

COUNTY OF FRESNO
REQUEST FOR PROPOSAL
NUMBER: 962-5354
ANIMAL CONTROL SERVICES

Issue Date: May 19, 2015

Closing Date: JUNE 23, 2015

Proposal will be considered LATE when the official Purchasing time clock reads 2:00 P.M.

Questions regarding this RFP should be directed to: Gary E. Cornuelle,
phone (559) 600-7114 or e-mail countypurchasing@co.fresno.ca.us.

Check County of Fresno Purchasing's Open Solicitations
website at <https://www2.co.fresno.ca.us/0440/Bids/BidsHome.aspx>
for RFP documents and changes.

Please submit all Proposals to:

County of Fresno - Purchasing
4525 E. Hamilton Avenue, 2nd Floor
Fresno, CA 93702-4599

BIDDER TO COMPLETE

UNDERSIGNED AGREES TO FURNISH THE COMMODITY OR SERVICE STIPULATED IN THE ATTACHED PROPOSAL
SCHEDULE AT THE PRICES AND TERMS STATED, SUBJECT TO THE "COUNTY OF FRESNO PURCHASING STANDARD
INSTRUCTIONS AND CONDITIONS FOR REQUEST FOR PROPOSALS (RFP'S)" ATTACHED.

COMPANY

ADDRESS

CITY

STATE

ZIP CODE

()

()

TELEPHONE NUMBER

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNED BY

PRINT NAME

TITLE

COUNTY OF FRESNO PURCHASING
STANDARD INSTRUCTIONS AND CONDITIONS FOR
REQUESTS FOR PROPOSALS (RFP'S) AND REQUESTS FOR QUOTATIONS (RFQ'S)

Note: the reference to "bids" in the following paragraphs applies to RFP's and RFQ's

GENERAL CONDITIONS

By submitting a bid the bidder agrees to the following conditions. These conditions will apply to all subsequent purchases based on this bid.

1. BID PREPARATION:

- A) All prices and notations must be typed or written in ink. No erasures permitted. Errors may be crossed out, initialed and corrections printed in ink by person signing bid.
- B) Brand Names: Brand names and numbers when given are for reference. Equal items will be considered, provided the offer clearly describes the article and how it differs from that specified. In the absence of such information it shall be understood the offering is exactly as specified.
- C) State brand or make of each item. If bidding on other than specified, state make, model and brand being bid and attach supporting literature/specifications to the bid.
- D) Bid on each item separately. Prices should be stated in units specified herein. All applicable charges must be quoted; charges on invoice not quoted herein will be disallowed.
- E) Time of delivery is a part of the consideration and must be stated in definite terms and must be adhered to. F.O.B. Point shall be destination or freight charges must be stated.
- F) All bids must be dated and signed with the firm's name and by an authorized officer or employee.
- G) Unless otherwise noted, prices shall be firm for one hundred eighty (180) days after closing date of bid.

2. SUBMITTING BIDS:

- A) Each bid must be submitted on forms provided in a sealed envelope/package with bid number and closing date and time on the outside of the envelope/package.
- B) Interpretation: Should any discrepancies or omissions be found in the bid specifications or doubt as to their meaning, the bidder shall notify the Buyer in writing at once. The County shall not be held responsible for verbal interpretations. Questions regarding the bid must be received by Purchasing stated within this document. All addenda issued shall be in writing, duly issued by Purchasing and incorporated into the contract.
- C) ISSUING AGENT/AUTHORIZED CONTACT: This RFP/RFQ has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP/RFQ, its content, and all issues concerning it.

All communication regarding this RFP/RFQ shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP/RFQ is identified on the cover page, along with his

or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP/RFQ. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP/RFQ, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP/RFQ, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

- D) Bids received after the closing time will NOT be considered.
- E) Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

3. FAILURE TO BID:

- A) If not bidding, return bid sheet and state reason for no bid or your name may be removed from mailing list.

4. TAXES, CHARGES AND EXTRAS:

- A) County of Fresno is subject to California sales and/or use tax (8.225%). Please indicate as a separate line item if applicable.
- B) **DO NOT** include Federal Excise Tax. County is exempt under Registration No. 94-73-03401-K.
- C) County is exempt from Federal Transportation Tax. Exemption certificate is not required where shipping papers show consignee as County of Fresno.
- D) Charges for transportation, containers, packing, etc. will not be paid unless specified in bid.

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5. W-9 – REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION & CALIFORNIA FORM 590 WITHHOLDING EXEMPTION CERTIFICATE:

Upon award of bid, the vendor shall submit to County Purchasing, a completed IRS Form W-9 - Request for Taxpayer Identification Number and Certification and a California Form 590 Withholding Exemption Certificate if not currently a County of Fresno approved vendor.

6. AWARDS:

- A) Award(s) will be made to the most responsive responsible bidder; however, the Fresno County Local Vendor Preference and/or the Disabled Veteran Business Enterprise Preference shall take precedence when applicable. Said Preferences apply only to Request for Quotations for materials, equipment and/or supplies only (no services); the preference do not apply to Request for Proposals. RFQ evaluations will include such things as life-cycle cost, availability, delivery costs and whose product and/or service is deemed to be in the best interest of the County. The County shall be the sole judge in making such determination.
- B) Unless bidder gives notice of all-or-none award in bid, County may accept any item, group of items or on the basis of total bid.
- C) The County reserves the right to reject any and all bids and to waive informalities or irregularities in bids.
- D) Award Notices are tentative: Acceptance of an offer made in response to this RFP/RFQ shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.
- E) After award, all bids shall be open to public inspection. The County assumes no responsibility for the confidentiality of information offered in a bid.

7. TIE BIDS:

All other factors being equal, the contract shall be awarded to the Fresno County vendor or, if neither or both are Fresno County vendors, it may be awarded by the flip of a coin in the presence of witnesses or the entire bid may be rejected and re-bid. If the General Requirements of the RFQ state that they are applicable, the provisions of the Fresno County Local Vendor Preference shall take priority over this paragraph.

8. PATENT INDEMNITY:

The vendor shall hold the County, its officers, agents and employees, harmless from liability of any nature or kind, including costs and expenses, for infringement or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with this bid.

9. SAMPLES:

Samples, when required, must be furnished and delivered free and, if not destroyed by tests, will upon written request (within thirty (30) days of bid closing date) be returned at the bidder's expense. In the absence of such notification, County shall have the right to dispose of the samples in whatever manner it deems appropriate.

10. RIGHTS AND REMEDIES OF COUNTY FOR DEFAULT:

- A) In case of default by vendor, the County may procure the articles or service from another source and may recover the cost difference and related expenses occasioned thereby from any unpaid balance due the

vendor or by proceeding against performance bond of the vendor, if any, or by suit against the vendor. The prices paid by the County shall be considered the prevailing market price at the time such purchase is made.

- B) Articles or services, which upon delivery inspection do not meet specifications, will be rejected and the vendor will be considered in default. Vendor shall reimburse County for expenses related to delivery of non-specified goods or services.
- C) Regardless of F.O.B. point, vendor agrees to bear all risks of loss, injury or destruction to goods and materials ordered herein which occur prior to delivery and such loss, injury or destruction shall not release vendor from any obligation hereunder.

11. DISCOUNTS:

Terms of less than fifteen (15) days for cash payment will be considered as net in evaluating this bid. A discount for payment within fifteen (15) days or more will be considered in determining the award of bid. Discount period will commence either the later of delivery or receipt of invoice by the County. Standard terms are Net forty-five (45) days.

12. SPECIAL CONDITIONS IN BID SCHEDULE SUPERSEDE GENERAL CONDITIONS:

The "General Conditions" provisions of this RFP/RFQ shall be superseded if in conflict with any other section of this bid, to the extent of any such conflict.

13. SPECIAL REQUIREMENT:

With the invoice or within twenty-five (25) days of delivery, the seller must provide to the County a Material Safety Data Sheet for each product, which contains any substance on "The List of 800 Hazardous Substances", published by the State Director of Industrial Relations. (See Hazardous Substances Information and Training Act, California State Labor Code Sections 6360 through 6399.7.)

14. RECYCLED PRODUCTS/MATERIALS:

Vendors are encouraged to provide and quote (with documentation) recycled or recyclable products/materials which meet stated specifications.

15. YEAR COMPLIANCE WARRANTY:

Vendor warrants that any product furnished pursuant to this Agreement/order shall support a four-digit year format and be able to accurately process date and time data from, into and between the twentieth and twenty-first centuries, as well as leap year calculations. "Product" shall include, without limitation, any piece or component of equipment, hardware, firmware, middleware, custom or commercial software, or internal components or subroutines therein. This warranty shall survive termination or expiration of this Agreement.

In the event of any decrease in product functionality or accuracy related to time and/or date data related codes and/or internal subroutines that impede the product from operating correctly using dates beyond December 31, 1999, vendor shall restore or repair the product to the same level of functionality as warranted herein, so as to minimize interruption to County's ongoing business process, time being of the essence. In the event that such warranty compliance requires the acquisition of additional programs, the expense for any such associated or additional acquisitions, which may be required, including, without limitation, data conversion tools, shall be borne exclusively by vendor. Nothing in this warranty shall be construed to limit any rights or remedies the County may otherwise have under this Agreement with respect to defects other than year performance.

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16. PARTICIPATION:

Bidder may agree to extend the terms of the resulting contract to other political subdivision, municipalities and tax-supported agencies.

Such participating Governmental bodies shall make purchases in their own name, make payment directly to bidder, and be liable directly to the bidder, holding the County of Fresno harmless.

17. CONFIDENTIALITY:

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures if PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

18. APPEALS:

Appeals must be submitted in writing within seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP/RFQ. Appeals should be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, quotation rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP/RFQ process.

Purchasing will provide a written response to the complainant within seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except if, notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

19. OBLIGATIONS OF CONTRACTOR:

A) CONTRACTOR shall perform as required by the ensuing contract. CONTRACTOR also warrants on behalf of itself and all subcontractors engaged for the performance of the ensuing contract that only persons

authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.

B) CONTRACTOR shall obey all Federal, State, local and special district laws, ordinances and regulations.

20. AUDITS & RETENTION:

The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three (3) years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

21. DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS:

Applies to Request for Proposal (RFP); does not apply to Request for Quotation (RFQ) unless specifically stated elsewhere in the RFQ document.

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as "Bidder"):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property

Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

22. DATA SECURITY:

Individuals and/or agencies that enter into a contractual relationship with the COUNTY for the purpose of providing services must employ adequate controls and data security measures, both internally and externally to ensure and protect the confidential information and/or data provided to contractor by the COUNTY, preventing the potential loss, misappropriation or inadvertent access, viewing, use or disclosure of COUNTY data including sensitive or personal client information; abuse of COUNTY resources; and/or disruption to COUNTY operations.

Individuals and/or agencies may not connect to or use COUNTY networks/systems via personally owned mobile, wireless or handheld devices unless authorized by COUNTY for telecommuting purposes and provide a secure connection; up to date virus protection and mobile devices must have the remote wipe feature enabled. Computers or computer peripherals including mobile storage devices may not be used (COUNTY or Contractor device) or brought in for use into the COUNTY's system(s) without prior authorization from COUNTY's Chief Information Officer and/or designee(s).

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No storage of COUNTY's private, confidential or sensitive data on any hard-disk drive, portable storage device or remote storage installation unless encrypted according to advance encryption standards (AES of 128 bit or higher).

The COUNTY will immediately be notified of any violations, breaches or potential breaches of security related to COUNTY's confidential information, data and/or data processing equipment which stores or processes COUNTY data, internally or externally.

COUNTY shall provide oversight to Contractor's response to all incidents arising from a possible breach of security related to COUNTY's confidential client information. Contractor will be responsible to issue any notification to affected individuals as required by law or as deemed necessary by COUNTY in its sole discretion. Contractor will be responsible for all costs incurred as a result of providing the required notification.

23. PURCHASING LOCATION & HOURS:

Fresno County Purchasing is located at 4525 E. Hamilton Avenue (**second floor**), Fresno, CA 93702. Non-holiday hours of operation are Monday through Friday, 8:00 A.M. to 12:00 Noon and 1:00 P.M. to 5:00 P.M. PST; Purchasing is closed daily from 12:00 Noon to 1:00 P.M. The following holiday office closure schedule is observed:

January 1*	New Year's Day
Third Monday in January	Martin Luther King, Jr.'s Birthday
Third Monday in February	Washington - Lincoln Day
March 31*	Cesar Chavez' Birthday
Last Monday in May	Memorial Day
July 4*	Independence Day
First Monday in September	Labor Day
November 11*	Veteran's Day
Fourth Thursday in November	Thanksgiving Day
Friday following Thanksgiving	
December 25*	Christmas

* When this date falls on a Saturday, the holiday is observed the preceding Friday. If the date falls on a Sunday, the holiday is observed the following Monday.

24. FRESNO COUNTY BOARD OF SUPERVISORS ADMINISTRATIVE POLICIES:

ADMINISTRATIVE POLICY NUMBER 5

Contract Salary Limitation Fresno

County Administrative Policy No. 5 provides that in contracts with non-profit organizations that primarily serve Fresno County and professional service contracts where Fresno County is the sole client, the contractors must agree to the following contract language: "The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of the agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno." Any bidder that wishes an exemption

from this contract requirements must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors can approve such exemption.

Policy Statement: Contractors shall be limited to a maximum 15% administrative cost as compared to the total program budget and employee benefits shall be limited to a maximum of 20% of salaries.

The following language will be included in each applicable contract:

"The contractor agrees to limit administrative cost to a maximum of 15% of the total program budget and to limit employee benefits to a maximum of 20% of total salaries for those employees working under this agreement during the term of this agreement. Failure to conform to this provision will be grounds for contract termination at the option of the County of Fresno."

The above provision shall be applied to renewal or multi-year contracts with non-profit organizations which primarily serve Fresno County and professional services contracts where

Fresno County is the sole client, such as:

- Community based organization service contracts related to social services, health services, or probation services.
- Cultural art program contracts.
- Professional services contracts.

This policy will not apply to contracts between the County and the Federal or State governments; or one-time contracts. The Board of Supervisors will consider exemptions to this policy only upon the recommendation of the County Administrative Office.

Management Responsibility: It shall be the responsibility of any County official authorized by the Board of Supervisors to execute contracts or enter into agreements on behalf of the County to review all applicable contracts to insure that this policy is fully enforced.

It shall be the responsibility of the County Administrative Officer to review requests for exemptions to this policy and to make recommendations to the Board of Supervisors on such requests for exemption.

ADMINISTRATIVE POLICY NUMBER 34

Competitive Bids and Requests for Proposals

Fresno County Administrative Policy No. 34 provides that no person, firm or subsidiary thereof who has been awarded a consulting services contract by the County, may submit a bid for, or be awarded a contract for, the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. Any bidder that wishes an exemption from this contract limitation must set forth the request for exemption, as well as a complete explanation of why the exemption should be granted, in the bidder's response to the RFP. Only the Board of Supervisors, on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County, can waive this policy.

Definitions: Purchasing Authority and Responsibility – In accordance with the State of California Government Code Section 25500 et seq., and the Fresno County Ordinance Code Chapter 2.56, the Board of Supervisors has established a County Purchasing Agent. The Board has designated the County Administrative Officer as the Purchasing Agent. Unless otherwise restricted, all necessary authority and responsibility has been delegated to the Purchasing Agent to satisfy the acquisition requirements of the County.

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The Purchasing Agent may defer day-to-day acquisition management to the Purchasing Manager as appropriate.

Policy Statement: Competitive bids or requests for proposals shall be secured for all contracts for goods or services which are proposed to be acquired by the County except when in unusual or extraordinary circumstances, a department head, requests an exception to competitive bidding. All such requests must be documented by the department head including a detailed description of the facts justifying the exception. The request must receive concurrence of the procurement authority who will sign that particular contract i.e. the Board of Supervisors or Purchasing Agent/Purchasing Manager. The following circumstances are examples which constitute "Suspension of Competition":

- In an emergency when goods or services are immediately necessary for the preservation of the public health, welfare, or safety, or for the protection of County property.
- When the contract is with a federal, state, or local governmental agency.
- When the department head, with the concurrence of the Purchasing Agent, finds that the cost of preparing and administering a competitive bidding process in a particular case will equal or exceed the estimated contract amount or \$1,000 whichever is more.
- When a contract provides only for payment of per diem and travel expenses and there is to be no payment for services rendered.
- When obtaining the services of expert witnesses for litigation or special counsel to assist the County.
- When in unusual or extraordinary circumstances, the Board of Supervisors or the Purchasing Agent/Purchasing Manager determines that the best interests of the County would be served by not securing competitive bids or issuing a request for proposal.

Contracts for services should not usually cover a period of more than one year although a longer period may be approved in unusual circumstances. Multiple year contracts must include provisions for early termination and must be contingent on available funding. Unless exempted as provided for above, no contract for service shall extend, either by original contract or by extension, beyond three years unless competitive bids have been sought or a Request for Proposal has been processed.

During any competitive bidding procedure, all bids shall be opened publicly and the dollar amount of each bid shall be read aloud. Under no circumstance shall a bid which is received at the designated place of opening after the closing time be opened or considered.

Contracts for goods or services shall not be effective until approved by the Board of Supervisors or, if appropriate, the Purchasing Agent/Purchasing Manager. Contractors and vendors shall be advised by the responsible department head that performance under the contract may not commence prior to such approval.

Medical Professional Contracts

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent physicians contracting with the County on a fee for service basis.

A salary survey for physician services shall be conducted every two years.

Contracts for physician services shall not extend, either by original contract or by extension, beyond five years unless competitive bids have been sought or unless exempted as provided above.

Contracts for Legal Services

The competitive recruitment process, annual performance evaluation, and periodic salary surveys are equivalent to competitive bids for independent law firms and attorneys contracting with the County on a fee for service basis.

A salary survey for legal services shall be conducted every two years.

The selection of and contracting with firms to provide legal services shall be coordinated through the County Counsel's Office. The County Counsel shall assist in securing a law firm with the requisite legal expertise and price structure that would provide the best service to the County. County Counsel shall be involved throughout the process of selecting a firm, developing a contract, and monitoring the billing and services provided throughout the contract period.

Prohibited Bids Concerning End Product of Consulting Contracts

No person, firm, or subsidiary thereof who has been awarded a consulting services contract by the County, shall be awarded a contract for the provision of services, procurement of goods or supplies, or any other related action which is required, suggested, or otherwise deemed appropriate in the end product of the consulting services contract. This policy may be waived by the Board of Supervisors on a four-fifths (4/5) vote finding that such waiver is in the best interests of the County.

Management Responsibility: The County Administrative Officer is responsible for preparing and issuing written procedures to assure compliance with this policy by all County officials and departments.

ADMINISTRATIVE POLICY NUMBER 71

Prohibiting the Use of Public Funds for Political Advocacy

Fresno County Administrative Policy No. 71 provides that no County assets, including money, shall be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot. No contract entered into by the County shall provide for use of County monies for political campaigns.

Policy Statement: Government assets, including money, grant funds, paid staff time, equipment and supplies, facilities or any other government asset shall not be used for political campaigns of any type. Political campaigns are defined as political advocacy for or opposition to a matter or person that has qualified for the ballot.

Management Responsibility: Department Heads shall be held responsible for ensuring that government assets within their control are not used to advocate for or against any matter or person that has qualified for the ballot.

This section does not prohibit the expenditure of government assets to create and provide informational or educational materials regarding a matter that has qualified for the ballot. Such information or educational materials shall provide a fair, accurate and impartial presentation of relevant information relating to the matter that has qualified for the ballot. However, government assets shall not be expended to create and provide such informational or educational materials in the 90 days prior to the election unless specifically authorized by the Board of Supervisors or required by the Public Records Act or other law.

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OVERVIEW

The County of Fresno on behalf of the Department of Public Health is requesting proposals from qualified vendors to provide animal control services required by and in accordance with the laws, regulations, ordinances and codes of the State of California and County of Fresno. The entity, individual and/or team responding to this RFP will be fully responsible for operation of the County's animal shelter. The vendor will be required to provide services in a manner that provides for the protection of persons from wild and dangerous animals while providing humane care and treatment of animals while they are in the County's animal shelter or in custody of vendor's field personnel. Services shall be provided at the County's animal shelter located at 760 W. Nielsen Ave. Fresno.

The vendor shall provide a comprehensive service model that includes an adequate number of qualified shelter and field personnel, animal containment vehicles and all necessary equipment to fulfill the duties, responsibilities, and services set forth in this RFP.

The County of Fresno includes some 6,000 square miles including 15 incorporated cities and numerous communities. The selected vendor's responsible field service area shall be limited to animals from the unincorporated areas of the County.

The selected vendor should be prepared to commence services on October 1, 2015. The County intends to award a three (3) year contract with the option to renew for up to two (2) additional one (1) year periods.

The County's previous animal control service contractor had a total annual contract allocation of \$750,000, but did not include vehicles, fuel, and related maintenance costs.

KEY DATES

RFP Issue Date:	May 19, 2015
Vendor Conference: <i>Vendors are to contact Gary E. Cornuelle at (559) 600-7114 if planning to attend vendor conference.</i>	June 1, 2015 at 10:00 A.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702
Deadline for Written Requests for Interpretations or Corrections of RFP:	June 4, 2015 at 2:00 P.M. E-Mail: gcornuelle@co.fresno.ca.us
RFP Closing Date:	June 23, 2015 at 2:00 P.M. County of Fresno Purchasing 4525 E. Hamilton Avenue, 2 nd Floor Fresno, CA 93702

TRADE SECRET ACKNOWLEDGEMENT

All proposals received by the County shall be considered "Public Record" as defined by Section 6252 of the California Government Code. This definition reads as follows:

"...Public records" includes any writing containing information relating to the conduct of the public's business prepared, owned, used or retained by any state or local agency regardless of physical form or characteristics "Public records" in the custody of, or maintained by, the Governor's office means any writing prepared on or after January 6, 1975."

Each proposal submitted is Public record and is therefore subject to inspection by the public per Section 6253 of the California Government Code. This section states that "every person has a right to inspect any public record".

The County will not exclude any proposal or portion of a proposal from treatment as a public record except in the instance that it is submitted as a trade secret as defined by the California Government Code. Information submitted as proprietary, confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.

"Trade secrets" as defined by Section 6254.7 of the California Government Code are deemed not to be public record. This section defines trade secrets as:

"...Trade secrets," as used in this section, may include, but are not limited to, any formula, plan, pattern, process, tool, mechanism, compound, procedure, production data or compilation of information that is not patented, which is known only to certain individuals within a commercial concern who are using it to fabricate, produce, or compound an article of trade or a service having commercial value and which gives its user an opportunity to obtain a business advantage over competitors who do not know or use it."

Information identified by bidder as "trade secret" will be reviewed by County of Fresno's legal counsel to determine conformance or non-conformance to this definition. Such material should be submitted in a separate binder marked "Trade Secret". Examples of material not considered to be trade secrets are pricing, cover letter, promotional materials, etc.

INFORMATION THAT IS PROPERLY IDENTIFIED AS TRADE SECRET AND CONFORMS TO THE ABOVE DEFINITION WILL NOT BECOME PUBLIC RECORD. COUNTY WILL SAFEGUARD THIS INFORMATION IN AN APPROPRIATE MANNER.

Information identified by bidder as trade secret and determined not to be in conformance with the California Government Code definition shall be excluded from the proposal. Such information will be returned to the bidder at bidder's expense upon written request.

Trade secrets must be submitted in a separate binder that is plainly marked "Trade Secrets."

The County shall not in any way be liable or responsible for the disclosure of any proposals or portions thereof, if they are not (1) submitted in a separate binder that is plainly marked "Trade Secret" on the outside; and (2) if disclosure is required or allowed under the provision of law or by order of Court.

Vendors are advised that the County does not wish to receive trade secrets and that vendors are not to supply trade secrets unless they are absolutely necessary.

TRADE SECRET ACKNOWLEDGEMENT

I have read and understand the above "Trade Secret Acknowledgement."

I understand that the County of Fresno has no responsibility for protecting information submitted as a trade secret if it is not delivered in a separate binder plainly marked "Trade Secret." I also understand that all information my company submits, except for that information submitted in a separate binder plainly marked "Trade Secret," are public records subject to inspection by the public. This is true no matter whether my company identified the information as proprietary, confidential or under any other such terms that might suggest restricted public access.

Enter company name on appropriate line:

	Has submitted information identified as Trade Secrets in a separate marked binder.**
(Company Name)	
	Has not submitted information identified as Trade Secrets. Information submitted as proprietary confidential or under any other such terms that might suggest restricted public access will not be excluded from treatment as public record.
(Company Name)	

ACKNOWLEDGED BY:

()		
Signature	Telephone	
Print Name and Title	Date	
Address		
City	State	Zip

**Bidders brief statement that clearly sets out the reasons for confidentiality in conforming with the California Government Code definition.

DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

In their proposal, the bidder is required to disclose if any of the following conditions apply to them, their owners, officers, corporate managers and partners (hereinafter collectively referred to as “Bidder”):

- Within the three-year period preceding the proposal, they have been convicted of, or had a civil judgment rendered against them for:
 - fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction;
 - violation of a federal or state antitrust statute;
 - embezzlement, theft, forgery, bribery, falsification, or destruction of records; or
 - false statements or receipt of stolen property
- Within a three-year period preceding their proposal, they have had a public transaction (federal, state, or local) terminated for cause or default.

Disclosure of the above information will not automatically eliminate a Bidder from consideration. The information will be considered as part of the determination of whether to award the contract and any additional information or explanation that a Bidder elects to submit with the disclosed information will be considered. If it is later determined that the Bidder failed to disclose required information, any contract awarded to such Bidder may be immediately voided and terminated for material failure to comply with the terms and conditions of the award.

Any Bidder who is awarded a contract must sign an appropriate Certification Regarding Debarment, Suspension, and Other Responsibility Matters. Additionally, the Bidder awarded the contract must immediately advise the County in writing if, during the term of the agreement: (1) Bidder becomes suspended, debarred, excluded or ineligible for participation in federal or state funded programs or from receiving federal funds as listed in the excluded parties list system (<http://www.epls.gov>); or (2) any of the above listed conditions become applicable to Bidder. The Bidder will indemnify, defend and hold the County harmless for any loss or damage resulting from a conviction, debarment, exclusion, ineligibility or other matter listed in the signed Certification Regarding Debarment, Suspension, and Other Responsibility Matters.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER
RESPONSIBILITY MATTERS--PRIMARY COVERED TRANSACTIONS**

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it, its owners, officers, corporate managers and partners:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature:

Date:

(Printed Name & Title)

(Name of Agency or Company)

VENDOR MUST COMPLETE AND RETURN WITH REQUEST FOR PROPOSAL

Firm: _____

REFERENCE LIST

Provide a list of at least five (5) customers for whom you have recently provided similar services. Be sure to include all requested information.

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Reference Name: _____ Contact: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone No.: (_____) _____ Date: _____
 Service Provided: _____

Failure to provide a list of at least five (5) customers may be cause for rejection of this RFP.

PARTICIPATION

The County of Fresno is a member of the Central Valley Purchasing Group. This group consists of Fresno, Kern, Kings, and Tulare Counties and all governmental, tax supported agencies within these counties.

Whenever possible, these and other tax supported agencies co-op (piggyback) on contracts put in place by one of the other agencies.

Any agency choosing to avail itself of this opportunity, will make purchases in their own name, make payment directly to the contractor, be liable to the contractor and vice versa, per the terms of the original contract, all the while holding the County of Fresno harmless. If awarded this contract, please indicate whether you would extend the same terms and conditions to all tax supported agencies within this group as you are proposing to extend to Fresno County.

☐ Yes, we will extend contract terms and conditions to all qualified agencies within the Central Valley Purchasing Group and other tax supported agencies.

☐ No, we will not extend contract terms to any agency other than the County of Fresno.

(Authorized Signature)

Title

*** Note: This form/information is not rated or ranked in evaluating proposal.**

GENERAL REQUIREMENTS

DEFINITIONS: The terms Bidder, Proposer, Contractor and Vendor are all used interchangeably and refer to that person, partnership, corporation, organization, agency, etc. which is offering the proposal.

RFP CLARIFICATION AND REVISIONS: Any revisions to the RFP will be issued and distributed as written addenda.

FIRM PROPOSAL: All proposals shall remain firm for at least one hundred eighty (180) days.

PROPOSAL PREPARATION: Proposals should be submitted in the formats shown under "PROPOSAL CONTENT REQUIREMENTS" section of this RFP.

County of Fresno will not be held liable or any cost incurred by bidders responding to RFP.

Bidders are to bid what is specified or requested first. If unable to or unwilling to, bidder may bid alternative or option, indicating all advantages, disadvantages and their associated cost.

SUPPORTIVE MATERIAL: Additional material may be submitted with the proposal as appendices. Any additional descriptive material that is used in support of any information in your proposal must be referenced by the appropriate paragraph(s) and page number(s).

Bidders are asked to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified in the Table of Contents. Pages must be numbered on the bottom of each page.

Any proposal attachments, documents, letters and materials submitted by the vendor shall be binding and included as a part of the final contract should your bid be selected.

TAXES: The quoted amount must include all applicable taxes. If taxes are not specifically identified in the proposal it will be assumed that they are included in the total quoted.

SALES TAX: Fresno County pays California State Sales Tax in the amount of 8.225% regardless of vendor's place of doing business.

RETENTION: County of Fresno reserves the right to retain all proposals, excluding proprietary documentation submitted per the instructions of this RFP, regardless of which response is selected.

ORAL PRESENTATIONS: Each finalist may be required to make an oral presentation in Fresno County and answer questions from County personnel.

AWARD/REJECTION: The award will be made to the vendor offering the overall proposal deemed to be to the best advantage of the County. The County shall be the sole judge in making such determination. The County reserves the right to reject any and all proposals. The lowest bidders are not arbitrarily the vendors whose proposals will be selected. Award Notices are tentative: Acceptance of an offer made in response to this RFP shall occur only upon execution of an agreement by both parties or issuance of a valid written Purchase Order by Fresno County Purchasing.

County Purchasing will chair or co-chair all award, evaluation and contract negotiation committees.

Award may require approval by the County of Fresno Board of Supervisors.

WAIVERS: The County reserves the right to waive any informalities or irregularities and any technical or clerical errors in any quote as the interest of the County may require.

TERMINATION: The County reserves the right to terminate any resulting contract upon written notice.

MINOR DEVIATIONS: The County reserves the right to negotiate minor deviations from the prescribed terms, conditions and requirements with the selected vendor.

PROPOSAL REJECTION: Failure to respond to all questions or not to supply the requested information could result in rejection of your proposal.

ASSIGNMENTS: The ensuing proposed contract will provide that the vendor may not assign any payment or portions of payments without prior written consent of the County of Fresno.

BIDDERS LIABILITIES: County of Fresno will not be held liable for any cost incurred by vendors in responding to the RFP.

CONFIDENTIALITY: Bidders shall not disclose information about the County's business or business practices and safeguard confidential data which vendor staff may have access to in the course of system implementation.

DISPUTE RESOLUTION: The ensuing contract shall be governed by the laws of the State of California.

Any claim which cannot be amicably settled without court action will be litigated in the U. S. District Court for the Eastern District of California in Fresno, CA or in a state court for Fresno County.

NEWS RELEASE: Vendors shall not issue any news releases or otherwise release information to any third party about this RFP or the vendor's quotation without prior written approval from the County of Fresno.

BACKGROUND REVIEW: The County reserves the right to conduct a background inquiry of each proposer/bidder which may include collection of appropriate criminal history information, contractual and business associations and practices, employment histories and reputation in the business community. By submitting a proposal/bid to the County, the vendor consents to such an inquiry and agrees to make available to the County such books and records the County deems necessary to conduct the inquiry.

PERFORMANCE BOND: The successful bidders may be required to furnish a faithful performance bond. Bidders are to quote a separate price for a performance bond.

ACQUISITIONS: The County reserves the right to obtain the whole system/services/goods as proposed or only a portion of the system/services/goods, or to make no acquisition at all.

OWNERSHIP: The successful vendor will be required to provide to the County of Fresno documented proof of ownership by the vendor, or its designated subcontractor, upon request of the proposed programs/services/goods.

EXCEPTIONS: Identify with explanation, any terms, conditions, or stipulations of the RFP with which you *CAN NOT* or *WILL NOT* comply.

ADDENDA: In the event that it becomes necessary to revise any part of this RFP, addenda will be provided to all agencies and organizations that receive the basic RFP.

SUBCONTRACTORS: If a subcontractor is proposed, complete identification of the subcontractor and his tasks should be provided. The primary contractor is not relieved of any responsibility by virtue of using a subcontractor.

CONFLICT OF INTEREST: The County shall not contract with, and shall reject any bid or proposal submitted by the persons or entities specified below, unless the Board of Supervisors finds that special circumstances exist which justify the approval of such contract:

1. Employees of the County or public agencies for which the Board of Supervisors is the governing body.
2. Profit-making firms or businesses in which employees described in Subsection (1) serve as officers, principals, partners or major shareholders.
3. Persons who, within the immediately preceding twelve (12) months, came within the provisions of Subsection (1), and who were employees in positions of substantial responsibility in the area of service to be performed by the contract, or participated in any way in developing the contract or its service specifications.
4. Profit-making firms or businesses in which the former employees described in Subsection (3) serve as officers, principals, partners or major shareholders.
5. No County employee, whose position in the County enables him to influence the selection of a contractor for this RFP, or any competing RFP, and no spouse or economic dependent of such employee, shall be employees in any capacity by a bidder, or have any other direct or indirect financial interest in the selection of a contractor.
6. In addition, no County employee will be employed by the selected vendor to fulfill the vendor's contractual obligations to the County.

ORDINANCE 3.08.130 – POST-SEPARATION EMPLOYMENT PROHIBITED

No officer or employee of the County who separates from County service shall for a period of one year after separation enter into any employment, contract, or other compensation arrangement with any County consultant, vendor, or other County provider of goods, materials, or services, where the officer or employee participated in any part of the decision making process that led to the County relationship with the consultant, vendor or other County provider of goods, materials or services.

Pursuant to Government Code section 25132(a), a violation of the ordinance may be enjoined by an injunction in a civil lawsuit, or prosecuted as a criminal misdemeanor.

EVALUATION CRITERIA: Respondents will be evaluated on the basis of their responses to all questions and requirements in this RFP and product cost. The County shall be the sole judge in the ranking process and reserves the right to reject any or all bids. False, incomplete or unresponsive statements in connection with this proposal may be sufficient cause for its rejection.

SELECTION PROCESS: All proposals will be evaluated by a team consisting of representatives from appropriate County Department(s), and Purchasing. It will be their responsibility to make

the final recommendations. Purchasing will chair or co-chair the evaluation or evaluation process.

Organizations that submit a proposal may be required to make an oral presentation to the Selection Committee. These presentations provide an opportunity for the individual, agency, or organization to clarify its proposal to ensure thorough, mutual understanding.

INDEPENDENT CONTRACTOR: In performance of the work, duties, and obligations assumed by Contractor under any ensuing Agreement, it is mutually understood and agreed that Contractor, including any and all of Contractor's officers, agents, and employees will at all times be acting and performing as an independent contractor, and shall act in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner, or associate of the County. Furthermore, County shall have no right to control, supervise, or direct the manner or method by which Contractor shall perform its work and function. However, County shall retain the right to administer this Agreement so as to verify that Contractor is performing its obligations in accordance with the terms and conditions thereof. Contractor and County shall comply with all applicable provisions of law and the rules and regulations, if any, of governmental authorities having jurisdiction over matters the subject thereof.

Because of its status as an independent contractor, Contractor shall have absolutely no right to employment rights and benefits available to County employees. Contractor shall be solely liable and responsible for providing to, or on behalf of, its employees all legally required employee benefits. In addition, Contractor shall be solely responsible and save County harmless from all matters relating to payment of Contractor's employees, including compliance with Social Security, withholding, and all other regulations governing such matters. It is acknowledged that during the term of the Agreement, Contractor may be providing services to others unrelated to the COUNTY or to the Agreement.

HOLD HARMLESS CLAUSE: Contractor agrees to indemnify, save, hold harmless and at County's request, defend the County, its officers, agents and employees, from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to County in connection with the performance, or failure to perform, by Contractor, its officers, agents or employees under this Agreement and from any and all costs and expenses, damages, liabilities, claims and losses occurring or resulting to any person, firm or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents or employees under this Agreement.

SELF-DEALING TRANSACTION DISCLOSURE: Contractor agrees that when operating as a corporation (a for-profit or non-profit corporation), or if during the term of the agreement the Contractor changes its status to operate as a corporation, members of the Contractor's Board of Directors shall disclose any self-dealing transactions that they are a party to while Contractor is providing goods or performing services under the agreement with the County. A self-dealing transaction shall mean a transaction to which the Contractor is a party and in which one or more of its directors has a material financial interest. Members of the Board of Directors shall disclose any self-dealing transactions that they are a party to by completing and signing a Fresno County Self-Dealing Transaction Disclosure Form and submitting it to the County prior to commencing with the self-dealing transaction or immediately thereafter.

PRICE RESPONSIBILITY: The selected vendor will be required to assume full responsibility for all services and activities offered in the proposal, whether or not they are provided directly. Further, the County of Fresno will consider the selected vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract. The contractor may not subcontract or transfer the contract, or any right or obligation

arising out of the contract, without first having obtained the express written consent of the County.

ADDRESSES AND TELEPHONE NUMBERS: The vendor will provide the business address and mailing address, if different, as well as the telephone number of the individual signing the contract.

ASSURANCES: Any contract awarded under this RFP must be carried out in full compliance with The Civil Rights Act of 1964, The Americans With Disabilities Act of 1990, their subsequent amendments, and any and all other laws protecting the rights of individuals and agencies. The County of Fresno has a zero tolerance for discrimination, implied or expressed, and wants to ensure that policy continues under this RFP. The contractor must also guarantee that services, or workmanship, provided will be performed in compliance with all applicable local, state, or federal laws and regulations pertinent to the types of services, or project, of the nature required under this RFP. In addition, the contractor may be required to provide evidence substantiating that their employees have the necessary skills and training to perform the required services or work.

INSURANCE: Without limiting the COUNTY's right to obtain indemnification from CONTRACTOR or any third parties, CONTRACTOR, at its sole expense, shall maintain in full force and effect, the following insurance policies or a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement:

1. **VENDOR Insurance:** Throughout the life of this Agreement, VENDOR shall pay for and maintain in full force and effect all policies of insurance required hereunder with an insurance company(ies) admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A FSC VII" in Best's Insurance Rating Guide.

(a) The following policies of insurance are required:

(1) **COMMERCIAL GENERAL LIABILITY** insurance which shall be at least as broad as the most current version of Insurance Services Office (ISO) Commercial General Liability Coverage Form CG 00 01 and include insurance for "bodily injury," "property damage" and "personal and advertising injury" with coverage for premises and operations (including the use of owned and non-owned equipment), products and completed operations, and contractual liability with limits of liability of not less than the following:

\$2,000,000 per occurrence for bodily injury and property damage

\$1,000,000 per occurrence for personal and advertising injury

\$2,000,000 aggregate for products and completed operations

\$2,000,000 general aggregate applying separately to the work performed under the Agreement

Upon occupancy, the insurance shall include owner, landlord and tenant's liability coverage and fire legal liability coverage. At any time, COUNTY may require other specific coverages including products liability, Explosion Collapse Underground, or any other liability insurance deemed necessary because of the nature of this Agreement.

(2) **COMMERCIAL AUTOMOBILE LIABILITY** insurance which shall be at least as broad as the most current version of Insurance Service Office (ISO) Business Auto Coverage

Form CA 00 01, and include coverage for all owned, hired, and non owned automobiles, COUNTY owned or other licensed vehicles (Code 1 Any Auto) used in connection with this Agreement with limits of liability of not less than \$2,000,000 per accident for bodily injury and property damage.

(3) WORKERS' COMPENSATION insurance as required under the California Labor Code.

(4) EMPLOYERS' LIABILITY insurance with limits of liability of not less than \$1,000,000 each accident, \$1,000,000 disease policy limit and \$1,000,000 disease each employee.

(5) PROFESSIONAL LIABILITY insurance which shall include coverage appropriate to the VENDOR's profession with limits of liability of not less than \$1,000,000 per claim/occurrence and \$2,000,000 policy aggregate. However, if VENDOR employs licensed professional staff (e.g., Ph.D., R.N., L.C.S.W., M.F.C.C., Veterinarian) in providing Services, the limits of liability shall not be less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

(b) Employment Practice Liability Insurance. Employment Practice Liability Insurance with limits of not less than One Million Dollars (\$1,000,000) per occurrence and an annual aggregate of Two Million Dollars (\$2,000,000). This policy shall be issued on a per occurrence basis.

(c) Umbrella or Excess Insurance. In the event VENDOR purchases an Umbrella or Excess insurance policy(ies) to meet the minimum limits of insurance set forth above, this insurance policy(ies) shall "follow form" and afford no less coverage than the primary insurance policy(ies).

(d) Deductibles and Self-insured Retentions. VENDOR shall be responsible for payment of any deductibles contained in any insurance policy(ies) required hereunder and VENDOR shall also be responsible for payment of any self insured retentions. Any deductibles or self-insured retentions must be declared to, and approved by, COUNTY's Risk Manager or his/her designee. At the option of COUNTY's Risk Manager, or his/her designee, either (i) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects COUNTY, its officers, officials, employees, agents and volunteers; or (ii) VENDOR shall provide a financial guarantee, satisfactory to COUNTY's Risk Manager, or his/her designee, guaranteeing payment of losses and related investigations, claim administration and defense expenses. At no time shall COUNTY be responsible for the payment of any deductibles or self-insured retentions. However, with the prior consent and approval of COUNTY, VENDOR may maintain a program of self-insurance, including but not limited to, an insurance pooling arrangement or Joint Powers Agreement (JPA) throughout the term of the Agreement.

(e) All policies of insurance required hereunder shall be endorsed to provide that the coverage shall not be cancelled, changed, non-renewed, or reduced in coverage or in limits, except after 30 calendar day written notice by certified mail, return receipt requested, has been given to COUNTY. Upon issuance by the insurer, broker, or agent of a notice of cancellation, non-renewal, or reduction in coverage or in limits, VENDOR shall furnish COUNTY with a new certificate and applicable endorsements for such policy(ies). In the event any policy is due to expire during the work to be performed for COUNTY, VENDOR shall provide a new certificate, and applicable endorsements, evidencing renewal of such policy not less than 15 calendar days prior to the expiration date of the expiring policy.

(f) The General Liability and Automobile Liability insurance policies shall be written on an occurrence form and shall name COUNTY, its officers, officials, agents, employees and volunteers as an additional insured. Such policy(ies) of insurance shall be endorsed so VENDOR's insurance shall be primary, no contribution shall be required of COUNTY, and any other insurance, or self insurance, maintained by the COUNTY, or any of its officials, officers, agents, employees or volunteers shall be excess only. The coverage shall contain no special limitations on the scope of protection afforded to COUNTY, its officers, officials, employees, agents and volunteers.

(g) The Workers' Compensation insurance policy is to contain, or be endorsed to contain, the following provision: VENDOR and its insurer shall waive any right of subrogation against COUNTY, or any of its officers, officials, employees, agents and volunteers.

(h) If the Professional Liability insurance policy is written on a claims-made form:

i. The "Retro Date" must be shown, and must be before the effective date of the Agreement or the commencement of work by VENDOR.

ii. Insurance must be maintained at VENDOR's sole cost and expense, and evidence of insurance must be provided, for at least 5 years after any expiration or termination of the Agreement or, in the alternative, the policy shall be endorsed to provide not less than a 5-year discovery period. This requirement shall survive expiration or termination of the Agreement.

iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the effective date of the Agreement, VENDOR must purchase at its sole cost and expense "extended reporting" coverage for a minimum of 5 years following the expiration or termination of the Agreement.

iv. A copy of the claims reporting requirements must be submitted to COUNTY for review.

v. These requirements shall survive expiration or termination of the Agreement.

(i) Verification of Coverage. VENDOR shall furnish COUNTY with all certificate(s) and applicable endorsements effecting coverage required hereunder. All certificates and applicable endorsements are to be received and approved by the COUNTY's Risk Manager, or his/her designee, prior to COUNTY's execution of the Agreement and before work commences. Anytime, upon request of COUNTY, VENDOR shall immediately furnish COUNTY with a complete copy of any insurance policy required under this Agreement, including all endorsements, with said copy certified by the underwriter to be a true and correct copy of the original policy. This requirement shall survive expiration or termination of this Agreement.

(j) In the event VENDOR fails to keep in effect at all times insurance coverage as herein provided, the COUNTY may, in addition to other remedies they may have, suspend or terminate this Agreement upon the occurrence of such event. All payments due or that become due to VENDOR shall be withheld until notice is received by COUNTY that the required insurance has been restored to full force and effect and that the premiums therefore have been paid for a period satisfactory to COUNTY. No action taken by COUNTY pursuant to this section shall in any way relieve VENDOR of its responsibilities under this Agreement. The phrase "fails to keep in effect at all times insurance coverage" shall include, without limitation, notification received by COUNTY that the insurer has commenced proceedings, or has had proceedings commenced against it, indicating that the insurer is insolvent.

(k) The fact that insurance is obtained by VENDOR shall not be deemed to release or diminish the liability of VENDOR, including, without limitation, liability under the indemnity provisions of this Agreement. The duty to indemnify COUNTY shall apply to all claims and liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the COUNTY's right to obtain indemnification from VENDOR or any third parties. Approval or purchase of any insurance contracts or policies shall in no way relieve from liability nor limit the liability of VENDOR, its principals, officers, agents, employees, persons under the supervision of VENDOR, suppliers, invitees, consultants, sub-consultants, subcontractors, or anyone employed directly or indirectly by any of them.

(l) If VENDOR should subcontract all or any portion of the Services to be performed under this Agreement, VENDOR shall require each subcontractor to provide insurance protection in favor of COUNTY, its officers, officials, employees, agents and volunteers in accordance with the terms of this section for "VENDOR Insurance," except that any required certificates and applicable endorsements shall be on file with VENDOR and COUNTY prior to the commencement of any Services by the subcontractor.

AUDIT AND RETENTION: The Contractor shall maintain in good and legible condition all books, documents, papers, data files and other records related to its performance under this contract. Such records shall be complete and available to Fresno County, the State of California, the federal government or their duly authorized representatives for the purpose of audit, examination, or copying during the term of the contract and for a period of at least three years following the County's final payment under the contract or until conclusion of any pending matter (e.g., litigation or audit), whichever is later. Such records must be retained in the manner described above until all pending matters are closed.

DEFAULT: In case of default by the selected bidder, the County may procure materials and services from another source and may recover the loss occasioned thereby from any unpaid balance due the selected bidder, or by any other legal means available to the County.

BREACH OF CONTRACT: In the event of breach of contract by either party, the other party shall be relieved of its obligations under this agreement and may pursue any legal remedies.

CONFIDENTIALITY

All services performed by vendor shall be in strict conformance with all applicable Federal, State of California and/or local laws and regulations relating to confidentiality, including but not limited to, California Civil Code, California Welfare and Institutions Code, Health and Safety Code, California Code of Regulations, Code of Federal Regulations.

Vendor shall submit to County's monitoring of said compliance.

Vendor may be a Business associate of County, as that term is defined in the "Privacy Rule" enacted by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). As a HIPAA Business Associate, vendor may use or disclose protected health information ("PHI") to perform functions, activities or services for or on behalf of County, as specified by the County, provided that such use or disclosure shall not violate HIPAA and its implementing regulations. The uses and disclosures of PHI may not be more expansive than those applicable to County, as the "Covered Entity" under HIPAA's Privacy Rule, except as authorized for management, administrative or legal responsibilities of the Business Associate.

Vendor shall not use or further disclose PHI other than as permitted or required by the County, or as required by law without written notice to the County.

Vendor shall ensure that any agent, including any subcontractor, to which vendor provides PHI received from, or created or received by the vendor on behalf of County, shall comply with the same restrictions and conditions with respect to such information.

APPEALS

Appeals must be submitted in writing within *seven (7) working days after notification of proposed recommendations for award. A "Notice of Award" is not an indication of County's acceptance of an offer made in response to this RFP. Appeals shall be submitted to County of Fresno Purchasing, 4525 E. Hamilton Avenue 2nd Floor, Fresno, California 93702-4599. Appeals should address only areas regarding RFP contradictions, procurement errors, proposal rating discrepancies, legality of procurement context, conflict of interest, and inappropriate or unfair competitive procurement grievance regarding the RFP process.

Purchasing will provide a written response to the complainant within *seven (7) working days unless the complainant is notified more time is required.

If the protesting bidder is not satisfied with the decision of Purchasing, he/she shall have the right to appeal to the Purchasing Agent/CAO within seven (7) working days after Purchasing's notification; except, if notified to appeal directly to the Board of Supervisors at the scheduled date and time.

If the protesting bidder is not satisfied with Purchasing Agent/CAO's decision, the final appeal is with the Board of Supervisors.

*The seven (7) working day period shall commence and be computed by excluding the first day and including the last day upon the date that the notification is issued by the County.

RIGHTS OF OWNERSHIP

The County shall maintain all rights of ownership and use to all materials designed, created or constructed associated with this service/project/program.

SPECIFIC BIDDING INSTRUCTIONS AND REQUIREMENTS

ISSUING AGENT: This RFP has been issued by County of Fresno, Purchasing. Purchasing shall be the vendor's sole point of contact with regard to the RFP, its content, and all issues concerning it.

AUTHORIZED CONTACT: All communication regarding this RFP shall be directed to an authorized representative of County Purchasing. The specific buyer managing this RFP is identified on the cover page, along with his or her telephone number, and he or she should be the primary point of contact for discussions or information pertaining to the RFP. Contact with any other County representative, including elected officials, for the purpose of discussing this RFP, its content, or any other issue concerning it, is prohibited unless authorized by Purchasing. Violation of this clause, by the vendor having unauthorized contact (verbally or in writing) with such other County representatives, may constitute grounds for rejection by Purchasing of the vendor's quotation.

The above stated restriction on vendor contact with County representatives shall apply until the County has awarded a purchase order or contract to a vendor or vendors, except as follows. First, in the event that a vendor initiates a formal protest against the RFP, such vendor may contact the appropriate individual, or individuals who are managing that protest as outlined in the County's established protest procedures. All such contact must be in accordance with the sequence set forth under the protest procedures. Second, in the event a public hearing is scheduled before the Board of Supervisors to hear testimony prior to its approval of a purchase order or contract, any vendor may address the Board.

VENDOR CONFERENCE & SITE INSPECTION: On **June 1, 2015 at 10:00 A.M.**, a vendor's conference will be held in which the scope of the project and proposal requirements will be explained. The meeting will be held at the office of **County of Fresno Purchasing, 4525 E. Hamilton (between Cedar and Maple), 2nd Floor, Fresno, California**. Addendum will be prepared and distributed to all bidders only if necessary to clarify substantive items raised during the bidders' conference.

The site inspection will begin following the vendor conference. Each bidder shall have examined the site of work before bidding and shall be responsible for having acquired full knowledge of the job and of all problems affecting it. **No variations or allowance from the contract sum will be made because of lack of such examination.** The inspection will be held at the County's Animal Control Service location; 760 W. Nielsen Ave., Fresno, CA 93706. It is anticipated that it will take one (1) hour to complete.

Bidders are to contact Gary E. Cornuelle at (559) 600-7114 or gcornuelle@co.fresno.ca.us if they are planning to attend the conference.

NUMBER OF COPIES: Submit **one (1) original, with two (2) *reproducible compact discs and four (4) copies** of your proposal no later than the proposal closing date and time as stated on the front of this document to County of Fresno Purchasing. Each copy to be identical to the original, include all supporting documentation (e.g. literature, brochures, reports, schedules etc.). The cover page of each quotation is to be appropriately marked "Original" or "Copy".

***Bidder shall submit two (2) reproducible compact discs (e.g.: PDF file) containing the complete proposal excluding trade secrets. Compact discs should accompany the**

original binder and should be either attached to the inside cover of the binder or inserted in an attached sleeve or envelope in the front of the binder to insure the discs are not misplaced.

INTERPRETATION OF RFP: Vendors must make careful examination of the requirements, specifications and conditions expressed in the RFP and fully inform themselves as to the quality and character of services required. If any person planning to submit a proposal finds discrepancies in or omissions from the RFP or has any doubt as to the true meaning or interpretation, correction thereof may be requested at the scheduled Vendor Conference (see above). Any change in the RFP will be made only by written addendum, duly issued by the County. The County will not be responsible for any other explanations or interpretations.

Questions may be submitted subsequent to the Vendor Conference, subject to the following conditions:

- a. Such questions are submitted in writing to the County Purchasing not later than June 4, 2015 at 10:00 a.m. Questions must be directed to the attention of Gary E. Cornuelle, Purchasing Manager.
- b. Such questions are submitted with the understanding that County can respond only to questions it considers material in nature.
- c. Questions shall be e-mailed to CountyPurchasing@co.fresno.ca.us.

NOTE: The bidder is encouraged to submit all questions at the Vendor Conference. Time limitations can prevent a response to questions submitted after the conference.

SELECTION COMMITTEE: All proposals will be evaluated by a team co-chaired by Purchasing. All proposals will be evaluated by a review committee that may consist of County of Fresno Purchasing, department staff, community representatives from advisory boards and other members as appropriate.

The proposals will be evaluated in a multi-stage selection process. Some bids may be eliminated or set aside after an initial review. If a proposal does not respond adequately to the RFP or the bidder is deemed unsuitable or incapable of delivering services, the proposal may be eliminated from consideration. It will be the selection committee's responsibility to make the final recommendation to the Department Head.

CONTRACT TERM: It is County's intent to contract with the successful bidder for a term of three (3) years with the option to renew for up to two (2) additional one (1) year periods based on mutual written consent. County will retain the right to terminate the Agreement upon giving thirty (30) days advance written notification to the Contractor.

PAYMENT: The County of Fresno, if appropriate, may use Procurement Card to place and make payment for orders under the ensuing contract.

AUDITED FINANCIAL STATEMENTS: Copies of the audited Financial Statements for the last three (3) years for the business, agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**

CONTRACT NEGOTIATION: The County will prepare and negotiate its own contract with the selected vendor, giving due consideration to standard contracts and associated legal documents

submitted as a part of bidder's response to the RFP. The tentative award of the contract is based on successful negotiation pending formal recommendation of award. Bidder is to include in response the names and titles of officials authorized to conduct such negotiations.

NOTICES: All notices, payments, invoices, insurance and endorsement certificates, etc. need to be submitted as follows: referencing contract/purchase order number, department, position, title and address of administering official.

EPAYMENT OPTION: The County of Fresno provides an Epay Program which involves payment of invoices by a secure Visa account number assigned to the supplier after award of contract. Notification of payments and required invoice information are issued to the supplier's designated Accounts Receivable contact by e-mail remittance advice at time of payment. To learn more about the benefits of an Epay Program, how it works, and obtain answers to frequently asked questions, click or copy and paste the following URL into your browser: www.bankofamerica.com/epayablesvendors or call Fresno County Accounts Payable, 559-600-3609.

LOCAL VENDOR PREFERENCE: The Local Vendor Preference **does not** apply to this Request for Proposal.

SCOPE OF WORK

The County of Fresno on behalf of the Department of Public Health is requesting proposals from qualified vendors to provide the following:

Animal Control Services Program

The entity, individual and/or team responding to this RFP will be fully responsible for operation of the County's animal shelter; and provide animal control services required by and in accordance with the laws, regulations, ordinances and codes of the State of California and County of Fresno. The vendor will be required to provide services in a manner that provides for the protection of persons from wild and dangerous animals while providing humane care and treatment of animals while they are in the County's animal shelter or in custody of vendor's field personnel.

In addition to having knowledge and experience in the animal control service categories described in this RFP, the vendor must establish protocols and procedures in accordance with the *Guidelines for Standards of Care in Animal Shelters* published by The Association of Shelter Veterinarians; and perform its contracted duties and responsibilities in a manner that ensures the following:

- Provide safety to the public by handling vicious, stray, and lost animals,
- Provide safe shelter for animals impounded,
- Have a process for residents to report lost or found animals and return as many animals as possible to their rightful owners,
- Work cooperatively with animal rescue organizations, and humane societies for permanent placement of unclaimed adoptable animals, and
- Minimize the number of healthy adoptable animals required to be euthanized.

The vendor shall provide a comprehensive service model that includes an adequate number of qualified shelter and field personnel, animal containment vehicles and all necessary equipment to fulfill the duties, responsibilities, and services set forth herein.

Service area shall be limited to animals from the unincorporated areas of the County

Historical Shelter Data

The Attachment A is a summary of monthly reports on County animals handled for two complete calendar years, 2013 and 2014 (Jan – Dec).

Shelter and Adoption Fees

Animal adoption fees will be defined in the vendor contract and will be used by the vendor to offset the cost of spay, neuter and vaccination of adoptive animals. All other fees collected by the vendor must be authorized by the County and remitted to County as an offset of program costs.

The County may establish a reasonable fee to the public for animals reclaimed from shelter, together with a reasonable charge for the cost and care of such animals while impounded.

Existing Shelter Facility

The County's animal shelter is located at 760 W. Nielsen Ave. Fresno. The facility includes:

- 60 outdoor kennels – covered
- 46 small indoor cages
- 320 sq. foot sea train container equipped with heat and air conditioning, used for holding puppies
- Outdoor cage space
- Modular office unit – (1440 square feet) 3 offices, reception area, conference room, bathroom
- Washer and dryer
- Commercial fans
- Office furniture (desks, chairs, tables)
- Four horse corrals located near Kearney Park

The current infrastructure does not have clinic or veterinary amenities. It will be the vendor's responsibility to describe how clinic and veterinary services will be provided off site.

The County will be responsible for office unit rental costs and repairs, electricity, water, garbage, phones, routine maintenance, minor repairs, and capital improvements. The vendor shall be responsible for all reasonably necessary supplies, equipment, materials, and services, including professional services deemed reasonably necessary to operate the facility.

Future Shelter Facility

The County is in the process of building a permanent shelter on the land adjacent to the existing shelter site. The envisioned shelter will include:

- Administrative office space and public reception
- Adoption Area
- Clinic Area
- Animal Intake Area
- Animal Housing
- Utility and Storage Area

Anticipated completion date is not yet known.

Administration and Personnel

The successful vendor will be responsible for the operation and maintenance of a safe and adequate shelter for the confinement, handling and disposal of animals picked up by or delivered to the County shelter, as hereinafter provided, together with any and all apparatus and equipment, services, supervision, and labor necessary in order to perform said shelter services.

Administrative Requirements

The vendor will designate a director or administrator with authority to oversee the administrative requirements of the contract, ensure the delivery of all contracted services, and serve as the primary contact to the County contract administrators. Such duties include, but are not limited to, recruitment, staffing, data gathering and reporting, financial monitoring, policy and procedure development, coordination of on-site and off-site services, and other management duties.

- a. The animal shelter will operate according to a program budget within the amount specified in the resultant contract.
- b. Comprehensive recordkeeping and tracking of individual animals in the animal shelter will be maintained and regularly reported to the County.
- c. Financial accounting of the animal shelter and adoption program will be separate from other financial activity of the vendor.
- d. The vendor will coordinate with the County to achieve seamless and efficient data management across shelter, adoption, enforcement and licensing programs.
- e. Vendor shall maintain well defined, up-to-date written policies, procedures, protocols and reference manuals consistent with the Guidelines for Standards of Care in Animal Shelters published by the Association of Shelter Veterinarians
- f. The vendor will be required to meet with County monthly or more frequently as requested by the County to evaluate statistics, program needs, issues, or problems.
- g. The vendor shall ensure adequate supplies, including pharmaceuticals, are available on site to guarantee that the sheltered animals are properly cared for.
- h. The vendor shall promptly investigate and respond to all complaints regarding animals, shelter services, or field services. All complaints received by vendor shall be documented, investigated, and when appropriate corrective actions taken to resolve concerns. Documentation of complaints shall be logged on form similar to Attachment F.
- i. The vendor will cooperate fully with the County appointed Ombudsman and process in the investigation of any concern or complaint received.
- j. The vendor must provide written response to any finding or inquiries resulting from the County audit process, and must promptly develop and implement corrective actions as indicated.
- k. The vendor must engage in an open, collaborative, and communicative working relationship with contract administrators and other County officials.

Reporting Requirements

- a. The vendor will maintain data and utilize a shelter software system capable, at a minimum, of effectively managing shelter data, tracking all animals handled, tracking and issuing licenses, animal rescues and public access to information.
- b. The vendor shall provide monthly reports on the animal shelter, adoption program activities, and disposition of animals handled. Reports will include the following data for dogs and other animals handled and in a format listed in Attachment D.
- c. The vendor shall provide a monthly financial report detailing the vendor's revenue and expense categories similar to Attachment E.
- d. In coordination with the County of Fresno, the vendor will provide a vendor managed website of current content for timely public access to information concerning the animal shelter, animal adoption opportunities, animal licensing, and related services.

Personnel Requirements

- a. The vendor shall hire qualified and trained staff appropriate to their positions to assist and carry out the duties and obligations of services described in this RFP.
- b. The vendor's agents and employees shall treat the public with courtesy, tact, and due respect at all times in performing all duties and obligations under contract with the County.
- c. Vendor shall perform an adequate criminal and DMV background check on each employee to ensure staff is suitable for contact with the public and fit to perform the assigned tasks entrusted to them.
- d. The number of shelter staff on duty shall be at a level sufficient to provide service to the public via phone as well as in-person at the front desk at all times during regular business hours.
- e. At all times, a reasonable number of animal field service officers qualified and capable of performing and enforcing animal control law relating to domestic animals in the unincorporated areas of the County.
- f. The animal field service officers hired by the vendor shall be duly qualified service officers. They will not carry handguns in the performance of their duties but may carry less-than-lethal weapons.
- g. Comply with personnel policies and procedures that conform to federal and state laws with respect to hiring and firing practices.

Animal Control Services

Animal Intake

Every incorporated city within the County of Fresno is mandated to provide its own animal control program within its jurisdiction. The vendor would be responsible for receiving animals found within the unincorporated boundaries of the County.

- a. Basic information about the location of an animal being dropped off and the person dropping the animal of shall be completed for all animals at intake (Attachment H).
- b. Each animal's physical condition, medical needs, and behavior will be assessed upon arrival at the shelter.
- c. Immediately, or as soon as practical, dogs will be vaccinated for Parvo and Distemper and, if necessary, treated for fleas, ticks and worms.
- d. A dog that is dangerous or potentially carrying highly infectious disease that may threaten the health and safety of other animals or humans may only be accepted if suitable quarantine areas are available. If no suitable space is available, the veterinarian shall be consulted to determine appropriate options.
- e. Animals in medical distress at the time of pick-up will be treated by a veterinarian and will be in a medically stable condition before being brought to the shelter.
- f. Animals will be assigned housing with consideration for species, sex, medical condition, behavior and temperament.
- g. The vendor shall keep comprehensive records of shelter intake, including visible kennel cards with pertinent information.
- h. The vendor will not be required to accommodate after-hour drop offs.

Shelter Operation

The vendor will operate the County's animal shelter and provide services in accordance with the provisions of Fresno County Ordinance Code Chapter 9.04, including but not limited to Section 9.04.020 thereof; and California Food and Ag Code Section 31105 and Title 17, California Code of Regulations.

- a. Animals in the shelter will be treated with care and respect. The vendor will maintain a clean and safe facility for the confinement of animals handled by the shelter.
- b. The shelter facilities shall be kept secure.
- c. The vendor will establish public hours for animal drop off, reclamation, and adoption. The shelter shall be open to the public at least eight (8) hours each weekday, at least one (1) weekday evening until 7:00 p.m., and four hours on Saturdays. The shelter is not required to be open to the public on County recognized holidays.
- d. The vendor will develop and follow a clear set of protocols regarding shelter admission and intake procedures, care and welfare of animals, employee conduct and shelter and adoption operations.
- e. Animals shall be held the requisite time period as required by applicable law prior to adoption, release to animal rescue, or being euthanized.
- f. Vendor shall release dogs to owners only after having been properly vaccinated and licensed. Unvaccinated shall only be released to dogs to owners in extraordinary circumstances and upon the written approval of the Department of Public Health.
- g. The Vendor shall not receive donations for the provision of services provided herein.

Quarantine Services

- a. Pick up, accept, care for and quarantine dangerous animals in individual kennels in an isolated section of the shelter. Animals that have bitten humans be held and observed for ten (10) days.
- b. The vendor may be required to hold animals related to criminal prosecutions or reasons other than animal control regulations.
- c. Remove and deliver to the Department of Public Health the head of any animal which dies while being held in observation. The vendor will not be responsible for associated lab costs.

Adoption, Placement or Transfer of Animals

- a. Every reasonable effort shall be made to identify each animal's rightful owner and return the animal to its owner prior to release of the animal through adoption, placement with a rescue agency or transfer to an animal rescue organization.
- b. Adoption will be promoted through a variety of outreach strategies including internet, advertising and offsite events.
- c. When possible animals will be release to non-profit animal rescue or adoption organizations at the request of the non-profit organization in accordance with the County's established criteria and guidelines.
- d. Partnerships with rescue groups, community organizations, and other animal welfare agencies will be developed and maintained by the vendor.
- e. Litters of puppies will be made available for release to rescue organizations as soon as possible.
- f. Dogs are to be spayed or neutered, and micro-chipped as a condition of adoption.
- g. Dogs adopted to individuals residing in the unincorporated County boundaries shall be licensed as a condition of adoption.
- h. An animal that has been released from the animal shelter through adoption will no longer be the responsibility of the vendor or the County.

Euthanasia

- a. Contractor should make every effort not to euthanize any healthy animal including making reasonable attempts relocate or place the animal with a rescue agency.
- b. The vendor shall develop and follow a clear protocol on the use of euthanasia.
- c. Animals which have been declared vicious, terminally ill, or contagious may be considered for euthanasia at the discretion of the veterinarian.
- d. The vendor shall provide for the euthanasia of domestic animals, if warranted, once the applicable hold period is completed in compliance with Food and Agriculture Code Sections 31108 and 31752, no animal rescue or foster options are available, and no

shelter space is available. However, adoptable animals must first be made available to other entities for adoption.

- e. Destroying of animals shall be in the most advanced and humane manner, and in accordance with any federal, state and local law or regulation now or hereinafter in effect that regulate the destruction of animals.

Field Services

The vendor shall dedicate at a minimum four (4) full-time equivalent Animal Control Officers along with four (4) animal control vehicles to the unincorporated of Fresno County.

Priority of Response during Field Service Hours

The vendor shall respond to calls for Animal Field services between the hours of 8:00 AM and 5:00 PM daily ("Field Service Hours") according to the three (3) priorities listed below.

Priority One Responses: A prompt essential emergency response shall be provided for the following:

- a. Any law enforcement agency requesting immediate emergency assistance or a call at the direction of the Health Officer or his designee.
- b. Animal bite, where the animal continues to pose an immediate threat.
- c. Any animal either known to be dangerous or vicious by previous determination or that is perceived to be a threat or menacing to those individuals reporting the event.
- d. Any live domestic animal, which is presenting an immediate hazard to humans, such as live domestic animal in traffic lanes of a major thoroughfare or highway.
- e. Any domestic animal that is sick, injured, or in immediate danger.
- f. Any domestic animal that is at immediate risk due to animal cruelty or neglect.

Priority Two Responses: A prompt response, if not preempted by Priority One calls during Field Service Hours:

- a. Any domestic animal bite, where the animal is contained.
- b. Any dog running at large where a violation is in progress but where the dog is not posing a threat to itself or the public.
- c. Any law enforcement agency requesting non-emergency assistance.
- d. Pick-up of a confined stray dog.
- e. Pick up of dead animals. Pick-up or arrange for the disposition of dead animals found upon a public street or place within the unincorporated Fresno Metropolitan area defined by the County Ordinance as soon as practically possible, but not exceed (48) hours in the unincorporated areas from the receipt of a call for pick up. All other dead animal pick-up on a public street or place in the unincorporated area shall be provided as soon as is practically

possible. Assist with arranging proper disposal of said animal on private property only when such constitutes a threat to public health, and in accordance with federal or state law or County Ordinance Code.

Priority Three Responses: An Animal Field Service Officer will always follow up as soon as reasonably possible. Repeated offenses will be served as Priority One calls when staffing allows.

- a. Dog running at large when the violation is not in progress.
- b. Education calls, i.e. leash-law, animal license, services provided.
- c. Special requests to address a specific area or neighborhood that needs additional monitoring. This will be done on a case-by-case basis.
- d. Non-emergency calls not defined above.

Priority of Response After Hours

The vendor shall provide an on-call duty officer to provide emergency responses to Priority One Responses during Non-Field Service Hours. Non-Field Service Hours are defined from 5:00 PM to 8:00 AM daily.

Leash Law Enforcement

The vendor shall enforce the County's Leash Law Ordinance under Chapter 9.04 of the County Ordinance Code (which is now in effect or hereafter amended from time to time) requiring dogs to be kept on a leash or under the immediate control of their owners when not on said owner's property. Vendor agrees to provide properly trained animal control officers to enforce County ordinances. Specified staff requirements may vary from year to year as mutually agreed upon by both the vendor and the County.

- a. Provide patrolling activities within the unincorporated Fresno Metropolitan Area to pick-up licensed dogs running at large and/or cite their owners for violation of the County's Ordinance prohibiting animals running at large.
- b. Pick-up of unlicensed dogs and other animals, excluding domesticated livestock, when notified by the general public or property owners, be scheduled as soon as is practically possible when the animal is reasonably confined and accessible.
- c. Promptly pursuing and capturing animals running freely when the animal is a threat to public health, as determined by appropriate County health officials, or the animal is an immediate threat to public safety, as determined by law enforcement officers.
- d. Provide patrolling activities to pick-up unlicensed dogs running at large in the unincorporated area of the County in response to extraordinary animal control problems identified by the County.

The County agrees to notify vendor of proposed changes in County Ordinance Code affecting the Leash Law enforcement area, no less than thirty (30) days prior to the scheduled date for public hearing on the adoption of such proposed Ordinance Code. If vendor claims that such change in the Ordinance Code would cause a verifiable and materially adverse financial impact on the vendor that was not anticipated on the date that this Agreement was executed by the parties, may request that it receive an increase in the compensation or reimbursement payable for the performance of its services.

The vendor shall perform any other minor tasks that are requested by the County provided that they are directly and reasonably related to the performance of its obligations under an Agreement.

Emergency Veterinary Care of Injured Animals

A California Licensed Veterinarian shall be responsible for all veterinary care, including the following:

1. Arrange for the appropriate veterinary care of injured animals found running at large.
2. Provide emergency veterinary services, including diagnosis and treatment, which may be rendered to injured dogs or cats found without their owner in public places.
3. Make a determination as to any other emergency veterinary services that may be rendered in unusual emergency circumstances if deemed absolutely essential.
4. Take all reasonable measures to recover all costs incurred for veterinary services, emergency or otherwise, from animal's owners.

Pet Licensing

Implement the County dog licensing program including the issuance and renewal licensing.

- a. Manage the daily operations of animal licensing including, but not limited to the processing of licensing mail from pet owners, processing license sales, tags and vaccination reports, entering licensing, vaccination data and citations
- b. Issue replacement tags to citizens whose license tags have been lost, stolen or damaged.
- c. Process rabies vaccination certificates and mail notices to those pet owners who vaccinated their pet(s) against rabies, but did not purchase license(s).
- d. Deposit all receipts collected for license fees and citations, with the exception of those payments made via credit card into County bank account.
- e. Provide a monthly report of animals licensed in a mutually agreeable format.
- f. Communicate with citizens by phone, mail or email as needed.
- g. Comply with all state and local laws governing animal licensing.

COST PROPOSAL

The bidder's cost proposal should itemize pricing separately for each service category (shelter operations, field services, emergency veterinary care) for each budget year. Include all costs necessary to provide services described in the Scope of Work section of this RFP. Present your budget in the format provided, additional rows will be necessary. Where necessary, provide a brief justification.

Shelter Operations: Include and describe all costs associated with animal intake, shelter operations, quarantine, adoption/placement of animals, pet licensing, and euthanasia.

Field Services: Include and describe all field service response and leash law costs.

Emergency Veterinary Services: Include veterinary care costs associated with the care of injured animals where no owner is identified.

ANIMAL CONTROL SERVICES	Year 1	Year 2	Year 3
Shelter Operations			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -
Field Services			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -
Emergency Vet Services			
Salaries & Benefits ¹	\$ -	\$ -	\$ -
Services & Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Other ²	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -
Shelter/Field/Emergency Vet Grand TOTAL	\$ -	\$ -	\$ -

¹Provide a staffing plan to include all staff classifications necessary to provide the required services. The following must be detailed: position titles, number of positions, differentiate between full-time and part-time; salaries and benefits by position.

²Other: Itemize and describe each item and associated cost.

PROPOSAL CONTENT REQUIREMENTS

It is important that the vendor submit his/her proposal in accordance with the format and instructions provided under this section. Doing so will facilitate the evaluation of the proposal. It will limit the possibility of a poor rating due to the omission or mis-categorization of the requested information. Responding in the requested format will enhance the evaluation team's item by item comparison of each proposal item. The vendor's proposal may be placed at a disadvantage if submitted in a format other than that identified below.

Bidders are requested to submit their proposals in a binder (one that allows for easy removal of pages) with index tabs separating the sections identified. Each page should be numbered.

Each binder is to be clearly marked on the cover with the proposal name, number, closing date, "Original" or "Copy", and bidder's name.

Merely offering to meet the specifications is insufficient and will not be accepted. Each bidder shall submit a complete proposal with all information requested. Supportive material may be attached as appendices. All pages, including the appendices, must be numbered.

Vendors are instructed not to submit confidential, proprietary and related information within the request for proposal. If you are submitting trade secrets, it must be submitted in a separate binder clearly marked "TRADE SECRETS", see Trade Secret Acknowledgement section.

The content and sequence of the proposals will be as follows:

- I. RFP PAGE 1 AND ADDENDUM(S) PAGE 1 (IF APPLICABLE) completed and signed by participating individual or agency.
- II. COVER LETTER: A one-page cover letter and introduction including the company name and address of the bidder and the name, address and telephone number of the person or persons to be used for contact and who will be authorized to make representations for the bidder.
 - A. Whether the bidder is an individual, partnership or corporation shall also be stated. It will be signed by the individual, partner, or an officer or agent of the corporation authorized to bind the corporation, depending upon the legal nature of the bidder. A corporation submitting a proposal may be required before the contract is finally awarded to furnish a certificate as to its corporate existence, and satisfactory evidence as to the officer or officers authorized to execute the contract on behalf of the corporation.
- III. TABLE OF CONTENTS
- IV. CONFLICT OF INTEREST STATEMENT: The Contractor may become involved in situations where conflict of interest could occur due to individual or organizational activities that occur within the County. In this section the bidder should address the potential, if any, for conflict of interest and indicate plans, if applicable, to address potential conflict of interest. This section will be reviewed by County Counsel for compliance with conflict of interest as part of the review process. The Contractor shall comply with all federal, state and local conflict of interest laws, statutes and regulations.

V. TRADE SECRET:

A. Sign where required.

VI. CERTIFICATION – DISCLOSURE – CRIMINAL HISTORY & CIVIL ACTIONS

VII. REFERENCES

VIII. PARTICIPATION

IX. EXCEPTIONS: This portion of the proposal will note any exceptions to the requirements and conditions taken by the bidder. If exceptions are not noted, the County will assume that the bidder's proposals meet those requirements. The exceptions shall be noted as follows:

- A. Exceptions to General Conditions.
- B. Exceptions to General Requirements.
- C. Exceptions to Specific Terms and Conditions.
- D. Exceptions to Scope of Work.
- E. Exceptions to Proposal Content Requirements.
- F. Exceptions to any other part of this RFP.

X. VENDOR COMPANY DATA: This section should include:

- A. A narrative which demonstrates the vendor's basic familiarity or experience with problems associated with this service/project.
- B. Descriptions of any similar or related contracts under which the bidder has provided services.
- C. Descriptions of the qualifications of the individual(s) providing the services.
- D. Any material (including letters of support or endorsement) indicative of the bidder's capability.
- E. A brief description of the bidder's current operations, and ability to provide the services.
- F. Copies of the audited Financial Statements for the last three (3) years for the agency or program that will be providing the service(s) proposed. If audited statements are not available, compiled or reviewed statements will be accepted with copies of three years of corresponding federal tax returns. This information is to be provided after the RFP closes, if requested. **Do not provide with your proposal.**
- G. Describe all contracts that have been terminated before completion within the last five (5) years:
 - 1. Agency contract with
 - 2. Date of original contract

3. Reason for termination
4. Contact person and telephone number for agency
- H. Describe all lawsuit(s) or legal action(s) that are currently pending; and any lawsuit(s) or legal action(s) that have been resolved within the last five (5) years:
 1. Location filed, name of court and docket number
 2. Nature of the lawsuit or legal action
- I. Describe any payment problems that you have had with the County within the past three (3) years:
 1. Funding source
 2. Date(s) and amount(s)
 3. Resolution
 4. Impact to financial viability of organization.

ADDITIONAL VENDOR COMPANY DATA

Administration

- a. How many years has your agency been in operation?
- b. How many personnel does your agency employ?
- c. Describe your agency's experience running an animal shelter.
- d. Describe your agency's experience providing animal adoption services.
- e. Describe your agency's experience interacting with:
 - 1) Public agencies
 - 2) Animal rescue organizations
 - 3) Organizations/individuals concerned with care and treatment (welfare) of animals
- f. Identify the person who would be directly responsible for overseeing the Agreement.
 - 1) Describe their qualifications, prior experience and ability to oversee the complex service needs described in the RFP
- g. Describe the qualifications and experience of other "key" personnel in your agency. Describe their roles and duties.
- h. How do you calculate live release rates? What are your live release rates for the last three years?

Is your agency able to implement the services described herein by October 1, 2015?

Reporting Requirements

- a. Describe how your agency will keep a detailed inventory of animals, including
- b. Describe your capability and experience in providing monthly electronic reports consistent with the required data describe in Reporting Requirements.

XI. SCOPE OF WORK:

- A. Bidders are to use this section to describe the essence of their proposal.
- B. This section should be formatted as follows:
 - 1. A general discussion of your understanding of the project, the Scope of Work proposed and a summary of the features of your proposal.
 - 2. A detailed description of your proposal as it relates to each item listed under the "Scope of Work" section of this RFP. Bidder's response should be stated in the same order as are the "Scope of Work" items. Each description should begin with a restatement of the "Scope of Work" item that it is addressing. Bidders must explain their approach and method of satisfying each of the listed items.
- C. When reports or other documentation are to be a part of the proposal a sample of each must be submitted. Reports should be referenced in this section and submitted in a separate section entitled "REPORTS."
- D. A complete description of any alternative solutions or approaches to accomplishing the desired results.

ADDITIONAL SCOPE OF WORK

Shelter Operation

- a. Will you be using other facilities in addition to the County animal shelter? If yes, state purpose, location, and description.
- b. How will your agency address animal population considering the County's current shelter capacity?
- c. Describe how your agency's strategies to accomplish the following goals in operating the animal shelter facility.
 - 1) Proper treatment and care of animals.
 - 2) Animals will have a clean, comfortable and healthy environment.
 - 3) Rehome animals found in the community with a micro-chip or i.d. tag.
 - 4) Live release to animal rescues and new homes.
- d. Describe how your agency will accommodate convenient public access hours, including weekend and/or evening hours? Describe your intended hours of operation

- e. What level of access will you have to a qualified veterinarian and veterinarian technician?
 - 1) What hours will they be available at the facility?
 - 2) If not on-site, how will animals be assessed physically at in-take and medical needs addressed while in shelter care?
- f. What software application or other information systems will you use to track animals brought through the shelter? How will it allow for public access to view and post lost and found animals, and view adoptable sheltered animals?

Adoption/Placement/Transfer of Animals

- a. Describe your agency's animal care, sheltering and adoption philosophy.
- b. How will you promote and advertise adoption opportunities?
- c. How would you screen individuals interested in adopting?
- d. Describe your approach on fostering of animals.
- e. In accordance with State law, disposition of the animals will be at the discretion of contacted vendor. What criteria will you use to determine suitability of an animal for adoption, transfer to animal welfare agencies, place with an animal rescue organization, or euthanize?

Euthanasia

- a. Describe your agency's ability to euthanize and dispose of euthanized animals.
- b. Describe your process in determining when animals require euthanasia.
- c. Describe how your agency will provide public accountability for the disposition of sheltered animals.

XII. COST PROPOSAL: Quotations may be prepared in any manner to best demonstrate the worthiness of your proposal. Include details and rates/fees for all services, materials, equipment, etc. to be provided or optional under the proposal.

XIII. CHECK LIST

AWARD CRITERIA

Cost of Services

- A. As submitted under the "COST PROPOSAL" section. Is the cost reasonable in relation to the scope of work?

Structure of Agency, Qualifications and Experience

- A. Is the organizational plan and management structure adequate and appropriate for overseeing the proposed services?
- B. Does the Bidder possess the administrative knowledge and capabilities to oversee the complex requirement of an agreement and ensure the delivery of all contracted series?
- C. Does the Bidder present sufficient amount of demonstrated experience in providing animal control services in a California County or municipality.
- D. The Bidder's ability to demonstrate its experience and successful coordination with animal rescue organizations.
- E. Is the Bidder's staffing level adequate to provide described services?
- F. Is the Bidder financial stable?
- G. Can the Bidder conform to the terms and conditions of this RFP and ultimately a Contract with the County?

Service Approach and Capability

- A. Comprehensiveness of Bidder's Proposal – The Bidders understands the Scope of Work and demonstrates its capability of performing such services. The Bidder clearly describes how its proposed program will meet the service requirements, specifications, and objectives described herein. The Bidders demonstrates the ability to describe and effectively implement sound solutions with limited resources.
- B. Does the Bidder's service description address all the areas identified in the RFP? Will the proposed services satisfy County's needs and to what degree?
- C. Proven Performance and Experience – The Bidder's background, experience and stability will be assessed. In addition, the quality and level of experience of providing animal control services will be evaluated.
- D. Does the bidder demonstrate knowledge or awareness of the problems associated with providing the services proposed and knowledge of laws, regulations, statutes and effective operating principles required to provide this service?
- E. Bidder's ability to describe their proposed method for compliance (i.e., subcontractor(s), alternatives, options, exceptions, etc.) in response to this RFP.

CHECK LIST

This Checklist is provided to assist vendors in the preparation of their RFP response. Included in this list, are important requirements and is the responsibility of the bidder to submit with the RFP package in order to make the RFP compliant. Because this checklist is just a guideline, the bidder must read and comply with the RFP in its entirety.

Check off each of the following:

1. _____ The Request for Proposal (RFP) has been signed and completed.
2. _____ Addenda, if any, have been completed, signed and included in the bid package.
3. _____ **One (1) original plus four (4) copies** of the RFP have been provided.
4. _____ **Two (2) *reproducible compact discs** of the RFP have been provided.
5. _____ The completed *Trade Secret Form* as provided with this RFP (Confidential/Trade Secret Information, if provided must be in a separate binder).
6. _____ The completed *Criminal History Disclosure Form* as provided with this RFP.
7. _____ The completed *Participation Form* as provided with this RFP.
8. _____ The completed *Reference List* as provided with this RFP.
9. _____ Indicate all of bidder exceptions to the County's requirements, conditions and specifications as stated within this RFP.
10. _____ Lastly, on the **LOWER LEFT HAND CORNER** of the sealed envelope, box, etc. transmitting your bid include the following information:

County of Fresno RFP No.	<u>962-5354</u>
Closing Date:	<u>June 23, 2015</u>
Closing Time:	<u>2:00 P.M.</u>
Commodity or Service:	<u>Animal Control Services</u>

Return Checklist with your RFP response.

ATTACHMENTS A – K

Attachment A: Two Years of Past Data

Attachment B: Photos of Existing Site, Facilities

Attachment C: Adoption Forms

Attachment D: Monthly Data Reports

Attachment E: Fiscal Reports

Attachment F: Complaint Resolution Form

Attachment G: Dog License Application Form

Attachment H: Animal Drop Off Form

Attachment I: Annual Operation/Supply Costs

Attachment J: Animal Control Vehicle Description

Attachment K: Official Animal Shelter Inspection Report

962-5354 Attachment A: Two Years of Past Data

2013 Shelter Data - Dogs

	January	February	March	April	May	June	July	August	September	October	November	December
Total dogs in shelter at beginning of month	89	161	197	184	194	180	200	122	181	169	159	143
Dogs Captured by Animal Control Officers	204	183	170	179	205	169	176	226	188	185	161	187
Dogs Surrendered by Owners	37	13	7	17	0	1	6	7	4	8	4	12
Dogs surrendered by public (strays)	150	159	136	134	146	133	156	124	149	139	129	149
Dogs impounded for quarantine	4	2	5	8	6	5	5	1	5	2	2	10
Total Received	395	357	318	338	357	308	343	358	346	334	296	358
Dogs reclaimed by owner	10	22	14	14	27	17	14	19	20	21	11	25
Dogs adopted by new owners	62	35	48	40	55	44	20	22	34	34	13	34
Dogs released to rescue organization	35	20	73	31	50	17	9	42	2	2	2	74
Dogs died of other causes	21	23	21	21	14	10	15	17	8	20	15	14
Dogs stolen, escaped, etc.	0	1	1	0	0	2	1	0	0	0	1	0
Dogs euthanized	195	220	174	222	225	198	362	199	294	267	270	225
Total	323	321	331	328	371	288	421	299	358	344	312	372
Total dogs in shelter at end of the month	161	197	184	194	180	200	122	181	169	159	143	129
Dead dogs collected	44	28	24	33	54	24	45	5	41	20	24	31
Total Dog Bite Reports	0	11	6	6	10		22	28		36	24	10

2013 Shelter Data - Cats

	January	February	March	April	May	June	July	August	September	October	November	December
Total Cats in Shelter at beginning of the month	3	0	2	0	3	4	3	5	5	0	0	0
Cats Captured by Animal Control Officers	6	0	1	8	12	13	5	1	0	2	2	0
Cats Surrendered by Owners	0	0	1	2	0	0	0	1	0	0	0	0
Cats surrendered by public (strays)	0	4	1	0	0	0	1	1	0	0	0	0
Cats impounded for quarantine	0	0	0	0	0	0	0	0	0	0	0	0
Total Received	6	4	3	10	12	13	6	3	0	2	2	0
Cats reclaimed by owner	0	0	0	0	0	3	0	0	0	0	0	0
Cats adopted by new owners	0	0	2	0	0	1	0	0	0	0	0	0
Cats released to rescue organization	6	2	1	0	3	2	0	0	5	0	0	0
Cats died of other causes	0	0	0	0	0	0	1	0	0	0	0	0
Cats stolen, escaped, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Cats euthanized	0	0	2	7	12	8	3	3	0	2	2	0
Total	6	2	5	7	11	14	4	3	5	2	2	0
Total cats in shelter at the end of the month	0	2	0	3	4	3	5	5	0	0	0	0
Dead Cats collected	13	13	12	9	1	6	6	5	2	4	8	5
Total Cat bite Reports	0	0	0	1	0	0	0		0	0	0	0

2013 Shelter Data - Other

	January	February	March	April	May	June	July	August	September	October	November	December
Total Other animals in the shelter at beginning of the month	1	0	0	3	2	2	1	1	1	1	1	1
Other Captured by Animal Control Officers	4	0	2	2	2	2	0	0	1	5	1	2
Other animal Surrendered by Owners	0	0	2	0	0	0	0	0	0	0	0	0
Other animal surrendered by public (strays)	0	3	3	1	1	0	0	0	0	0	1	0
Other animal impounded for quarantine	0	0		0	0	0	0	0	0	0	0	0
Total Received	5	3	7	3	3	2	0	0	1	5	2	2
Other animal reclaimed by owner	0	0	0	1	0	1	0	0	1	0	0	1
Other animal adopted by new owners	2	1	2	2	1	2	0	0	0	5	2	0
Other animal released to rescue organization	3	2	2	0	0	0	0	0	0	0	0	0
Other animal died of other causes	0	0	0	0	1		0	0	0	0	0	0
Other animal stolen, escaped, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Other animals euthanized	0	0	0	1	1	0	0	0	0	0	0	1
Total	5	3	4	4	3	3	0	0	1	5	2	2
Total other animals in shelter at the end of the month	0	0	3	2	2	1	1	1	1	1	1	1
Other dead animal collected	23	34	5	9	4	5	1	3	2	6	4	0
Total other animal bite Reports	0			0	0	0	0	0	0	0	0	0

2014 Shelter Data - Dogs

	January	February	March	April	May	June	July	August	September	October	November	December
Total dogs in shelter at beginning of month	129	181	182	168	137	157	149	176	144	188	122	119
Dogs Captured by Animal Control Officers	199	231	193	169	159	192	247	179	231	201	212	241
Dogs Surrendered by Owners	9	11	51	25	5	7	15	24	2	2	8	25
Dogs surrendered by public (strays)	120	143	196	105	122	108	163	125	100	132	74	144
Dogs impounded for quarantine	11	2	15	35		7	5	16	5	17	12	17
Total Received	339	387	455	334	286	314	430	344	338	352	306	427
Dogs reclaimed by owner	13	27	19	17	15	15	25	20	20	21	16	24
Dogs adopted by new owners	22	25	25	10	7	16	10	13	3	28	14	21
Dogs released to rescue organization	59	42	52	46	43	63	74	58	28	72	32	124
Dogs died of other causes	9	3	20	6	5	16	10	3	1	4	14	6
Dogs stolen, escaped, etc.	0	0	2	1	0	0	0	0	1	2	0	2
Dogs euthanized	184	289	351	285	207	212	284	282	241	291	233	243
Total	287	386	469	365	277	322	403	376	294	418	309	420
Total dogs in shelter at end of the month	181	182	168	137	146	149	176	144	188	122	119	126
Dead dogs collected	25	31	57	29	23	22	32	28	15	34	31	47
Total Dog Bite Reports	11	24	10	35	37	31	24	16	5	23	25	20

2014 Shelter Data - Cats

	January	February	March	April	May	June	July	August	September	October	November	December
Total Cats in Shelter at beginning of the month	0	0	0	0	0	0	0	0	0	0	0	0
Cats Captured by Animal Control Officers	0	0	0	0	0	1	1	1	8	0	1	1
Cats Surrendered by Owners	0	0	0	0	0	0	0	0	0	0	0	0
Cats surrendered by public (strays)	0	0	0	0	0	0	0	0	0	7	3	0
Cats impounded for quarantine	0	0	0	0	0	0	0	0	0	0	0	0
Total Received	0	0	0	0	0	1	1	1	8	7	4	1
Cats reclaimed by owner	0	0	0	0	0	0	0	0	0	0	0	0
Cats adopted by new owners	0	0	0	0	0	0	0	0	0	0	0	0
Cats released to rescue organization	0	0	0	0	0	0	0	0	0	0	0	0
Cats died of other causes	0	0	0	0	0	0	0	1	0	0	0	0
Cats stolen, escaped, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Cats euthanized	0	0	0	0	0	1	1	0	8	7	4	1
Total	0	0	0	0	0	1	1	1	8	7	4	1
Total cats in shelter at the end of the month	0	0	0	0	0	0	0	0	0	0	0	0
Dead Cats collected	2	0	0	0	0	0	5	0	0	6	10	10
Total Cat bite Reports	0	0	0	0	0	0	0	0	0	0	0	0
Total Other animals in the shelter at beginning of the month	1	1	0	0	0	0	0	0	0	0	0	0

2014 Shelter Data - Other

	January	February	March	April	May	June	July	August	September	October	November	December
Other Captured by Animal Control Officers	3	0	3	2	144	2	1	0	0	1	4	0
Other animal Surrendered by Owners	0	0	0	0	0	0	0	0	0	0	0	0
Other animal surrendered by public (strays)	0	0	0	0	0	0	0	0	0	0	0	0
Other animal impounded for quarantine	0	0	0	0	0	0		0	0	0	0	0
Total Received	3	0	3	2	144	2	1	0	0	1	4	0
Other animal reclaimed by owner	0	0	0	0	0	0	0	0	0	1	3	0
Other animal adopted by new owners	0	0	0	0	144	0	0	0	0	0	0	0
Other animal released to rescue organization	0	0	0	0	0	0	0	0	0	0	0	0
Other animal died of other causes	0	0	1	0	0	0	0	0	0	0	0	0
Other animal stolen, escaped, etc.	0	0	0	0	0	0	0	0	0	0	0	0
Other animals euthanized	3	1	2	2	0	2	1	0	0	0	1	0
Total	3	1	3	2	144	2	1	0	0	1	4	0
Total other animals in shelter at the end of the month	1	0	0	0	0	0	0	0	0	0	0	0
Other dead animal collected	15	0	0	0	0	0	2	0	0	0	0	6
Total other animal bite Reports	0	0	0	0	0	0	0	0	0	0	0	0



Administration Building



Covered Kennels



Small Animal Cages Inside



Equipped Vehicle



Small Dog Building



Small Cages



T-Kennels



T-Kennels

County of Fresno Animal Control
(559)600-7387
Services Provided by (vendor name)

Animal Adoption Agreement

Adopter Information

Name: _____
 Street Address: _____ City: _____ State: _____
 Home Phone: _____ Cell Phone: _____
 Driver's License No.: _____ Exp. Date: _____

Animal Information

Breed: _____ ☐ Stray ☐ Owned
 Color: _____ ☐ Male ☐ Female
 Kennel Card # _____ Altered: ☐ Yes ☐ No

The animal has received the following medical care: _____

IMPORTANT! READ BEFORE SIGNING!

1. I hereby acknowledge receiving the above described animal.
2. I agree to provide proper food, water, adequate shelter, and kind treatment at all times.
3. I agree to take the animal to a veterinarian for examinations and immunizations as needed, and to procure immediate veterinary care, at my own expense, should the animal become ill or injured.
4. I agree to consult with a veterinarian about any follow-up inoculations or immunizations.
5. I agree to license the animal in compliance with the laws and ordinances in force in the municipality in which I reside.
6. I agree to notify (vendor name) if I decide at any time that I can no longer keep the animal.
7. I agree not to allow the animal to be used for medical or other experimental purposes.
8. I have read this section. I have had it explained to me, and I completely understand and accept the rights and obligations involved.
9. I understand that the County of Fresno or (vendor name) cannot guarantee the health, temperament, or training of the above-described animal and hereby agree to release the County of Fresno and Liberty Animal Control Services, LLC from all liability once the animal is in my possession.

REMEDY FOR NON-COMPLIANCE: It is agreed that the County of Fresno, or its designee, retains superior title in said animal limited to and for the express purpose of assuring the animal's well-being and will only exercise its superior claim in the event it appears that the proper and humane care as specified in the above adoption provisions is not being afforded said animal.

Signatures

Signature of Adopter: _____	Date: _____
Signature of Shelter Staff: _____	Date: _____

For Shelter Use Only --- Do Not Write Below This Line

Adoption Fee: \$ _____	Total \$ _____
Other Fee: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Other Fee: \$ _____	Receipt #: _____

[illegible]

[illegible]

FISCAL REPORT FORMAT

Fresno County Animal Control Program
Incident Report

Incident Report	
Issue Summary: (Who, What, When, Where)	
Reported By:	Date:
Phone:	
Investigation	
Type: (Shelter, Field, Other)	Priority: (High, Medium, or Low)
Assigned To:	Date:
Investigation Log:	
Resolution	
Resolution: (What was the outcome)	
Resolved By:	Date:
Reviewed By:	Date:



DOG LICENSE APPLICATION

DEPARTMENT OF PUBLIC HEALTH ♦ ENVIRONMENTAL HEALTH DIVISION

PO BOX 11800, Fresno, CA 93775-1800, 1221 Fulton Mall, (559) 600-6415

www.fcdph.org ♦ Email: EnvironmentalHealth@co.fresno.ca.us

Fresno County Ordinance Code, Title 9, states that all dogs over the age of four(4) months must be vaccinated against rabies and licensed.

- ☐ 1. Provide a **copy** of the **current vaccination certificate** valid for at least one year; if the dog is under quarantine, do not vaccinate until the dog is released from quarantine. **DO NOT SEND ORIGINALS, THEY WILL NOT BE RETURNED.**
- ☐ 2. Provide a **copy** of the **spay/neuter certificate**, where applicable. If you have lost this certificate, obtain a copy from your veterinarian, or send a statement signed and dated from your veterinarian that your dog has been spayed/neutered.
- ☐ 3. Provide the **license tag number**, if your dog has been previously licensed.

NEW OWNER	By signing below, I agree to inform the Fresno County Department of Public Health, Environmental Health Division, 1221 Fulton Mall, Third Floor, Fresno, CA, 559-600-3357, of any ownership changes to the following dogs. For any unaltered dogs (not spayed/neutered), I agree to abide by the "Unaltered Dog License Terms and Conditions" stipulated by Fresno County Ordinance Code 9.04.045 on the back side of this form.							
	Name of New Dog Owner				Signature of New Dog Owner			Date of Transfer
	Physical Address of Dog		City	State	ZIP	Home Phone		Work Phone
	Mailing Address		City	State	ZIP	Cell Phone		

FORMER OWNER	Where did you get the dog? <input type="checkbox"/> Business or Private Party (complete address/phone information below) <input type="checkbox"/> SPCA <input type="checkbox"/> Stray							
	Name of Business or Person				Address			
	City		State	ZIP	Home Phone		Work Phone	

DOG ONE	Dog's Name	Sex	Color	Age	Breed	Old License No.	License Exp Date	DOG ONE
	Veterinarian	Vacc. Type		Vacc Date	Vacc. Exp. Date	Vacc. Cert. #	Spayed/Neutered	
		<input type="checkbox"/> 1 year <input type="checkbox"/> 3 year				<input type="checkbox"/> YES, \$4 <input type="checkbox"/> NO†, \$39		

DOG TWO	Dog's Name	Sex	Color	Age	Breed	Old License No.	License Exp Date	DOG TWO
	Veterinarian	Vacc. Type		Vacc Date	Vacc. Exp. Date	Vacc. Cert. #	Spayed/Neutered	
		<input type="checkbox"/> 1 year <input type="checkbox"/> 3 year				<input type="checkbox"/> YES, \$4 <input type="checkbox"/> NO†, \$39		

DOG THREE	Dog's Name	Sex	Color	Age	Breed	Old License No.	License Exp Date	DOG THREE
	Veterinarian	Vacc. Type		Vacc Date	Vacc. Exp. Date	Vacc. Cert. #	Spayed/Neutered	
		<input type="checkbox"/> 1 year <input type="checkbox"/> 3 year				<input type="checkbox"/> YES, \$4 <input type="checkbox"/> NO†, \$39		

PAYMENT	<input type="checkbox"/> Cash (do not send cash in mail)
	<input type="checkbox"/> Check <i>Make payable to:</i>
	<input type="checkbox"/> Money Order <i>"Fresno County Treasurer"</i>

REQUIRED FEES PER DOG

Dog License (Unaltered) = \$39
 Dog License (Spayed/Neutered) = \$4
 Delinquent Penalty* = Above Fee + \$10

TOTAL AMOUNT DUE

† See "Terms and Conditions" on the back.

* This penalty is required by ordinance if the dog is not licensed within 30 days after acquiring or bringing the dog into the County, or within 30 days after it has reached the age of 4 months, or the existing license has not been renewed within 2 months of the expiration date.

✉ **MAIL:** Fresno County Department of Public Health, Attention: Dog License, P.O. Box 11800, Fresno, CA 93775

☺ **IN PERSON (before 4:30 PM):** 1221 Fulton Mall, Third Floor, Fresno, CA (at Fulton Mall and Fresno Streets)

📞 **IF YOU HAVE ANY QUESTIONS, CALL:** 559-600-6415 or 559-600-3357

📄 **APPLICATION IS ALSO AVAILABLE AT:** www.fcdph.org

Unaltered Dog License Terms and Conditions

(Fresno County Ordinance Code 9.04.045)

1. The Owner of an **unaltered female** dog shall not allow the whelping of more than one litter within the permit year.
2. No offspring may be sold, adopted, bartered or otherwise transferred, whether for compensation or otherwise, until such offspring has reached the age of at least eight (8) weeks.
3. The Owner must prominently display their Unaltered Dog License number in any advertisement to the public for the sale, adoption or transfer (whether for compensation or otherwise) of the offspring. The Owner must provide the Unaltered Dog License number to any person who purchases, adopts, or receives the offspring and include the Unaltered Dog License number on any receipt of sale or transfer document.
4. The Owner shall submit in writing to the License Collector* the name, address and telephone number of the person(s) who receive any of the offspring, whether for compensation or otherwise, within five (5) days of the sale or transfer.
5. The Owner shall provide to all persons who receive any offspring, whether for compensation or otherwise, an application for a Fresno County dog license, as well as written information regarding Fresno County's dog license requirements. The Owner shall obtain these document from the License Collector.

* *The License Collector is one of the following agencies:*

1. *Fresno County Environmental Health Division*
2. *Health Services Financial*

A Dog License Application is available at the following locations:

- Website: www.fcdph.org
- Fresno County Department of Public Health, Environmental Health Division, 1221 Fulton Mall, 3rd floor
- Fresno County Free Library Branches

County of Fresno Animal Control
559-600-7387
Services Provided by Liberty Animal Control, LLC
Stray Animal Drop Off Form

By signing below, I represent that I am **NOT** the legal owner of the animal described below and the animal was found in the **unincorporated area of Fresno County**. I hereby release such animal to the County of Fresno and Liberty Animal Control, LLC.

Person Dropping off the Animal

Name: _____

Street Address: _____ City: _____ State: _____

Home Phone: _____ Cell Phone: _____

Driver's License or Photo ID #: _____ Exp. Date: _____

Animal Information

Breed: _____ Male: _____ Female: _____

Color: _____

Location the animal was found: _____

Date and time the animal was found: _____

Other comments that might help us _____

Find the owner: _____

Reason for bringing the dog in: _____

IMPORTANT! READ BEFORE SIGNING!

1. I hereby acknowledge that the above described animal was found at large in the community and the Unincorporated Area of the County.
2. I acknowledge this animal has not bitten anyone in the last 10 days.

Signatures

Signature of person named above: _____

Date: _____

Signature of Shelter Staff: _____

Date: _____

Annual Operation/Supply Costs

As stated in this RFP, the selected vendor will be responsible for providing all necessary supplies, equipment, materials, and services, including professional services deemed reasonably necessary to operate the facility and fulfill the scope of work.

The following are annual expenses and description experienced by a private vendor providing animal control services to Fresno County. This document may be used as reference when preparing your agency's proposal and budget.

Payroll & Payroll Taxes	\$502,027
Insurance	\$105,378
Uniforms	\$3,080
Vehicle Maint & Fuel	County cost
Vet Medical Serv & Supplies	\$50,254
ER Vet Services	\$32,736
Cell Phone Service	\$11,208
Office Equipment	\$1,606
Office Expense/Supplies	\$10,989
Kennel Supplies	\$34,729
Dead Animal Disposal	\$22,200
Consulting Fees	\$7,612
Misc.	\$1,808

Animal Control Vehicles

The selected vendor will be responsible for providing properly equipped vehicles to perform the services contained in this RFP. In recent years, the animal control vendor utilized four (4) cage equipped vehicles and one (1) horse trailer to respond to field calls and transport animals.

Vendor's proposals and budgets shall include vehicle and trailer related costs, i.e. purchase, lease, equip, retrofit, maintain, fuel, and register.

The following is reflective of a twelve month period and should be used as reference when preparing your budget:

Four (4) Vehicles:

- Ford ½ ton pickup equipped with slide -in animal control units with six compartments.
- Mini Cargo Van 4x4
- Total Miles Driven: 103,792



Official Animal Shelter Inspection Report

Department of Public Health ❖ Environmental Health Division
1221 Fulton Mall, P.O. Box 11867, Fresno, CA 93775, 559-600-3357
www.fcdph.org/rabies ❖ Email: EnvironmentalHealth@co.fresno.ca.us

☐ Check here if facility
or portion of the facility,
was ordered to close.

PAGE 1 OF _____

FACILITY NAME		FACILITY PHONE		DATE	
SITE ADDRESS		CITY / ZIP	CT	FA	
OWNER		VETERINARIAN		PR / CO	
<input type="checkbox"/> ROUTINE <input type="checkbox"/> REINSPECTION _____ <input type="checkbox"/> <input type="checkbox"/> CONSTRUCTION <input type="checkbox"/> COMPLAINT <input type="checkbox"/>		VETERINARIAN CA LICENSE NUMBER (VLN):	VLN EXP DATE:	TIME IN	TIME OUT
				PE	

IN = In Compliance OUT = Out of Compliance N/A = Not Applicable N/O = Not Observed

SHELTER FACILITIES	IN	OUT	N/A	N/O
1. Housing and facility structures in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Animals sheltered from elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Proper perimeter fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reliable and adequate electrical power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Ventilation/air quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Ambient temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Equipment in good repair, clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Animal transport vehicles clean, maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Washrooms and storage areas clean, in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Restroom facilities clean and maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Hot and cold water present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PRIMARY ENCLOSURES	IN	OUT	N/A	N/O
12. Cages, kennels space sufficient, in good repair, clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Sufficient lighting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Bedding clean, in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Sheltered from extreme temperatures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Proper height above the floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ANIMAL HEALTH AND SAFETY	IN	OUT	N/A	N/O
7. Food available and in good condition, food properly stored, protected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Drinking water provided, water receptacles clean and in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Animals observed daily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
0. No risk of dangerous animals escaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1. No risk of dangerous animals available for public contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Animal population management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Compatibility of animals housed together	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Handling of animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WASTE REMOVAL AND SANITATION	IN	OUT	N/A	N/O
25. Waste water disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Vermin and pest control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Medical waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Garbage and animal waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Plumbing, sinks in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VETERINARY AND EMERGENCY CARE	IN	OUT	N/A	N/O
30. Approved euthanasia practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Emergency veterinary care available, provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Treatment and isolation of injured, sick animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECORDS AND REPORTING	IN	OUT	N/A	N/O
33. Veterinary records kept, vaccination records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Animals identified, matches records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Reports turned in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Daily logs kept, maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Vehicle maintenance, records, mileage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Euthanasia records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Staff meeting and training records, certificates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POLICIES AND PROCEDURES	IN	OUT	N/A	N/O
40. Policies and procedures, consistent with Association of Shelter Veterinarians Guidelines for Standards of Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Submitting animal heads to lab for rabies testing in timely manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Animal intake process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Adoption, animals spayed/neutered, vaccinated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44. Dog licensing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Shelter public hours of operation, stray holding meets requirement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Animal quarantines and releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

RECEIVED BY (Print)	TITLE	RECEIVED BY (Signature)
<p>NOTICE: REINSPECTION FEES WILL BE CHARGED FOR REINSPECTIONS DUE TO UNCORRECTED VIOLATIONS</p>		
SPECIALIST (Print)	SPECIALIST (Signature)	REINSPECTION DATE: / /