

Municipality of Chatham-Kent
Corporate Services
Municipal Governance

To: Mayor and Members of Council
From: Nancy Havens, Manager, Licensing Services
Date: January 29, 2019
Subject: Animal Control and Pound Services RFP #R18-48

Recommendations

It is recommended that:

1. PAW Pet and Wildlife Rescue (PAWR) be awarded a five year contract for Animal Control and Pound Services for all of Chatham-Kent at a cost of \$4,134,265 (HST not applicable) for the period of April 1, 2019 to March 31, 2024 with the option to extend for two additional one year terms.

Year	Amount
April 1, 2019 to March 31, 2020	\$ 828,352**
April 1, 2020 to March 31, 2021	\$ 801,500
April 1, 2021 to March 31, 2022	\$ 817,947
April 1, 2022 to March 31, 2023	\$ 833,686
April 1, 2023 to March 31, 2024	\$ 852,780
TOTAL	\$ 4,134,265
**includes \$42,000 in one-time costs for additional vehicle, and cable costs and installation at new shelter	

2. A lease agreement be entered into with PAWR for the animal shelter located at 405 Park Avenue East, Chatham, from April 1, 2019 to March 31, 2024, for \$2.00 per annum with the option to extend for two additional one year terms.
3. A lease agreement be entered into with PAWR for the animal shelter located at 113 Arnold Street, Wallaceburg, from April 1, 2019 to March 31, 2024, for \$2.00 per annum with the option to extend for two additional one year terms.
4. The Mayor and Clerk be authorized to sign the necessary agreements as reviewed by Legal Services.

Background

PAWR has provided animal control and pound services for Wards 2 and 6 since November 2016. In December 2017 PAWR expanded their services to cover Wards 4 and 5 due to the retirement of an existing service provider.

On December 6, 2018 Administration advertised a Request for Proposal (RFP) of Animal Control and Pound Services for all of Chatham-Kent.

The RFP closed on January 9, 2019 with PAWR being the only submission.

Comments

Current Animal Control

The following are the current animal control providers with contracts expiring March 31, 2019:

Ward 1 (West Kent) – Predator Animal Control – Mark Turcotte

Wards 2, 4, 5 and 6 (South Kent, North Kent, Wallaceburg, Chatham) – PAWR

Ward 3 (East Kent) – Glencoe Animal Shelter – Vicki Kyle

Both Mark Turcotte and Vicki Kyle have provided animal control for numerous years, prior to amalgamation. Stray dogs from Ward 1 are taken to the Lakeshore Pound (located at Puce Rd in Essex). Dogs from Ward 3 were housed at the animal shelter in Glencoe. Now that the new animal shelter is soon to be completed, all dogs from Chatham-Kent will be kept at either of the two municipally owned shelter locations – 405 Park Ave East, Chatham or 113 Arnold Street, Wallaceburg.

Municipal shelters

	Building sq ft	Total animal control contracts 2018	Cost per sq ft
Wallaceburg Animal Shelter	900		
Existing Chatham-Kent Animal Shelter including portable trailer and shed	2560	\$607,471	\$ 175.57
Total square footage	<u>3460</u>		

	Building sq ft	PAWR bid - 1st year	Cost per sq ft
Wallaceburg Animal Shelter	900		
New Chatham-Kent Animal Shelter	6200	\$786,352	\$ 110.75
Total square footage	<u>7100</u>		

Proposal Review Committee

The committee completed its review of PAWR's submission in accordance with the Council approved two-envelope proposal review methodology and the evaluation matrix.

The following weighted criteria were utilized to evaluate the proposals:

Cost	Experience	References	Equipment	Facilities
30%	40%	10%	10%	10%

The following are the results of the RFP:

Respondent	Score (out of 100)
PAWR	90.125

Information about PAWR

PAWR was established on January 1st, 2014 to provide independent animal rescue services. PAWR received non-profit designation in May 2014 and charitable status in September 2015. After a few years as an independent organization, PAWR was awarded the contract for animal control and pound services for Wards 2 and 6 in November 2016, and Wards 4 and 5 in December 2017.

Myriam Armstrong is the Operations Manager and a founder of PAWR. PAWR has a local based Board of Directors. The current Directors are: Kelley Robertson (Chair), Randy Parent, Lynda Landsue, Steve Pickard, Dave Brooks, Dr. Kate Myslik, and Will Sharrow.

PAWR currently operates the two shelters (Wallaceburg and Chatham) 365 days a year with the help of 12 staff, and over 80 volunteers.

As a result of this contract, if awarded PAWR would hire two additional full time staff – one animal control officer to cover the additional wards and one administrative assistant to assist with everyday business. With the new facility PAWR hopes to offer more programs at the shelter and the community room will be used as an integral part of the community's social space.

Areas of Strategic Focus and Critical Success Factors

The recommendations in this report support the following areas of strategic focus:

- Economic Prosperity:
Chatham-Kent is an innovative and thriving community with a diversified economy
- A Healthy and Safe Community:
Chatham-Kent is a healthy and safe community with sustainable population growth

- People and Culture:
Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
- Environmental Sustainability:
Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources

The recommendations in this report support the following critical success factors:

- Financial Sustainability:
The Corporation of the Municipality of Chatham-Kent is financially sustainable
- Open, Transparent and Effective Governance:
The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
- Has the potential to support all areas of strategic focus & critical success factors
- Neutral issues (does not support negatively or positively)

Consultation

The following individuals were consulted during this RFP process:

- Purchasing Officer
- Supervisor Accounting Services
- Director, Budget and Performance Services
- Manager Municipal Assets
- Budget and Performance Analyst
- Proposal Review Committee consisted of:
 - Director, Drainage, Asset and Waste Management
 - Manager, Provincial Offences Court
 - Licensing Assistant
 - Manager of Licensing Services

Financial Implications

Animal control and pound services costs are currently covered under Licensing Services base budget. The overall financial impact is an increase of \$1,045,330 over five years. The financial implication to base budget is an increase of \$159,000 in 2019, as identified in the 2019 budget process, and inflationary increases ranging from 2.0 to 2.7% thereafter.

Contractor	Dates	Amount	Current Licensing Budget	Additional Funds required	% of increase
Existing contracts	Jan to March	\$ 144,986			
PAWR - All Wards	April 2019 to December 2019	\$ 631,764 **			
	TOTAL 2019	\$ 776,750	\$ 617,787	\$ 158,963	25.7%
PAWR - All Wards	2020	\$ 797,713	\$ 776,750	\$ 20,963	2.7%
PAWR - All Wards	2021	\$ 813,835	\$ 797,713	\$ 16,122	2.0%
PAWR - All Wards	2022	\$ 829,751	\$ 813,835	\$ 15,916	2.0%
PAWR - All Wards	2023	\$ 848,007	\$ 829,751	\$ 18,255	2.2%
PAWR - All Wards	Jan to March 2024	\$ 213,195	\$ 212,002	\$ 1,193	
<i>** total includes \$42,000 one-time fees for additional vehicle, and cable costs and installation at new shelter</i>					

Prepared by:

Reviewed by:

 Nancy Havens
 Manager, Licensing Services

 Judy Smith, CMO
 Director, Municipal Governance/Clerk

Reviewed by:

 Cathy Hoffman, MPA, CHRL
 General Manager, Corporate Services/Chief Human Resource Officer

Consulted and confirmed the content of the consultation section of the report by:

Tim Dick, C.E.T.
Director, Drainage, Asset and Waste Management

Christine Jackson
Manager, Provincial Offences Court

Olivia Genge, Licensing Assistant

Jennifer Scherle, Purchasing Officer

Matt Torrance, Supervisor Accounting Operations

Gord Quinton, Director, Budget and Performance Services

Peter Mullins, Budget and Performance Analyst

Tom Skodak, Manager, Municipal Assets

Attachments: None

- c Matt Torrance, Supervisor, Accounting Operations
- Gord Quinton, Director, Budget and Performance Services
- Peter Mullins, Budget and Performance Analyst
- Jennifer Scherle, Purchasing Officer
- Tom Skodak, Manager Municipal Assets
- Proposal Review Committee

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