



REQUEST FOR PROPOSALS ANIMAL CONTROL SERVICES

DATE OF ISSUANCE: SEPTEMBER 26, 2023
PROPOSALS DUE BY: OCTOBER 23, 2023

ADVERTISEMENT

NOTICE IS HEREBY GIVEN that proposals will be accepted from qualified persons, agencies, entities and/or organizations to provide animal control services on the County's behalf. These services include but are not limited to the enforcement of the animal regulations within the County Code, immediate response and dispatch at the discretion of the Curry County Sheriff's Office, the care and placement of impounded animals, animal control services in all communities and unincorporated areas of the County, and the provision of the County Animal Shelter facility. Proposals are to be made to:

Michael E. ("Ted") Fitzgerald
Director of County Operations
94235 Moore Street, Suite 123
Gold Beach, OR 97444
FitzgeraldT@co.curry.or.us

All proposers are required to comply with applicable provisions of Oregon law. Attention is directed to ORS Chapter 244, Government Ethics; ORS Chapter 279A and 279B, Public Contracting; and Oregon Administrative Rules, Chapter 125, Division 300-360, Public Contract Exemptions. There is no expressed or implied obligation for the County to reimburse any party for any expenses incurred in preparing proposals in response to this request.

1. INFORMATION

1.1 Purpose

Curry County is mandated to provide animal control services. Some duties include the safe capture and housing of stray and homeless animals, many of whom were reunited with their original families or adopted out to new homes. On average, the County receives 30-40 animal control calls in a thirty (30) day period.

1.2 Funding

Funding provided under this contract is dependent on the extent of services required to be provided by the County to the Contractor, including but not limited to: office staff, Animal Control vehicle, uniforms, etc.

1.3 Award of Contract

The successful Contractor will sign a Professional Services Agreement with the County. Refusal to sign the Professional Services Agreement will render the submission nonresponsive, all dialogues will be immediately terminated, and negotiations will begin with the next ranked submitting Contractor.

2. OBJECTIVES

2.1 Scope of Services

The selected Contractor will be expected to:

- (a) Enforce applicable provisions of County Code and Oregon Law, specifically ORS Chapter 609, including but not limited to the requirement for dog licensing, provisions regarding dogs at large, nuisance animals, etc.
- (b) Find and retrieve dogs in violation of County Code or State Law and deliver to the County Animal Shelter.
- (c) Provide a vehicle suitable for animal transport, clearly marked "Animal Control."
- (d) Collect all fees for, and enforce, the dog licensing program. This includes but is not limited to the maintenance of licensing and vaccination records, assisting the public with the licensing process, keeping an inventory of license tags, issuing yearly licensing reminders, etc.
- (e) Respond to and document calls for animal control. Animal control calls may include but are not limited to:
 1. Dog at large.
 2. Barking dog.
 3. Unlicensed dog.

4. Dog with no rabies vaccination.
 5. Dangerous or potentially dangerous dogs.
 6. Nuisance dogs or cats.
 7. Dog bite.
 8. Injured or sick dog or cat.
 9. Assist law enforcement agencies upon request.
 10. Abandoned dog or cat.
 11. Animal cruelty.
 12. Confined or neglected dog or cat.
- (f) Respond to emergency and after-hours call-out situations (staff must be made available 24 hours a day, seven days a week, 365 days per year). Emergency situations may include the following:
1. Vicious dogs that may reasonably constitute a hazard.
 2. Dogs and cats with life-threatening injuries.
 3. Hardship cases or law enforcement assistance matters.
 4. Receiving animals after normal business hours.
 5. Other emergency assistance.
- (g) Impounded animals shall be immediately (within one hour) scanned for a microchip and checked for a license number. The owner, if determined, shall be contacted immediately. If contact cannot be established by phone or in person, a written notice shall be sent to the owner's last known address. Records of attempts to contact the owner shall be kept.
- (h) Act as the County Animal Shelter of Record to perform the following animal shelter services:
1. Housing and care of dogs, cats, and occasionally other animals.
 2. Pet licensing program.
 3. Delivery of animals.

4. Animal redemptions.
 5. Euthanasia.
- (i) Ensure that the County Animal Shelter remains in compliance with standards for cleanliness and quarantine set forth by County policy and Oregon law.
- (j) Provide educational tools including:
1. Dog bite prevention program.
 2. Public service announcements.
 3. Community website and outreach including fair booth, license clinics, special events, etc.
- (k) Create and maintain a record-keeping program, which shall include:
1. Main records of all animals handled. Retention schedules for public information apply.
 2. Monthly Reporting to the Director of County Operations (“DCO”). These Reports include but are not limited to:
 - i. Number of impounds.
 - ii. Number of adoptions.
 - iii. Number of emergency responses.
 - iv. Description of animal, where and how the animal was obtained.
 - v. Disposition of complaints regarding animals.
 - vi. Dangerous or potentially dangerous animals and dog-bit incidents.
 - vii. All initiated criminal citations issued.
 - viii. Any additional information that may be required by a County through its regulatory ordinances.
 3. Statistical information shall be made available monthly as required by the DCO.

- (l) Provide customer service, which shall include:
 - 1. Regular office hours.
 - 2. Phone receiving system that can ensure that a message can be left if a person is not available to receive the call.
 - 3. Respectful and courteous treatment of residents and visitors.

2.2 Resources Provided by County

- (a) County staff will assist the selected Contractor where possible, but Contractor should anticipate and be prepared to be completely self-reliant in accomplishing the tasks associated with this RFP. The County will provide, when available, animal control information and any other associated documents.

2.3 Experience, Qualifications & References

- (a) The successful candidate will demonstrate the following:
 - 1. Qualifications and expertise in handling dangerous and nuisance animals.
 - 2. Ability to provide information regarding the track record of animal control or handling services performed within the last five years.
 - 3. Ability to provide services within budgetary requirements, and otherwise in a cost-effective manner.
- (b) In a statement, provide names and phone numbers of a minimum of three (3) references. References should have direct experience with the proposer and other key personnel.
- (c) Please include three (3) references for which the Contractor has provided similar services, or coordinated with to perform services, during the last three (3) years.

3.

PROPOSAL & AWARD SCHEDULE

September 26, 2023	RFP issued.
October 2, 2023	Questions concerning RFP and project due no later than 5:00 p.m.
October 4, 2023	County response to questions received shall be posted on the Curry County website
October 23, 2023	Proposals due no later than 12:00 p.m.

October 25, 2023	Notification of selected proposal.
November 1, 2023	Contract finalized.
November 2, 2023	Services commence.

**4.
EVALUATION & SELECTION**

The Director of County Operations will screen all written proposals and make a final recommendation to the Board of Commissioners upon the closing of the proposal window.

**5.
TERMS & CONDITIONS**

5.1 Curry Contract Review Rules

All Contracts procured under this RFP will be subject to the terms and conditions of the 2023 County Contract Review Rules.

5.2 RFP Amendment, Cancellation and Right of Rejection

The County requires all Contractors to comply with equal opportunity policies. The County's programs, services, employment opportunities, volunteer positions and contracts are open to all persons without unlawful regard to race, religion, color, gender, national origin, age, disability, veterans' status, or marital status. The County reserves the right to:

- (a) Reject any and all proposals, with or without cause, and has the right, in its sole discretion, to accept the proposal it considers most favorable to the County's interests.
- (b) Seek clarification of any proposal submitted.
- (c) Cancel the RFP or reject any or all proposals in accordance with ORS 179B.100.
- (d) Postpone an award of the contract for a period of time the County determines reasonable.
- (e) Waive informalities in the proposals and/or terminate this solicitation at any time without specific notice.

5.3 Disclaimer of Responsibility

This RFP is not a contractual offer, nor is it a commitment to purchase services. Contents of this RFP and any proposal received hereunder will be used as the basis to determine final contractual obligations. It is understood that this RFP and the successful proposal may be attached or included by reference, in part or in whole, to any agreement regarding the services included in this RFP between the County and the successful Contractor.