

# **Request for Proposals and Qualifications for Animal Control Services**

## **Minimum Qualifications**

*Respondents must establish that they meet the minimum qualifications*

### **I. Introduction**

Lower Makefield Township is seeking proposals from qualified organizations or individuals to provide professional animal control services. The selected contractor will assist the Township in managing domestic and stray animal issues, including humane trapping, community education, and periodic training events, to ensure public safety and promote the humane treatment of animals. The Township invites responses from experienced, licensed, and insured service providers. The incumbent animal control officer responds to on average 20 incidents per month in addition to responding to periodic calls and emails and attendance in court as necessary.

### **II. Project Overview**

The selected contractor will be responsible for responding to calls related to stray, injured, aggressive, or nuisance animals, providing trapping services—including trapping at the Township's Patterson Farm—facilitating periodic training events for residents (including events at the Lower Makefield Township Dog Park), and enforcing applicable federal, state, and local animal control regulations within Lower Makefield Township.

### **III. Scope of Services**

The contractor will provide the following services:

#### **1. Emergency Animal Response**

- Respond to urgent calls involving stray, injured, and/or dangerous animals.
- Safely capture and transport animals as necessary.

#### **2. Routine Animal Control Duties**

- Address nuisance animal complaints, including stray animals.
- Investigate and resolve issues of animal cruelty or neglect in coordination with local authorities.
- Impound and care for animals in accordance with applicable regulations.

#### **3. Animal Trapping Services**

- Provide humane trapping for stray or nuisance animals, including both domestic and wildlife species.
- Conduct trapping activities on Township properties as needed (including Patterson Farm) where wildlife or stray animals may require targeted intervention to ensure public and agricultural safety.
- Promptly remove and transport trapped animals to the appropriate facilities.
- Ensure all trapping activities comply with applicable laws and humane practices.

#### **4. Periodic Training and Community Education Events**

- Facilitate periodic training events, as requested by the Township, for residents on animal-related topics, such as:
  - *Proper handling of nuisance wildlife.*
  - *Responsible pet ownership.*
  - *Wildlife deterrent strategies and safety.*
- Conduct training events, as requested by the Township, at the Lower Makefield Township Dog Park to educate pet owners on dog park etiquette, off-leash safety, and proper management of interactions between dogs.
- Develop educational materials to support outreach and training efforts.

#### **5. Public Education and Outreach**

- Work proactively to educate residents on Township regulations, wildlife management, and pet care best practices.
- Serve as a resource for questions and guidance related to animal control.

#### **6. Record Keeping and Reporting**

- Maintain detailed records of all incidents, impoundments, trapping activities, and resolutions.
- Provide monthly reports to the Township on animal control activities and public outreach efforts.

#### **7. Legal Compliance**

- Enforce all relevant federal, state, and local animal control laws and ordinances.
- Appear in court or hearings as needed to support enforcement actions.

### **IV. Proposal Requirements**

Proposals must include the following:

#### **1. Introduction and Background**

- A cover letter summarizing your qualifications and interest in providing animal control services.
- Description of your organization or individual background in animal control, trapping, and community education.

#### **2. Scope of Services**

- A detailed explanation of how you will fulfill the services outlined in this RFP.

#### **3. Qualifications**

- The ACO shall have successfully completed training provided by the Bucks County SPCA or equivalent entity. Such training shall include training in animal handling, use of applicable equipment, applicable laws and processes, and other related matters.
- The ACO shall also be certified through the National Animal Control Association. To the extent that the ACO is not currently certified through the National Animal Control

Association, the ACO shall become certified within 6 months after execution of this Agreement.

Note: The cost of credentialing, training, and continuing education shall be solely borne by the ACO.

#### **4. Insurance Requirements**

The ACO shall not be an employee of the Township, and as such, shall not be entitled to any benefits normally conferred upon an employee of the Township including, but not limited to, hospitalization, insurance, life insurance, workers' compensation, liability insurance coverage, unemployment compensation, etc.

The ACO shall provide proof of insurance, which shall name the Township as an additional insured and certificate holder. Such insurance shall include vehicle insurance, general liability comprehensive insurance in the amount of \$1,000,000, and workers' compensation insurance should the ACO employ the services of any person(s).

#### **5. References**

- Provide at least three references from clients or organizations you have worked with.

#### **6. Cost Proposal**

- A detailed breakdown of costs, including:
  - Fee schedule for animal control services.
  - Costs associated with emergency responses, trapping services, and training events.

#### **7. Availability**

- Confirmation of 24/7 availability for emergency calls and a standard response timeline for non-emergency calls.

#### **8. Criminal Background Check and Confidentiality Agreement**

- The selected contractor will be required to undergo a Criminal Background Check and sign a Confidentiality Agreement.

#### **V. Submission Instructions**

Proposals must be submitted by Friday, March 14, 2025 at 4:30pm to:

David W. Kratzer, Jr.  
Township Manager  
Lower Makefield Township  
1100 Edgewood Road  
Yardley, PA 19067

Submissions may be sent email to [dkratzer@lmt.org](mailto:dkratzer@lmt.org).

#### **VI. Selection Criteria**

Proposals will be evaluated based on:

- Qualifications and experience in animal control, trapping (including farm-specific services), and public education.
- Approach to fulfilling the scope of services.
- Cost-effectiveness and value.
- References and demonstrated success in similar contracts.

## **VII. General Conditions**

1. Lower Makefield Township reserves the right to reject any or all proposals.
2. The selected contractor will be required to sign a service agreement with the Township generally consistent with that attached to this RFP.
3. All proposals become the property of the Township upon submission.
4. The Township is not responsible for any costs incurred by proposers in preparing or submitting their proposals, including travel expenses, interviews, or follow-up activities.

## **VIII. Contact Information**

For questions or additional information, contact:

David W. Kratzer, Jr.  
Township Manager  
Lower Makefield Township  
Phone: (267) 274-1100  
Email: [dkratzer@lmt.org](mailto:dkratzer@lmt.org)