



**REQUEST FOR PROPOSALS  
ANIMAL CONTROL OFFICER  
2 YEAR CONTRACT  
JANUARY 1, 2017 – DECEMBER 31, 2018**

*Due Date  
Wednesday, December 14, 2016  
9:30 a.m.*

**QUESTIONS MAY BE ADDRESSED TO**

**PETER J. MILLER  
TOWNSHIP ADMINISTRATOR  
609-926-4027**

PUBLIC NOTICE  
TOWNSHIP OF EGG HARBOR

Notice is hereby given that pursuant to the provisions of N.J.S.A. 19:44A-20.4 ( New Jersey Pay to Play Law) the Township of Egg Harbor, County of Atlantic and State of New Jersey is seeking proposals for the following

**ANIMAL CONTROL OFFICER**

A detailed "Request for Proposals" ( RFP) follows and is on file and available in the Office of the Township Clerk, 3515 Bargaintown Road, Egg Harbor Township, NJ 08234.

Proposals must contain the following minimum requirements and same must be included at the time of submission:

1. List of names and roles of individuals proposed to perform the task(s) along with a description of experiences with projects similar in nature. In the case of retail suppliers, the sales representative and management person must be identified.
2. Description of ability to provide services in a timely fashion; including staffing, familiarity and location/business address.
3. Cost details including hourly rates of each individual proposed to perform the service(s) or a total cost ("not to exceed"), plus any other charges. In the case of retail purchases, the Proposal must contain the amount of discount by percentage(s).

All proposals must be received by the Township Clerk no later than Wednesday, December 14, 2016, 9:30 a.m. at the address referenced above. All questions concerning this notice must be addressed to Peter J. Miller, Township Administrator, at 609-926-4027.

Eileen M. Tedesco, RMC  
Township Clerk

**ALL PROPOSALS SHALL INCLUDE, AT A MINIMUM, THE FOLLOWING INFORMATION and/or DOCUMENTATION**

1. Retail providers must identify the name and address of sales representative(s) and manager(s); and
2. Proposal must contain a specific amount of discount (%), over retail value. Discount(s) are to be stated in percentages (i.e. retail minus % discount); and
3. Contracts will be awarded on the basis of ability to provide products in a timely manner, qualifications, experience, and the cost of goods and services. The cost of goods and services will be a consideration, however, the ability to provide products and qualification to perform and/or supply the required goods and services will carry substantial weight in the decision making process; and
4. Service/product providers will be required to supply, at the time of contract execution, Affirmative Action information/documentation; and
5. All providers of goods and services will be required to supply a copy of New Jersey Business Registration Certificate; and
6. Provide quotes/pricing for the following:

**Animal Control Officer**

Animal Control Officer must submit the following proof with their proposal:

1. Animal Control Officer's Certification as issued by the NJ Department of Health.
2. New Jersey License of Certificate for Chemical Immobilization of Animals.
3. County Certification regarding temperature control (Air Conditioning and Heating) of transport areas pursuant to NJAC 8:23A-1.12(c)(1).

*(c) Primary enclosures used to transport animals, such as compartments or transport cages, cartons or crates, shall be well-constructed and well-ventilated and designed to protect the health and insure the safety of the animals. Such enclosures shall be constructed or positioned in the vehicle in such a manner that:*

*1. Each animal in the vehicle has access to sufficient fresh air for normal breathing and ventilation is sufficient to prevent the onset of heat prostration. The temperature within such enclosures shall not be allowed to exceed 85 degrees Fahrenheit or fall below 45 degrees for a period of more than two hours, provided, however, that at no time may an animal be transported for longer than one hour at a temperature of more than 95 degrees Fahrenheit or less than 35 degrees Fahrenheit. Vehicles which are purchased after March 20, 2000 shall be equipped with supplementary air conditioning and heating to maintain the temperature within the enclosures between 85 degrees Fahrenheit and 45 degrees Fahrenheit at all times when animals are in the enclosures. (Four years from the effective date of these rules, all vehicles shall be equipped with supplementary air conditioning and heating to maintain the temperature within the enclosures between 85 degrees Fahrenheit and 45 degrees Fahrenheit at all times when animals are in the enclosures.*

## **Animal Control Officer**

Animal Control Officer shall:

1. patrol the township on a daily basis and pick up or remove stray animals, animals running at large, dead or injured dogs and cats;
2. set forth the hours which such patrols shall be regularly scheduled;
3. be available and respond to emergency calls 24 hours per day, 7 days per week, as determined by a Police Department representative;
4. enforce all township ordinances and state statutes regarding dog licensing and any dogs or any other domestic animal running at large;
5. issue summonses to violators of state and township ordinances and statutes regarding animal control, dog licensing and/or dogs, or any other domestic animal running at large, and appear in the Egg Harbor Township Municipal Court as required as the plaintiff;
6. at the request of an animal owner, remove privately-owned dogs and cats at the rates specified in this document;
7. be responsible to take into custody any dogs or other animals which are suspected to be rabid. This responsibility includes having suspect wild animals, once captured, destroyed and their heads removed for rabies testing in accordance with state law;
8. provide the name, address and telephone number of the individual who will be responsible for head removal services. If the officer performs this service, all supporting materials must be submitted and attached to your proposal documenting ability to perform this service;
9. deliver animals picked up to the Atlantic County Animal Shelter for final disposition by the County;
10. be responsible for immediately reporting any seized and suspected animal to be rabid to the Atlantic County Health Department. During working hours 8:00 a.m. to 5:00 p.m., contact either 645-5971 or 645-5972; weekends, nights and holidays a representative of the Health Department can be reached via the Atlantic County Sheriff's Department by calling 641-0111;
11. submit monthly reports to the Office of the Township Clerk by the 10<sup>th</sup> of each month reflecting the activity of the preceding month. The report must contain the following information: record of all animals received and/or disposed of (record shall state the date animal received, description, license number (if applicable), breed, age, sex, name/address from person acquired or location where stray animal was picked up or killed, and method or name and address of person to whom sold, otherwise transferred);
12. keep records, in general, consisting of the following:

- a. Records are to be retained for 12 months after animal is killed or removed and shall be available for inspection by municipal authority.
  - b. Unless otherwise provided, all books, records and documents required shall be retained for one year.
  - c. Records requested to be held or kept by the local, county or State Department of Health due to a pending investigation shall be kept until authorization for disposal is received from local, county or State Department of Health.
13. promptly report any changes to name, address or business operations to any and all licensing agencies;
14. provide in the proposal the name and address of all employees who will perform services in the Township along with a copy of the state certification;
15. provide a listing and description of all vehicles to be used in the transportation of animals;
16. provide, prior to commencement of services, a certificate of insurance naming the township of Egg Harbor as an additional insured; and
17. provide an initial inspection, followed by quarterly inspections of those dogs designated as a Potentially Dangerous Dog pursuant to NJSA 4:19-23, NJSA 4:19-24 (3) and NJSA 4:19-32.

Egg Harbor Township  
 3515 Bargaintown Road  
 Egg Harbor Township NJ 08234

Proposal for Animal Control Services for 2-year contract period beginning January 1, 2017 through to December 31, 2018.

# Proposal

## PATROLS

Days Per Week	
Hours Per Day	
24-Hour Emergency Telephone	
Non-Emergency Telephone	

## FEES

Monthly Fee for Services Rendered to Township of Egg Harbor	\$	
Annual Fee for Services Rendered to Township of Egg Harbor	\$	
Retrieval/Removal of Privately-Owned Dogs or Cats	\$	
Potentially Dangerous Dog: Initial Inspection	\$	
Potentially Dangerous Dog: Quarterly Inspections	\$	per quarter

## ATTACHMENTS

- Shelter Location, Description and State Certification if other than Atlantic County Animal Shelter
- Animal Control Officer Certification
- Controlled Substance Registration Certificate
- Head Removal Service Provider
- Employee List
- Vehicle List

*All of the above information and attachments must be submitted with the Proposal no later than Wednesday, December 14, 2016, 9:30 a.m. at the Office of the Township Clerk, Township of Egg Harbor, 3515 Bargaintown Road, Egg Harbor Township NJ 08234.*

Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone No. \_\_\_\_\_  
 Facsimile No. \_\_\_\_\_ Mobile No. \_\_\_\_\_  
 Email \_\_\_\_\_  
 Signature  \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Date Signed \_\_\_\_\_