCE**

1. Include experience in Canada Geese Control and Egg Addling within Long Island including projects with the Town of Oyster Bay.
2. Provide a minimum of five (5) references with contact information (recent, similar projects are preferred).

**SECTION D. PROPOSED METHODOLOGY**

Summary of proposed geese control and egg addling methods, include detailed description of all activities, actions and conduct. The contractor(s) are requested to provide a schedule of fees that they charge for their services.

**SECTION E. SUPPLEMENTAL INFORMATION**

Any additional information relevant to the contractor's qualifications for this project may be included at the contractor's option.

**FORMAT FOR PAYMENTS AND CLAIMS**

The Town shall pay the Contractor its negotiated fee upon submission of monthly claim vouchers provided by the Town Comptroller. The claim must also be accompanied by an invoice following a format to be provided by the Town which shall include, but not be limited to, the dates, description and hours of the services provided.

**TERMINATION PROVISIONS:**

Either party may terminate the agreement, upon forty-five (45) days written notice to the other. However, the agreement shall provide that in the event of any material misrepresentation by the contractor, the Town shall have the right to immediately terminate the agreement. It shall also provide that in the event the contractor or any of its principals are convicted of a misdemeanor or felony during the term of the agreement, that the Town shall also have the right to immediately terminate the agreement.