

**SPECIFICATIONS FOR
ANIMAL CONTROL SERVICES**

**FOR THE
TOWNSHIP OF GLOUCESTER**

ISSUE DATE: FEBRUARY 23, 2017

DUE DATE: MARCH 15, 2017

**PROPOSAL FORM
FOR
ANIMAL CONTROL SERVICES**

TOWNSHIP OF GLOUCESTER, CAMDEN COUNTY, NEW JERSEY:

The Undersigned _____
(Name of Bidder & Telephone No.)

Hereby proposes to furnish all labor, materials, supplies, equipment and services except (veterinary and shelter fees) to provide to the Township of Gloucester the Animal Control Services as hereinafter specified for a two year term with two (2) one-year options for the Lump Sums:

	2017-2018 (April 1, 2017- Dec. 31, 2018)	2019 (Jan.1 – Dec. 31)	2020 (Jan.1 – Dec. 31)
Gloucester Twp.	\$ _____	\$ _____	\$ _____

Award of contract will be to the one responsible bidder whose total two year (2017-2018) Base Bid price for all municipalities is the lowest.

The prices include all charges and expenses (except veterinary and shelter fees) for the furnishing of all material and labor for the full and complete performance of the aforesaid work in the manner and under the conditions specified.

The Bidder states that they have carefully examined the specifications and that they have fully informed themselves regarding all conditions and pertaining to the services to be provided, and that they will furnish all labor and material and assume all responsibilities even though not specifically mentioned but which are necessarily required or reasonably implied to obtain the completed conditions contemplated.

The above prices include all charges and expenses (except veterinary and shelter fees) for the furnishing of all material and services for the full and complete performance of the aforesaid work in the manner and under the conditions specified for a period of two years (2017, 2018), plus options for the third (2019) and fourth year (2020) at the sole discretion of the Township commencing at award of contract.

References: Submit the name, telephone number, contact person and size of facility for three (3) clients for whom similar services have been provided.

Client	Contact Name	Phone No.
1.	_____	_____
2.	_____	_____
3.	_____	_____

Respectfully submitted,

NOTE: If the Bidder is a Corporation, the President or other officer shall sign and affix the Corporate Seal to be attested to by the Secretary.

BY: Legal Name of Corporation: _____

Address: _____

Signed Signature: _____

Typed Signature: _____

Attest: _____ (Signature of Secretary)

Date: _____

Seal:

Note: If the Bidder is an unincorporated firm or partnership it shall be signed by the firm or partnership name and also by all partners or members of the firm in their individual names.

BY: Legal Name of Firm or Partnership: _____

Address: _____

Signed Signatures: _____

Typed Names: _____

Date: _____

**SPECIFICATIONS
FOR
ANIMAL CONTROL SERVICES**

1. SCOPE:

1.1 The work under this specification consists of furnishing labor, materials, and services necessary for providing the animal control services, in a complete and satisfactory manner as specified herein.

2. GENERAL:

2.1 Payment to the Contractor shall be on a monthly basis, at one-twelfth of the annual cost per municipality serviced.

2.2 The services to be provided by the successful vendor to the Township include, but are not limited to:

2.21 the provision of uniform, reliable and professional animal control services;

2.22 the attempt to control and manage stray, sick and injured animals within each participating municipality;

2.23 the ability to provide to the general public, an education and the enforcement of animal welfare and animal control laws;

2.24 the ability to promote public health, safety and welfare.

2.25 to adhere to ALL ordinances relative to animals.

3. CONTRACTOR QUALIFICATIONS:

3.1 The importance of complete and timely animal control services requires that the services be performed by a Contractor who is regularly engaged with their own personnel in the animal control business who shall have been in the animal control service business of similar scope for at least five (5) years.

3.2 The bidder shall demonstrate that they have satisfactorily performed animal control services of similar scope of services and that they have a permanent organization and facilities located such as to properly fulfill all the services required. The bidder shall submit with their bid a list of references where animal control services of similar scope have been performed.

- 3.3 The Contractor shall be certified by New Jersey Certified Animal Control Officers Association.
- 3.4 The Contractor shall control all animal control operations at their own facility. The Contractor shall not subcontract any part of this contract to a third party.
- 3.5 Only bidders meeting these requirements are deemed qualified to submit their bid for this work. Failure to meet these requirements will cause bid to be rejected due to noncompliance.
- 3.6 The Contractor will show proof of General Liability, Business Auto and Workers' Compensation insurances.

4. **SCOPE OF SERVICES:**

- 4.1 Provide the following Animal Control Services to the Township of Gloucester
- 4.2 Provide regular office hours shall be Monday through Friday from 9:00 AM to 5:00 PM. The Contractor shall respond to calls during these hours from municipal residents, municipal officers or the municipal police department.
- 4.3 Provide emergency services 24 hours per day, seven days a week. The Township shall be given a number for the animal control office and a pager number which shall be accessible 24 hours per day.
- 4.4 Respond to calls after normal hours when received from the municipal police department.
- 4.5 Provide all necessary equipment to capture stray and wildlife animals,
- 4.6 Retrieve dead animals (excluding deer) from public rights of way. Dogs/Cats will be scanned for microchip and owners shall be attempted to be contacted.
- 4.7 Canvass municipality streets a minimum of twice weekly for licensed and unlicensed animals which are running at large. All apprehended animals shall be held according to State, County and Township laws.

- 4.8 Respond to calls during normal business hours from residents regarding dogs which are running at large.
- 4.9 Notify the owner of a licensed animal when the animal has been apprehended and the location of the shelter where the animal was taken. All reasonable attempts shall be made to reunite the animal with its owner, prior to taken to the shelter.
- 4.10 All unlicensed dog/cats which are apprehended shall be taken to a shelter after attempting to reunite the animal with the owner based on scanning the microchip.
- 4.11 All domestic animals which are picked up shall be transported to a municipality designated shelter equipped and constructed as specified by the New Jersey Department of Health after making all reasonable attempts to locate the owner of the animal.
- 4.12 All animals seized shall be handled and disposed of, with proper notice given, as required by N.J.S.A.4:10-15.16.
- 4.13 The Contractor shall report each case of domestic and/or wildlife bites to the municipality and the animal shall be quarantined in accordance with applicable state laws.
- 4.14 The Contractor shall cover nuisance wildlife control only if it affects public safety or if requested by the police departments.
- 4.15 Sick and/or injured wildlife that pose a rabies threat shall be removed from both public and private property and disposed of in accordance with the laws of the State of New Jersey.
- 4.16 Any animal suspected of having rabies shall be transported to Trenton if the Township cannot do so.

- 4.17 Upon request, where consistent with municipal ordinance, and payment of a refundable deposit, provide municipal residents with humane traps for the capture of feral cats.
- 4.18 Remove deceased animals from municipal streets, both public and private. Deceased animals on private property shall be removed only if the area or property where the carcass is located is easily accessible. This service shall not include removal of deer, livestock, rodents or birds. Deceased dogs/cats shall be scanned for microchips and the owner shall be attempted to be contacted prior to transporting to the shelter.
- 4.19 Attend court hearings as may be required as a result of summons written by the Contractor for appearance requested by the municipality or the police department.
- 4.20 The Contractor shall respond to complaints for sick and/or injured animals on a 24 hour a day, 7 day per week basis. Injured animals shall receive veterinary care prior to being taken to an animal shelter. It is expected that the owner of any sick and/or injured animal shall pay for all emergency care costs. In the event an owner cannot be located or the animal is stray/abandoned, the municipality shall be responsible for the costs of said emergency care.
- 4.20.1 The name(s) and contact information for local veterinarians and/or animal hospitals, including one with 24 hour emergency care capability shall be submitted with the bid or prior to award of contract.
- 4.21 Provide to the Township a detailed activity report at the end of each month. The report shall detail the time and date of all actions taken, including but not limited to complaints, the nature of the complaint, follow-up needed if any, and all other action(s) taken.
- 4.22 Upon request be available to meet with municipal officials at a mutually convenient time during the contract period to address any issues arising from performance under the contract.

5. **HISTORICAL DATA:**

- 5.1 The data on the following pages is a record of activity from January, 2016 to December, 2016. This data is for general information only and is not to be construed as an indication of activity in 2017 or subsequent years.

GLOUCESTER TOWNSHIP				2016 MONTHLY MONTHLY ACTIVITY					INDEPENDENT ANIMAL CONTROL SERVICES PHONE: 856-718-0305 FAX: 856-504-0056			
MONTH	DOG CALLS	CAT CALLS	OTHER WILDLIFE FARM/ EXOTIC	TOTL CALLS FOR SERVICE	SHELTERED DOGS	SHELTERED CATS	SHELTERED OTHER	TOTAL ANIMALS TO SHELTER	ANIMALS TAKEN FOR VET CARE	ANIMAL BITES	SUMMONS ISSUED	
JANUARY	13	12	9	34	8	9	0	17	10	0	0	
FEBRUARY	14	18	15	45	8	5	0	13	5	3	0	
MARCH	22	26	28	76	7	14	0	21	13	4	0	
APRIL	25	16	26	67	10	25	0	35	7	1	0	
MAY	27	18	26	71	20	15	0	35	2	2	0	
JUNE	23	20	26	69	9	18	0	27	3	2	1	
JULY	19	21	20	60	12	10	0	22	13	1	1	
AUGUST	23	44	26	93	12	25	0	37	9	1	0	
SEPTEMBER	23	35	13	71	16	24	0	40	2	4	1	
OCTOBER	9	31	16	56	6	16	0	22	6	0	0	
NOVEMBER	17	38	9	64	8	21	0	29	5	2	0	
DECEMBER	16	40	8	64	5	18	0	23	5	0	0	
TOTAL	231	319	222	770	121	200	0	321	80	20	3	