

Report to Municipal Services Committee  
 Meeting Date: November 25, 2024  
**Report Title: Award of RFP- Pound Service Facility**  
 Department: Animal Control  
 Author's Name: Gene Richardson  
 Position: Fire Chief Manager of Community Protection  
 File/Report # Fire-2024-20



**RECOMMENDATION:**

Be it resolved that the Municipal Services Committee (MSC) recommends to Council that a by-law be passed authorizing the Mayor and Clerk to sign a 3 year agreement awarding RFP AC 2024-01 for Pound Services Facility to Andrew Parent Pound Services, as presented in MSC Report FIRE-2024-20.

**OVERVIEW:**

Request for Proposals (RFP) AC-2024-01 was advertised for proposals from individuals / firms, etc. interested in providing pound services for dogs to the municipality for a three (3) year period with an option to extend for a mutually agreed upon term. The bids were as follows:

<b>Company Name</b>	<b>Monthly Fee (excluding HST)</b>	<b>Daily Fee to be paid by the dog owner/unless not claimed</b>	<b>Veterinarian Fees</b>
Meowtown	\$800.00 (+\$50 2026, +\$50 2027)	\$0/day	As per Vet Clinic fee
Howling Hideaway Grooming and Kennels	\$600.00 (\$750 for 2026)	\$45/day	\$315-345 Depending on animal size
Andrew Parent Pound Services	\$300.00 + \$57.81 Insurance	\$30/day \$100 Pound Fee (One time)	\$500

As Andrew Parent Pound Services met the RFP requirements and was the lowest monthly fee, staff are recommending that council approve the bid submission for Andrew Parent Pound Services.

\*Of note, there have been no dogs taken to the pound in 2024 and 1 dog in 2023.

FINANCIAL IMPLICATIONS:

2024 budget for Pound Services	\$10,000
Proposed 2025 budget	<u>\$5000</u>
Savings of	\$5000

ATTACHMENTS: None

e-signed

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Gene Richardson  
Fire Chief Manager of Community Protection

November 18,2024

\_\_\_\_\_  
Date

e-signed

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Shellee Fournier, CAO

November 19,2024

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Date