

BOROUGH OF WOODBINE
REQUEST FOR PROPOSAL - ANIMAL CONTROL SERVICES
SCOPE OF STANDARDS SERVICES

1. The Contractor shall be properly licensed and certified at all times during the term of the contract in accordance with N.J.S.A. 4:19-15.16a. The Contractor shall be responsible for animal control within the Borough and shall enforce and abide by the provisions of N.J.S.A. 4:19-15.16. The Contractor shall have the authority and be responsible to enforce all State Statutes and municipal ordinances including such duties as enumerated in N.J.S.A. 4:19-15.16(c) and 4:19-15.16(d).
2. The Contractor shall maintain regular inspection patrols of the Borough.
3. Pick up and impound dogs/cats running at large upon public streets and property. Dogs/cats that are picked up will be transported to the Cape May County Animal Shelter. Make every effort to contact owners of dogs/cats bearing registration/identification tags prior to the transporting of animals to the shelter.
4. Provide residential/commercial wildlife removal services, provided there is a health or safety hazard present, or the animal is injured. Wildlife will be removed from residential/commercial structures (occupied areas) and will be released outside in the immediate vicinity, unless the animal displays symptoms of disease, or is injured. Will advise residents of proper measures to discourage wildlife intrusion. Work with local Wildlife and Aviary Rehabilitators as well as maintain membership in the New Jersey State Certified Animal Control Officers Association. Dead animals on private property are the responsibility of the homeowner.
5. Maintain availability and easy access (800 Number, Pagers, Cell phones) on a 24 hour per day basis. During normal business hours (9:00 AM - 5:00 PM) and in emergency situations be available to respond to animal control/wildlife complaints from Borough residents and/or authorized officials within one (1) hour for the following: aggressive animals, injured animals, suspect rabid animals, bite cases and at the Official's discretion.
6. Pick up and dispose of domestic/wildlife "road kill" on request, up to approximately 100 pounds (excluding deer) in compliance with New Jersey Department of Health regulations (D.E.P. approved). Larger domestic animals (livestock) that are creating a road, or safety hazard will be removed to a non-hazardous area and authorities designated by the Borough will be notified immediately. CONTRACTOR will not be responsible for removing dead animals from private residential property.
7. The BOROUGH will be responsible for any emergency veterinary expenses incurred by the CONTRACTOR in conjunction with their duties in the BOROUGH. If the owner of the injured animal is located, these expenses will become the responsibility of the owner.
8. Be a source of information to the BOROUGH residents and officials concerning animal control regulations and related current information. Maintain a professional image and make public relations a top priority.
9. Maintain a \$500,000.00 liability insurance coverage in compliance with the Municipal Joint Insurance Fund (JIF) requirements. Give the BOROUGH a "Certificate of Liability Insurance" naming them as additional insured. Will maintain \$500,000.00 commercial vehicle liability insurance on all vehicles in use.

10. Will appear on behalf of the BOROUGH for Court proceedings necessary to enforce animal regulations. The BOROUGH will be responsible for supplying summonses.

11. Will provide all necessary vehicles, equipment and maintenance required to conduct the BOROUGH'S animal control services in a professional manner. All equipment and vehicles will be kept in compliance with New Jersey State Department of Health standards. All vehicles in use shall be lettered with company name, origin and "800" telephone number. All animal control officers will wear appropriate uniforms and carry State Department of Health picture identification. (Each residential contact will be given the responding Animal Control Officers personal business card with company name and "800" telephone number for future reference.)

Provide the BOROUGH'S residents and officials with animal control services, cruelty investigation, residential wildlife and road kill disposal.

12. BIENNIAL CANVAS FOR UNLICENSED DOGS - OPTION: PROPOSAL

Conduct the BOROUGH'S Dog Census in odd numbered years, as required by N.J.S.A. 4:19-15.15. Compose a flyer outlining Borough Ordinances, licensing requirements and general information. Flyers will be distributed to Borough residences during a door-to-door canvass. A 7-Day Warning Notice will be issued to residents owning, possessing or harboring unlicensed dogs. Residents failing to obtain the required license will be issued a Court Summons and the CONTRACTOR shall appear on behalf of the BOROUGH for the Court proceedings necessary to enforce licensing. The BOROUGH will be responsible for the issuance of licenses, collection of fees. The CONTRACTOR will incur all expenses necessary to conduct the Census.

(A) The CONTRACTOR shall notify the Municipal Clerk in writing of the date the canvas is actually started and the names, addresses, telephone number and age of anyone assisting in the canvas. No fee will be paid prior to this start date regardless of whether or not the BOROUGH collects a late fee.

(B) The CONTRACTOR understands that the BOROUGH shall pay the CONTRACTOR the agreed upon fee per license issued between the actual start date of the Biennial Canvas (as was notified in writing) and the completion date of the canvas, which shall be no later than September 1, 2012.

(C) The agreed upon fee will only apply to licenses where the BOROUGH has collected a late fee from the resident. For example, this will not include license issued to new dog owners or to new residents of the BOROUGH, where the BOROUGH does not charge a late fee.

(D) The CONTRACTOR shall issue a summons to all persons who fail to obtain the required licenses after receiving a 7-day warning notice. The CONTRACTOR shall appear in the Borough of Woodbine Municipal Court as the Charging Official or Plaintiff in such cases at no additional cost to the BOROUGH.

(E) The CONTRACTOR shall file a completed final report of the Biennial Canvas, on the required State forms, with the New Jersey Veterinarian Health Department on or before the deadline of September 1st, established by the State for submission of said report and submit a copy thereof to the Municipal Clerk.

