

Request for Proposal Scope of Services Animal Care Services

1. Scope of Services

The City of Bisbee (City) is seeking proposals from responsible individuals and organizations to provide animal care services to include, but not limited to, acceptance and care of animals, tracking animal intake, and redemption of animals to owners.

The City desires to retain Animal Control and work with a contract partner to provide 72 hours to 124 hours of care for animals received into custody by Law Enforcement, fire personnel or the Animal Control Officer (ACO).

In the 12-month period between August 2019 and August 2020, the ACO and Law Enforcement received 32 Feral Cats, 15 stray cats and 18 stray dogs into custody.

2. Goals and Objectives

Identify a contract partner that will be able to:

- A. Provide an appropriate level of care, as outlined in the City Code, for animals received into custody.
- B. Provide assistance in returning animals to their owners; as approved by the ACO. The process includes verification of license, vaccination, and payment of fees and fines.
- C. Engage in collaborative relationships with area rescue organizations.
- D. Provide appropriate facilities, as referenced in the City Code, and provide for regular inspections by the ACO.

3. Information to be submitted

The City encourages submittals to clearly communicate experience in providing animal care services.

Ideally the submittal will include:

- A. Cover Letter
- B. Profile and Staffing (Resumes)
- C. Qualifications/Certifications
- D. Work Plan
- E. Financial Information and Budget Projections
- F. Authorization for Background Check(s)
- G. Per animal cost of services including, but not limited to:
 1. Intake
 2. Boarding
 3. Medical testing (if available)
 4. Vaccinations (if available)
 5. Transfer to an area rescue organization (for unclaimed/unredeemed animals)

4. Review and selection process

After review of proposals, the City may invite the contract partner for an interview with City staff.

The staff will evaluate the proposals provided based on the following criteria:

- A. Overall responsiveness to the scope of services
- B. Proposer's experience
- C. Ability to meet the needs of the City
- D. Financial Status
- E. Resumes/Qualifications/Certifications/Licenses

The City reserves the right to accept or reject any or all proposals.

5. Coordination with City Law Enforcement, ACO and Licensing

City will retain animal control and licensing services. The ACO and licensing staff will continue to report to Law Enforcement staff. Citations will be issued by the ACO or Law Enforcement for violations of City regulations related to animal care. In addition, rabies vaccination records will be collected through licensing program. All dogs redeemed by their owners will be licensed prior to their release. All revenues from fees and reimbursements for the costs of care will be collected by the City and used to offset ACO and licensing staff costs.

The City would like to evaluate the option of having the contract partner providing "on-call" services to back up and support the City's ACO staff. The goal would be to provide redundancy, especially in an emergency situation. Please indicate if you would provide these services.

6. Collaborative Relationship Development

Contract partner is encouraged to engage in cooperative relationships with area rescue organizations.

7. Response

Submit proposals to: Theresa Coleman
City Manager
City of Bisbee
P O Box 4601
915 S Tovreaville Rd
Bisbee, AZ 85603

No later than: October 28, 2020 at 4:00 p.m.

8. Questions

Submit in writing to: Theresa Coleman
tcoleman@bisbeeaz.gov