

MECOSTA COUNTY REQUEST FOR PROPOSAL
ANIMAL SHELTER SERVICES

The Mecosta County Board of Commissioners is seeking proposals from qualified individuals or firms for provision of animal shelter services to the County effective July 1, 2012. Animals shall include dogs and cats. Services shall include but not be limited to:

- Provide and operate said animal shelter seven (7) days per week, 24 hours per day however; the animal shelter shall be opened to the public a minimum of five days per week, three hours per day with a process for evening hours by appointment.
- Provide all materials including supplies, shelter space, food and services necessary for the animals housed, in compliance with all applicable Federal, State and local laws and regulations.
- Dispose of any animal as may be reasonable and necessary in a humane manner, utilizing injection as the sole manner of euthanasia, and in accordance with all applicable Federal, State, and local laws and regulations. No animals shall be transferred from the shelter to a Class B Dealer.
- Collect the appropriate fees, to account for and promptly pay said monies to the County monthly, and maintain accurate and proper records which shall be available to representatives of the County for purposes of inspection and audit at any reasonable time.
- To procure and tender to the County a Liability insurance policy in an amount of no less than \$300,000 per incident and to indemnify and hold the County harmless for any acts of negligence, cruelty, or tortious, or contractual acts or omissions by the Contractor, their agents, employees or representatives attendant to the operation of the animal shelter.
- Operate the said animal shelter in a manner and in compliance with all applicable Federal, State, and local laws and regulations.

The proposal shall include:

- Site of the proposed shelter.
- Proposed hours of operation.
- Drawing of the proposed or existing building.
- Annual financial support required from the County.

Proposals will be presented to the Sheriff and Jail Committee of the Mecosta County Board of Commissioners Office at 400 Elm St., Big Rapids, MI 49307 between 10:30 a.m. and noon on February 1, 2012. To schedule their presentation, potential proposers must contact County Administrator Paul Bullock at 231-796-2505 by 4:00 p.m. January 30, 2012. Any questions regarding this Request For Proposal should be directed to Mr. Bullock via telephone or e-mail to pbullock@co.mecosta.mi.us