

## TENDER No. 2019-12 – ANIMAL CONTROL SERVICES

### TOWNSHIP OF ASSIGINACK

- CONTRACT DETAILS:** Day to day enactment and enforcement of the Township of Assiginack's Animal Control By-law # 18-18, which provides for the licensing and regulating of dogs. Copies attached.
- CLOSING:** 4:30 PM (EST), Friday January 3, 2020
- RECEIVED BY:** A. Hobbs, CAO  
156 Arthur Street  
P.O. Box 238  
Manitowaning, Ontario POP 1N0
- TERM OF CONTRACT:** January 15, 2020 – December 31, 2021

#### CONTRACT CONDITIONS

- The successful bidder will be referred to as the Animal Control Officer for the Township of Assiginack. The following terms and conditions will apply to the Animal Control contract.
- Ownership and/or legal access to a Provincially approved pound for the impounding and keeping of dogs in accordance with Provincial Acts and regulations. Proof of the approved pound is to be submitted with the quotation.
- Valid driver's license and use of personal vehicle suitable for transporting dogs.
- The Contractor will be responsible for all expenses of operation, including supply of own vehicles, equipment, operators and staff.  
*Note: - dog tags, registers, license forms and order to pay forms are supplied by the municipality.*
- The Contractor will be responsible for all applicable licenses, vehicle and liability insurance, and workplace safety requirements; proof of liability insurance and WSIB coverage to be submitted with tender.
- The Animal Control Officer will be responsible for animal control functions including but not limited to the following:
  - Accepting and responding to calls on a 24/7 basis;
  - Collecting and impounding dogs in accordance with municipal by-laws;
  - Maintaining a record of all activities related to animal control services and enforcement of by-laws;
  - Providing written monthly reports to the Municipal Council;
  - Issuing kennel licenses;
  - Issuing tickets, laying of charges and attending court when required; and,



- Maintaining the pound in accordance with provincial regulations and guidelines.
- The annual contract fee will be paid on a monthly basis upon receipt and acceptance of a monthly activity report.
- Pound fees will be in accordance with municipal by-laws.
- Acceptance of the quotation will be subject to negotiation of an acceptable contract.
- The lowest or any quote will not necessarily be accepted.

**TENDER SUBMISSION:**

Are you registered for HST? Y\_\_N\_\_. If yes please provide HST NO. \_\_\_\_\_

If you are an HST registrant, tender prices must include HST.

I, \_\_\_\_\_, hereby submit the following quotation price for the Contract for Animal Control services in the Township of Assignack

	Monthly Retainer
2020	
2021	

Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submission Checklist:**

- Proof of Provincially approved pound for the impounding and keeping of dogs in accordance with Provincial Acts and regulations
- Proof of liability insurance and WSIB coverage
- Page 2 of the Tender Document signed and free from errors
- Enclosed in a sealed envelope clearly marked, "Animal Control Services Tender," addressed to the Clerk

