



County of Wetaskiwin

- REQUEST FOR PROPOSALS -

Animal Control Impound Services

The County of Wetaskiwin No. 10 invites qualified companies, organizations, and individuals to submit a proposal to provide shelter operations, in the form of dog kennels, to support the Municipality's Animal Control Program.

Overview

The County of Wetaskiwin Animal Control impounds approximately 50-55 dogs each year:

2022 – 54 dogs

2021 – 51 dogs

2020 – 52 dogs

The County anticipates requiring the contract kennel to house approximately **3-8 dogs a month** based on these numbers.

The proposal should describe a methodology to address the deliverables outlined in the *Scope of Work* and the cost to provide the service as described. Cost should be expressed as a monthly fee or as a fee-for-service.

For inquiries related to this request for proposal, please contact Jarvis Grant, Development Officer, at (780) 361-6222 or jgrant@county10.ca.

Timeline to Implementation

The kenneling services are to be ready for use by the County, as soon as practically possible, with the understanding that the final approval is made by Council and that time may be required for setup. All proposals should include a potential start date for the service.

Length of Contract

The length of contract for service is expected to be at least three (3) years. Based upon review of performance at the end of term and negotiation, the contract could be extended for another three (3) year term.

Submission and Deadline

Proposals are to be clearly marked "Animal Control Kennelling Services for the County of Wetaskiwin" and will be received until **4:00 pm, February 15, 2023**. Please return proposal packages to **County of Wetaskiwin No.10, c/o Jarvis Grant, P.O. Box 6960, Wetaskiwin, AB, T9A 2G5**.



Scope of Work

1. Customer Service Approach

In consultation with the County of Wetaskiwin, the **Contractor** shall implement a customer service strategy subject to approval by the County.

2. Facilities

The **Contractor** shall provide a full description of the layout and location of the facilities and the maximum holding capacity for dogs including the number and size of the kennels that will be dedicated to the County of Wetaskiwin Animal Services including:

- a) A sanitary and safe facility in accordance with the Code of Practice for Canadian Kennel Operations as published by the Canadian Veterinarian Medical Association (<https://www.canadianveterinarians.net/media/xgel3jhp/code-of-practice-for-canadian-kennel-operations.pdf>);
- b) A minimum of one (1) kennel in a separate area for the isolation of a sick dog;
- c) A contingency plan for handling an overflow of dogs over and above the minimum number of kennels required and a plan for extended care of animals held for evidence;
- d) Appropriate areas/entrances for the receiving/releasing of impounded animals;
- e) Access for dog owners to reclaim impounded animals, with a fee schedule approved by the Municipality;
- f) 24/7 access to the facility to County of Wetaskiwin Animal Control Services; and
- g) A 24/7 contact number for a shelter employee in case of emergencies.

If the facility is to be located within the County's jurisdiction, the kennel must meet all applicable specifications laid out in the County's Land Use Bylaw and any other applicable municipal legislation.

3. Kennel Procedures: General

Housing and care of dogs shall be in compliance with the Canadian Veterinarian Medical Association Code of Practice, as above.

- a) The **Contractor** shall describe the procedures used for the following:
 - i. Exercise and feeding of animals; and
 - ii. Maintenance/cleaning of kennels.
- b) All dogs impounded at the kennel must be held for a minimum of:
 - i. **Three (3) business days**, for dogs impounded with no identification;



- ii. **Ten (10) business days**, for dogs impounded with identification (eg. tattoo, microchip, dog tags) or who appear to be purebred, in the opinion of the Animal Control Officer;
 - iii. **Ten (10) business days**, for dogs impounded for Rabies observation; or
 - iv. **Three (3) business days**, after a known owner has been given notice, or deemed to have received notice, that the dog is at the kennel.
- c) After the appropriate holding period, unless otherwise indicated by the County of Wetaskiwin, dogs are turned over to the **Contractor** for disposition, at which time the **Contractor** may adopt, euthanize, or dispose of dog in a manner approved by the County of Wetaskiwin. The **Contractor** shall provide the animal assessment criteria to be used by Shelter staff in the above dispositions.
- d) A dog held by the **Contractor** may be destroyed sooner than after the minimum time frames outlined in (b) if the dog in question has any apparent illness, communicable disease, injury, or other unhealthy condition and/or a veterinarian, in conjunction with an authorized County official, deems it necessary to destroy the dog.

4. Kennel Procedures: Adoption

The **Contractor** shall provide the procedures used for the exercise and feeding of dogs and maintenance/cleaning of kennels for dogs held for adoption purposes and provide information on adoption process and procedures.

5. Kennel Procedures: Seized Animals for Court Proceedings

The **Contractor** shall provide the procedures used for the exercise and feeding of dogs for extended periods until a court decision is reached. The **Contractor** shall also provide a contingency plan for handling multiple dog seizures for which dogs may be held for extended periods of time.

6. Euthanasia

The **Contractor** shall provide the procedures that will be used for euthanasia in accordance with the Code of Practice for Canadian Kennel Operations.

7. Equipment

The **Contractor** shall provide a full description of type and quantity of equipment that would be utilized in the provision of the shelter service. The **Contractor** shall have the ability to scan impounded dogs for microchips.

8. Veterinary Services



The **Contractor** shall provide the names, locations, and service hours of the veterinarian(s) that shall be used by the **Contractor** for any required veterinary services. The veterinarian(s) proposed by the **Contractor** must be approved by the County. In approving any proposed veterinarian, the County shall take into consideration the proximity to the shelter service area and the efficiency of transportation for shelter and County Animal Control Staff.

9. Disposal of Animal Cadavers

The **Contractor** shall provide the procedures to be used for the disposal of any cadavers to the County for approval. These procedures are to conform with accepted practices.

10. Administrative and Equipment Requirements

The **Contractor** shall provide their detailed strategy to address the following administrative and equipment requirements:

- a) The **Contractor** shall maintain a database recording the arrival and departure dates of all impounded dogs and their final disposition (adopted, euthanized, etc). The **Contractor** shall provide this information to the County of Wetaskiwin on a monthly basis;
- b) The **Contractor** will release any dog to the owner or the agent of the owner at such time that the owner or agent produces a receipt from the County showing that the necessary penalty fees, release fees, and boarding fees have been paid; and
- c) Upon the release of a dog to its owner, the **Contractor** is responsible for confirming any relevant owner information. The **Contractor** will not knowingly release any dog in its possession to anyone other than the rightful owner.

11. Policies and Insurance

The **Contractor** shall provide a comprehensive OH&S policy for staff and have a mandatory insurance requirement of \$2,000,000.

12. Evaluation Criteria

Proposals will be reviewed using the following criteria and weightings:

- a) Experience – 20%
- b) Provision of Required Service – 35%
- c) Cost – 30%
- d) Location – 15%

The County reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The County reserves the right to accept a proposal that does not



provide the lowest bid without stating reasons. By the act of submitting its proposal, the proponent waives the right to contest in any legal proceedings or action the right of the County to award the purchase to any proponent in its sole and unfettered discretion. Without limiting the generality of the foregoing, the County may consider any other factor besides price and capability to perform the work that it deems in its sole discretion to be relevant, subject to policy, to its decision making.