

DRAFT

## I. STATEMENT OF WORK

The selected vendor shall provide all personnel, supplies, and equipment to perform the animal sheltering operations and services under the Department of Animal Services and Enforcement as set forth in this RFP. The selected vendor may, with written approval by the County, subcontract services related to the care of animals under the resulting contract. The selected vendor shall be fully responsible to the County for the acts and/or omissions of its subcontractors, and persons either directly or indirectly employed by them. Nothing contained in the contract documents shall create any contractual relationship between any subcontractor and the County. All costs or remuneration due for any subcontracted services shall be the responsibility of the selected vendor and shall be included in the selected vendor's cost to the County.

The selected vendor must provide services in accordance with the mandates of the State of Georgia and DeKalb County animal control ordinances. The shelter and operations procedure are regulated by the State of Georgia Agriculture Rule 40-13-13. The selected vendor shall be required to provide reference copies of Animal Control Ordinances for on-site review by the public at the vendors own expense.

The County will assign a project administrator to provide contract monitoring of animal sheltering operations and services, to include but not be limited to, quarterly reviews for contract compliance. The selected vendor will be required to respond to and/or correct any performance discrepancies noted within the time specified by the project administrator.

### A. Description of tasks

**Personnel.** The hiring of personnel shall be the responsibility of the selected vendor. The selected vendor shall meet the following minimum staff requirements.

Minimum Staffing Requirements Attachment \_\_ to this RFP provides the minimum staffing levels for the Animal shelter facility. Selected vendor may propose an alternate staffing arrangement.

Shelter Manager. Selected vendor shall employ a shelter manager to run the facility and oversee Animal shelter operations and services. The manager must have a minimum of five years supervisory experience at an animal shelter or at an animal humane society with a physical shelter location that houses at least 4,000 animals per year. At least two years of this experience must have been as the Executive Director or Shelter Director at the animal shelter or animal humane society shelter. Formal education may be substituted for at least three years of non-managerial experience. The candidate for this position is subject to approval by the County project administrator.

Training. DeKalb County emphasizes the need for training of staff and volunteers at the time of hire and on a regular basis. A planned, effective training program can enhance

communication and accountability, and have a positive impact on service to customers, complainants, and animal owners.

**Training Plan.** The selected vendor should provide a fully developed staff training plan, including training organizations, and a schedule showing course descriptions/topics and hours of training to be provided for each position. Emphasis should be given to customer service for purposes of consistent, prompt, courteous, and complete response to all service requests. Because of the importance of effective customer service training, the selected vendor will be required to have an ongoing system of obtaining feedback about, assessing, and improving the quality of services provided by staff.

**Conflict Resolution Training.** Prior to the start of the contract, the selected vendor shall provide a professional training course in conflict resolution to all staff. Any new staff hired after commencement of the contract, will also be provided with similar training in conflict resolution prior to starting work. Thereafter, professional conflict resolution training will be provided to all staff on an annual basis.

Annual Training. The selected vendor is also required to provide a minimum of 40 hours relevant training per year per full time equivalent staff position for all staff. These 40 hours of training are above and beyond the conflict resolution training. A minimum of 8 of the 40 training hours shall be completed in the first quarter of employment for each staff. The required 40 hours per year of training will be provided by professional resources, and does not preclude the regular, ongoing training provided by the selected vendor. Hours worked by individuals who have not met their training requirements do not count toward the minimum staffing hours required by this RFP.

Uniforms. Staff shall wear a uniform supplied by the selected vendor and approved by the County's project administrator. This uniform must be clearly and easily distinguished.

Volunteer Personnel. The selected vendor shall have an active volunteer program to support the Shelter facility and related activities. The County encourages the use of volunteer support in all aspects of the animal shelter program. The volunteer program will be guided by a manual developed by the selected vendor which contains policies and procedures similar to those for employees. Contents of the manual should include, but not be limited to, the application form and process, job descriptions, selection and supervision, orientation and training, performance reviews, and a process for dismissal.

Activities for which use of volunteers should be considered include: contacting rescue groups and individuals; distributing information about services and animals to the community; contacting owners of impounded animals; and surveying customers about the quality of service provided. Volunteers shall be utilized for the following activities: cleaning cages and pens; feeding and watering; animal walking/exercising; grooming; and assisting potential adopters with animal selection and familiarization. The selected vendor is required to carry insurance on volunteers, including coverage for volunteer interaction with animals.

**Search and Seizure/Impound of Animals.** The selected vendor shall establish policies and practices that comply with County ordinances, regulations, and policies for the impounding of animals, as well as any applicable state law for impound/search and seizure, and the 4<sup>th</sup> Amendment of the Constitution of the United States. All impounded animals will be held for a minimum of 3 days, unless reclaimed by their owner.

- It shall be the selected vendor's responsibility to promptly attempt to notify the owner of any animal taken into custody when the owner can be identified. Notification shall be made within 24 hours by phone. The selected vendor shall make at least three documented attempts to contact the owner of any stray animal that has current identification of any type that provides information necessary to contact its owner. The selected vendor shall keep records of owner contact attempts and successes.
- The selected vendor shall, in accordance with DeKalb County animal control ordinances, release animals back to their owners after they have paid the prescribed fees (The current DeKalb County Code, as amended January 22, 2013, chapter on animal issues is included as Attachment \_\_\_\_\_). Selected vendor may waive fees where appropriate.

**Animal Care.** The selected vendor is responsible for all aspects of animal care; however, the

County's project administrator may further specify additional animal care standards for incorporation by the selected vendor into the selected vendor's manual of policies and procedures.

- Location. The selected vendor shall staff and operate the DeKalb County Animal Shelter Facility at 3280 Chamblee Dunwoody Road, Chamblee, Ga 30341. This facility will be used for impoundment, owner release, protective custody, quarantine, rescue coordination, and all other animal sheltering functions unless written approval to perform services elsewhere is obtained from the project administrator.
- Policies and Procedures. The selected vendor shall have comprehensive written policies and procedures established for the proper care and handling of animals. These policies and procedures must be included in the proposal, and will be a consideration when evaluating potential vendors. These procedures should, at the minimum, provide minimum standards for the care of animals, with particular attention to:
  - health evaluation upon admission;
  - provision of sufficient and wholesome food and drinking water;
  - treatment of sick, diseased, quarantined, or injured animals;
  - proper bedding and kennel care;
  - removal and proper disposal of animal and food waste, soiled bedding, and debris;
  - daily, weekly, and monthly cleaning requirements at the facility;
  - provisions for animals to be protected from water and cleaning agents during cleaning;
  - provisions to minimize vermin infestation, odors, and disease;
  - provisions to provide adequate drainage;
  - a description of how the respondent proposes to segregate animals;
  - a description of how and when the respondent will quarantine animals;
  - a description of the disease control and prevention program to be utilized by the selected vendor;
  - a description of the microchip implantation program
  - a description of the spay and neuter program, including how the selected vendor would work to continue the County's TNR program (trap, neuter, return), to reduce feline euthanasia; All animals to be spayed or neutered prior to leaving the shelter except to a rescue who will

- perform the service prior to adoption or placement.
- a description of the circumstances in which euthanasia will be used, and the methods to be used; disposal of euthanized animals;
- a procedure for an owner to place animals in the facility;
- a description of how individuals seeking information on animals will be able to contact the shelter for information;
- a description of how respondent will use the internet, social media, and other methods to market pets for adoption;
- a description of respondent's plan to lower DeKalb County's euthanasia rate;
- a system by which all animals that enter the Shelter facility on Chamblee Dunwoody Road will be scanned for implanted microchips and checked for identification (If a chip is discovered within an animal during the scanning process, the chip will be used to assist in identifying the owner of the animal. The vendor will notify the owner of the implanted animal for reclamation purposes. The owner of the animal shall be responsible for all fees connected with the use of chip implants.) The animal will be scanned a second time prior to adoption, rescue, transport or euthanasia and the owner notified by phone if a chip is discovered.
- A schedule for proposed hours of operation, consistent with this RFP.

**Veterinary Services.**

The selected vendor will obtain the services of at least one veterinarian licensed by the state of Georgia who shall be provided space at the facility to treat animals under the vendor's care. The veterinarian shall provide on-site scheduled and necessary veterinary care and oversight of animals in the facility a minimum of 40 hours per week, at least five days per week excluding approved DASE

holidays, and at additional non-scheduled times as required by the resulting contract. On days when a veterinarian is not on-site to perform animal care services, a licensed veterinary technician(s) shall be present. Sick or injured animals shall be taken off-site to subcontracted veterinary clinics for immediate treatment when necessary. The selected vendor will bear the cost of all medications utilized by the on-site veterinarian.

Licensed Veterinarian. The Licensed Veterinarian shall be validly and currently licensed to practice veterinary medicine in the state of Georgia pursuant to O.C.G.A. §43-50-1 et seq. A copy of the Licensed Veterinarian's current, valid license issued by the State Board of Veterinary Medicine shall be submitted to the County with the proposal. Failure of the respondent to provide the veterinarian's valid and current license shall exclude said veterinarian from consideration under this RFP. The Licensed Veterinarian shall provide the following services and maintain a surgical facility to provide basic veterinary care when required to include the following services:

- Performing a medical examination upon arrival for all sick/injured animals;
- Directing and monitoring the care of injured and/or sick animals;
- Adhering to and directing procedures to reduce or respond to the outbreak of infectious diseases;
- Making recommendations regarding behavioral problems;
- Spay and Neutering at on-site clinic;
- Preparing detailed monthly patient reports;
- Providing laboratory services including stool examinations, cytology, urine analysis, heartworm tests, FELV/FIV tests, electrolytes measurements, and blood counts;
- Supervising vaccinations;
- Evaluating potential adoptability;
- Supervising the euthanasia of animals, when necessary;
- Controlling drug supplies; and
- The Licensed Veterinarian shall also provide additional surgical care procedures when required, including the following:
  - (a) Before anesthesia and any surgical procedure, the Veterinarian will perform a routine and complete physical examination of the animal;
  - (b) Warm water circulating heating pad is used to help regulate core temperature;
  - (c) A sterile instrument surgical pack, surgical gown, cap and gloves shall be provided for each patient;
  - (d) Veterinarian may direct Veterinary Technician to monitor oxygen and carbon dioxide levels, temperature, respiration and cardiac rate during surgery; and

(e) Surgeries, including spays, include a recheck and suture removal.

Registered Veterinary Technician. The respondent shall provide a Registered Veterinary Technician to engage in the practice of veterinary technology as defined by O.C.G.A. §43-50-20. The Veterinary Technician shall be validly and currently registered to practice veterinary technology. A copy of the proposed Veterinary Technician's current and valid registration with the State Board of Veterinary Medicine shall be submitted to the County with the proposal. Failure of the respondent to provide a valid and current license for the Registered Veterinary Technician shall exclude said Veterinary Technician from consideration under this RFP. The Registered Veterinary Technician shall work under the supervision of the Licensed Veterinarian pursuant to O.C.G.A. §43-50-54. Any Veterinary Technician must at all times be under the supervision of a Licensed Veterinarian whenever practicing veterinary technology in this state. The level of supervision shall be consistent with the delegated animal health care task. Subject to the provisions of O.C.G.A. §43-50-51, a Licensed Veterinarian may in his or her discretion delegate an animal health care task to a Veterinary Technician provided the delegation is in line with Board rules and regulations. The scope of practice for Veterinary Technicians is listed as Rule 700-14 of the State Board of Veterinary Medicine. It includes the levels of supervision for delegated health care tasks. All health care tasks delegated to the Veterinary Technician shall be within the scope of the above-referenced rule. The Licensed Veterinarian shall post a notice to the effect that a Veterinary Technician is used at the veterinary facility. The Veterinary Technician must be clearly identified as such so that he or she is not mistaken by the public as a Licensed Veterinarian. A Registered Veterinary Technician may perform the following tasks with the appropriate level of supervision:

- Administration and application of treatments, drugs, medications and immunological agents; Initiation of parenteral fluid administration, Intravenous catheterizations; Radiography, Collections of blood, urine, tissue, etc.; Routine laboratory test procedures; Supervision of the handling of waste materials; and Application of acceptable Emergency Treatments as required, including the following:

-Application of tourniquets/pressure bandages, administration of pharmacological agents, resuscitative procedures;

-Application of temporary splints or bandages, and wound dressing; and

Rule 700-14-.04 further delineates acceptable Emergency Treatments (lifesaving aid and treatment) which may be initiated by the Veterinary Technician, including the following:

-Application of tourniquets and/or pressure bandages to control hemorrhage;

-Administration of pharmacological agents and parenteral fluids;

-Resuscitative procedures

Application of temporary splints or bandages to prevent further injury to bones;

Application of appropriate wound dressings; and

External supportive treatment in heat prostration cases.

Other Veterinary Services. The selected vendor shall be responsible for providing other licensed veterinarians for emergency treatment of animals and consultation with animal control staff after-hours and when the regular veterinarian is not available. These services shall be considered as "subcontracted services" under the resulting contract. The selected vendor shall be responsible for these costs. Use of all subcontractors, including those employed for additional after-hours and emergency veterinarian services, must be requested in writing and approved by the project administrator before those subcontractors can be employed for services.

Owner Notification. The selected vendor shall immediately attempt to identify and notify the owner of an injured animal of the need for veterinary care. Notification shall be made within 24 hours by phone. The selected vendor is required to treat any injured animal that is brought to the DASE by selected vendor employees.

**Disaster Preparedness.** In collaboration with the County's Office of Emergency Preparedness, the selected vendor shall develop (prior to taking control of the facility) and implement a disaster preparedness plan for the DASE facility to include the following in the event of a disaster:

- phone/radio contact and protocol,
- animal evacuation and care, and
- Paper/manual processes during computer down time.

**Adoption.** The selected vendor shall promote and administer the adoption of unclaimed animals. All unclaimed animals will be evaluated for potential adoptability after 3 days of impound. Any animal deemed adoptable must be marketed for adoption to the public for 3 days prior to releasing to a rescue organization and offered to rescue organizations before being euthanized. Each dog, cat, and ferret over the age of three months selected for adoption will be given a rabies vaccination before or at the time of adoption, if that animal has not already received its vaccination. All adopted animals shall be implanted with microchips and spayed or neutered prior to adoption unless a rescue organization provides proof of sterilization prior to adoption. The only exemption will be through a written veterinary waiver.

On-site Adoptions. The selected vendor will be responsible for providing the opportunity for individuals to adopt animals from the DASE facility on Chamblee Dunwoody Road, regardless of whether or not selected vendor chooses to operate any additional retail adoption facility. This facility must meet all applicable state and county laws, rules, and regulations governing animal adoptions. All adoption procedures, locations, and hours of operation shall be approved by the project administrator.

Website. Selected vendor shall maintain a website for the purpose of informing the public of vendor's activities. The information provided should include, but not be limited to,



adoptions, adoptable animals, hours of operation, policies, facility location(s), contact numbers, licensing, list of identified animals within the shelter, a link to DeKalb's animal-related ordinances, and other information that would be beneficial to the public. Project administrator may change information required on website based on demand from the public, needs of the County, or changes in technology.

Transfer of Animals. It will be the responsibility of the vendor to provide to the county a written report that contains a description of the animal(s) that are transferred to a rescue agency or an individual acting in the capacity of a rescue agency. A follow-up report will be required as to the final disposition by the rescue agency or individual acting as a rescue agency of the animals sent to agency or individual. Specifically whether the animal was adopted, or died while in care or was euthanized. Specific, auditable data should be included in the report, i.e. identity of person adopting animal, if adopted; if dog was euthanized, date and time; and if dog died while in care, the cause of death and when.

Retail Adoption Site (Optional). Respondent may choose to include in their proposal, a plan to open a retail location to adopt animals that come from the DASE facility. All guidelines outlined in this RFP regarding adoptions and animal care must be followed at the retail store. This plan, if included, should contain a proposed store layout and expected staffing requirements. The following guidelines are also applicable to the operation of a retail adoption site:

- Selected vendor will select a retail space in an area ideally suited for adopting pets. Exact location need not be included in proposal. Location is subject to approval of the project administrator.
- Selected vendor will work to transform vacant retail space into an inviting pet store, with partitioned areas for customers to play with the animals.
- Selected vendor will be responsible for all day-to-day operations of the store, including, but not limited to, keeping the store clean, remaining open for a minimum of 50 hours per week, and must be open on Saturday and Sunday (exact hours and days must be approved by the project administrator), displaying an "Open" sign when the store is open, marketing the store to the community, maintaining an active telephone line for customer inquiries, utilizing a computer database to track incoming and outgoing pets, managing staff and volunteers, interacting with the landlord for any maintenance needs, paying rent, paying bills for utilities, and any other duties one reasonably expects the operator of a retail establishment to perform.
- Selected vendor will generate monthly reports for the County which detail the number and type of pets brought into the facility, the number adopted, and the number that died in the store. These reports will be separate from the reports generated for the DASE facility, to allow the County to assess the performance of the retail store.

- Selected vendor will make a good faith effort to keep retail store filled to capacity with animals, returning to DASE periodically to retrieve more animals.
- As with the DASE facility, selected vendor may charge fees approved by the project administrator for animals to be adopted from the retail store.
- No animals are to be euthanized at the retail store
- Adoption Fees. Selected vendor will be allowed to keep all adoption fees as part of the contract for services. Monthly reports will be provided documenting the revenue collected based on fee type. Selected vendor must keep an exact accounting of animals adopted, in accordance with the Fee Schedule attached to this RFP as Attachment \_\_\_\_\_.
- Mandatory Spay/Neuter. Selected vendor shall ensure all animals are spayed or neutered per Georgia code, 4-14-3 before being adopted. All spaying and neutering must occur before the animal goes to its new adoptive home. Spaying and neutering must be performed in accordance with the guidelines outlined in this RFP under Veterinary Services.
- Licensing. Selected vendor shall administer the licensing of animals as stated in DeKalb County animal control ordinances. The selected vendor shall conduct a license promotion and educational outreach program to foster an increase in compliance with licensing requirements. Selected vendor will provide a detailed accounting of these fees in the monthly reports and an accounting of how these fees are utilized in the day-to-day operations of the Shelter, i.e. how are the fees utilized to offset any operating costs.
- Euthanasia Guidelines. Animals which are not reclaimed, adopted, or accepted by a rescue organization, after being held for at least the required 72 hours, and only when absolutely necessary because of the health, well-being or behavior of the animal or space limitations, shall be euthanized, in accordance with DeKalb County animal control ordinances. For every animal euthanized, employees must go through a checklist that, at the minimum, contains all the questions in the Euthanasia Checklist, provided in this RFP as Attachment \_\_\_\_\_, to ensure animals are euthanized in accordance with DeKalb County ordinances. Remains of euthanized animals shall be disposed of as specified under DeKalb County animal control ordinances and cost of disposal to be incurred by selected vendor.

### **Customer Service.**

The selected vendor shall manage the DASE facility 24 hours per day, 365 days per year, and shall have at least two paid staff within the DASE facility at least eight hours per day. The selected vendor shall open the facility to the public at least 56 hours per week, distributed over 7 days per week, with the exception of the 10 holidays approved by the County, and at least 6 hours per day on Saturdays and Sundays.

Citizens will be able to adopt, claim and turn in animals, purchase licenses, and conduct related business during the facility business hours. After-hours and holidays, the selected vendor will provide staff to feed/care for the animals only. The public will not be able to conduct business outside of regular facility business hours.

A recorded telephone message shall be used by the selected vendor during hours the center is not open to the public and staff is not available to directly answer incoming telephone calls. This does not preclude staff from answering the phone outside of business hours. This message service shall allow the caller to leave a message or transfer to dispatch where they will have the option of speaking to a live person.

**Public Relations and Education.**

It is imperative to DeKalb County that selected vendor maintain excellent public relations. Selected vendor shall ensure that all staff and volunteers work to help the public with problems that fall under their purview. Responses to the public shall always be courteous and prompt.

The selected vendor shall perform educational and public relations tasks in order to decrease the number of unsterilized animals in the County, increase the number of animals licensed, increase the number of animals adopted from the County, decrease euthanasia, and attempt to make the public more informed about animal control issues. Respondents shall include in their proposals, an outline of how they plan to perform this outreach. Possible outreach methods include, but are not limited to, outreach to the disabled or organizations representing the disabled; education programs in schools, civic, and service groups; ongoing media announcements, messages, interviews, and press releases; tours of the DASE facility; and displays and promotional materials at fairs, dog shows, and similar public functions. Public relations and educational events and publications shall be coordinated with the County and receive prior written approval from the project administrator. At the direction of the project administrator, selected vendor shall make the DASE Director or other representative available for community meetings.

Selected vendor will comply with established policies, practices, applicable laws, and County guidelines for release of information to the public. The selected vendor's policies and procedures manual shall include a policy on release of information to the public that reflects these practices, laws, and guidelines. The selected vendor will comply and assist in the preparation and publication of all open records requests through the Department of Purchasing and Contracting.

**Animal Control Service Fees, Fee Collection Disposition.**

A schedule of all anticipated revenue generated by animal sheltering service fees shall be provided by the respondent in its proposal. The schedule should reflect all anticipated revenue from all proposed animal sheltering activities.

In accordance with established County procedures, the selected vendor shall report the collection of all animal shelter fees authorized by DeKalb County animal control ordinances. Formal procedures and safeguards shall be in place for the collection, separation by type, reconciliation, and deposit of all fee monies. The selected vendor will be required to accept payment by cash, check and credit card. The selected vendor will also be responsible for tracking and recording new and existing accounts with unpaid fees and the collection of

outstanding fees. The documents and revenues will be made available upon request for any audit.

Results or outcome of tasks:

The County desires to contract all animal sheltering operations and services to an outside entity. The County requires that the current level of service provided to the community be maintained or exceeded. All DeKalb County ordinances and other laws are to be followed at all times in the provision of such services.

Completion schedules;

The tasks required under this RFP shall be performed for an initial time period of 365 days. The Agreement may be automatically renewed for four (4) additional 12- month terms, for a total lifetime Agreement term of five (5) years, upon the same terms and conditions, as provided for in this Agreement, unless previously terminated.

Performance and Quality Standards;

The County will assess selected vendor's performance primarily in terms of the items below:

- Timely response to requests for service.
- Percent of outcomes resulting in redemption.
- Percent of outcomes resulting in adoption.
- Number of dog licenses issued.
- Responsiveness to service complaints (\*see below).
- Timeliness and accuracy of required monthly reports.
- Work hours expended
- Responsiveness to administration requests for information and/or improved or modified services (\*\*see below).

*\*All complaints that are submitted in writing to the selected vendor by the general public or received by the County regarding selected vendor services, shall be referred back to the selected vendor to address and resolve. Regarding these complaints, the vendor will be required to report in writing to the County within the time period specified in the referral for each complaint.*

*\*\*The project administrator may forward to the selected vendor written communication requesting information and/or improvement or modification of animal shelter services. A County request for information may require the selected vendor to forward an existing record or document, or construct the information to provide response. Information will be provided to the County in writing within the time period specified in the request.*

Progress reporting;

### **Year-to-Date Records**

On forms and with software approved by the project administrator, the selected vendor shall keep complete year-to-date records and files of the following:

- Animal intake and history at DASE facility
- Dispositions of all animals, including adoption, redemption, transfer, rescue, and euthanasia
- Spay and neuter documentation
- Medical treatment administered
- Rabies vaccination certificates
- Licenses issued, expired licenses
- Fees collected and deposited
- Outstanding Fees
- Personnel records, which includes applications, performance reports, training certificates/records and qualifications/experience
- Complaints
- Records and documentation of volunteer activities
- Refund requests
- Staff pay and hours worked by individual/title
- Veterinarian hours/days worked
- Facility room use schedule and signed agreements
- Inventory, including equipment and supplies
- Purchasing

## Monthly Reports

In accordance with the format approved by the project administrator, the selected vendor shall provide monthly, including year-to-date, reports of the numbers and characteristics for the items listed below. Monthly reports shall be due to DeKalb County by the 15<sup>th</sup> day after the end of each month, and should include the following information:

- Licenses issued, by category
- Rabies certificates collected, by category
- Fees, by category, refunds of spay/neuter, and rabies deposits
- Grants and additional funding received
- Personnel employed
- Monthly staffing numbers, by position
- Work hours performed, by position
- Staff turnover statistics
- Volunteer hours worked, and summary of activities
- Staff training completed
- Public education statistics, and summary of activities
- Disposition of animals, by category and animal species.
- Adoption statistics, including animals returned
- Inventory Reports - In a format approved by the project administrator, the selected vendor shall provide a monthly inventory report specifying current animal shelter supplies and equipment. Copies of receipts for equipment costs greater than \$500.00 shall be provided with the report.

Place of performance;

- DeKalb County Animal Control Facility (DASE) at 3280 Chamblee Dunwoody Road, Chamblee, Ga 30341
- Retail Adoption Site (Optional)

Government furnished property/services;

1. Facilities. The selected vendor shall perform all required animal shelter operations and services at the DASE facility owned by DeKalb County, Georgia, unless written approval is obtained from the project administrator to perform services elsewhere. The current facility located at 3280 Chamblee Dunwoody Road is 33,440 SF and has a total of 486 kennels/cages as follows:

Kennel Type 1:

Size 4'x6 = 24 sf

Location: typical adoption rooms

Quantity: 200

Kennel Type 2:

Size 4'8' x 6' = 28 sf

Location: wider stalls in adoption rooms 33,34,35,36

Quantity: 8

Kennel Type 3:

Size 5'x6' = 30 sf

Location: wider stalls in adoption rooms 29.5, 30.5, 31.5, 32.5

Quantity = 8

Kennel Type 4:

Size 3'-10"x10' = 38.3 sf

Location: typical isolation, south half

Quantity: 21

Kennel Type 5:

Size 4'x10' = 40 sf

Location: typical isolation, north half

Quantity: 31

Kennel Type 6''

Size 5'x10' - 50sf

Location: wider stalls in isolation rooms

Quantity: 4

Dog Cage Type 7:

Size 3'x 28" = 7sf

Location: adoption puppies

Quantity: 40

Dog Cage Type 8:

Size 6'x28" = 14sf

Location: isolation puppies & dog hold

Quantity: 40

Cat Cage Type 9:

Size: 2'-6" x 2'-4" + shelf 2'-6" x 1' = 8.3 sf

Location: 92 adoption cats, 24 quarantine cats

Quantity: 116

Cat Cage Type 10:

Size: 5' x 2'-4" + shelf 2'-6" x 1' = 8.3 sf

Location: isolation cats

Quantity: 18

2. Maintenance and Repairs. The County shall perform routine repairs and maintenance at the DASE facility throughout the term of the contract. For maintenance requirements the selected vendor will contact Mr. Joseph Beckwith with the Department of Facilities Management at (404) 297-2575. The selected vendor is responsible for cleaning the facility and grounds, including keeping the kennels in a clean and sanitary condition at all times including pest control services.
3. Use of Existing County Equipment. The selected vendor shall utilize existing County owned capital equipment including vehicles, office furniture and machines, computers, cages, appliances, lockers, kennel equipment, food-dispensing devices, veterinary equipment, and euthanasia facilities. Care shall be taken to protect County equipment. At the end of the contract, an inventory must be completed. Selected vendor will repair or replace all damaged County equipment, normal wear and tear excepted.
4. Computer Hardware and Software. Selected vendor shall utilize existing County-owned hardware and software, unless given written consent by the project administrator to use other hardware and software.

Contractor furnished items;

1. Operating Supplies. The selected vendor shall be required to purchase all operating supplies with contract funds. These include, but are not limited to approved forms educational and promotional materials, paper, toner, computer supplies, medicines, cleaning tools and detergents, disinfectants, uniforms and kennel garments, stretchers, approved animal feed, license tags. All supplies purchased with contract funds remain the property of DeKalb County. Selected Vendor should plan to conduct an operating supply inventory and purchase needed supplies at the beginning of the contract period.

Any applicable regulations or specifications.



Code of DeKalb County, as revised March 15, 2016,

Chapter 5: Animals O.C.G.A. §43-50-1 *et seq*

O.C.G.A. §43-50-20 State Agriculture Rule 40-13-13

Title 4: Animal Protection Act of the Georgia Code Constitution of  
the United States, 4th Amendment

Department of Agriculture Code Ga. 40-13-13.02

Any applicable working rules, for example – holidays, on-site, or offsite.