

SAVANNAH ROAD ANIMAL SHELTER OPERATIONS MANAGEMENT AND LEASE OF FACILITY

Request for Proposals No. 2020-039

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OVERVIEW

- ▶ On April 6, 2020, the City Commission approved entering an Interlocal Agreement with St. Lucie County for rehabilitation and operation of the Savannah Road Animal Shelter.
 - ▶ The Interlocal Agreement required the City to issue a Request for Proposals on or before July 1, 2020.
 - ▶ In accordance with the Interlocal Agreement, representatives from both parties shall participate in the evaluation process.
 - ▶ The proposed RFP has been provided to St. Lucie County for review and comment.
 - ▶ Shelter rehabilitation has been on-going and anticipate Phase 1 to be completed on time – June 30, 2020.

RFP HIGHLIGHTS - GENERAL

- ▶ The purpose of this RFP is to establish a contract and lease for the management of an animal shelter, adoptions, and veterinary services for all domestic animals.
- ▶ Management and operation of all facets of the Animal Shelter on a short-term basis (five (5) years with a possible renewal of three (3) additional five (5) years).
- ▶ The successful Proposer will be the qualified, experienced Proposer whose proposal is most responsive to the Agencies' goals and whose plan provides a realistic management plan and budget.

RFP HIGHLIGHTS – OBJECTIVES

HIGHLIGHTS OF SECTION IV – PAGE 1 – 2

- ▶ The Agencies are seeking to have the Savannah Road Animal Shelter operated in a professional manner to achieve the following goals:
 - ▶ The primary objective of the shelter is to **provide an animal shelter to** receive domestic animals that are surrendered by the residents of **the City of Fort Pierce and unincorporated St. Lucie County**, preferably through a managed intake process, or impounded by Animal Control Officers or other Law Enforcement personnel.
 - ▶ Offer professional, **friendly customer service**. All customers are to be treated in a manner that conveys respect and courtesy regardless of the cause or nature of their visit.
 - ▶ Offer **low cost veterinary services, specifically vaccinations and sterilization surgeries, to pet owners**. The Agencies strongly support spaying and neutering of all animals and **all animals are required by state statute and local ordinance to be sterilized prior to any adoption**.
 - ▶ **Provide adequate and necessary care to all animals** under its oversight. This includes medical attention to injured/sick animals, basic vaccinations, flea/tick treatments, testing and treating for worms, and if necessary, humane euthanasia.
 - ▶ **Provide and promote adoption services to area residents**.
 - ▶ **Operate a volunteer program and** actively participate in **public education programs that promote responsible pet ownership**.
 - ▶ **To be a self-sufficient operation**, through fundraising efforts, adoptions, and veterinarian services, **supplemented by public funds** as determined through a service contract with the Agencies.

RFP HIGHLIGHTS – SCOPE OF SERVICES

HIGHLIGHTS OF SECTION IV – PAGE 2 – 3

- ▶ **ADOPTION.** The Proposer shall be responsible for making every reasonable effort to prepare and present animals for adoption to the public and to facilitate the same. The Proposer shall, prior to euthanasia, release the animal to an animal rescue or adoption organization if requested by the organization or rescue.
- ▶ **EUTHANASIA.** Proposer should make every effort not to euthanize any healthy and adoptable animal. Except as required due to injury or illness that requires immediate attention, a list of all animals scheduled for euthanasia shall be provided to rescue organizations at least 24 hours prior to euthanasia being performed and two qualified individuals shall sign off on the need for euthanasia.
- ▶ **CARE.** The best possible care and treatment shall be given to all animals held in custody. The Proposer shall have veterinary services available during normal business hours.
- ▶ **LICENSES.** The Proposer is required to issue animal registrations or ensure a registration already exists for every animal either adopted by or returned to a resident of either Agency.
- ▶ **RECORDS.** The Proposer shall keep comprehensive records of every animal brought to the shelter in compliance with S.S. § 823.15 and S.S. § 119.

RFP HIGHLIGHTS – EXPERIENCE & QUALIFICATIONS

HIGHLIGHTS OF SECTION VI – PAGE 9 – 10

- ▶ The Proposer must have a proven track record of successful management of an animal shelter, veterinary practice or other related animal service. A minimum of five (5) years' experience is preferred. Staff certifications shall include a Florida Licensed Veterinarian, Veterinarian Technician, Certified Euthanasia Technician and a Certified Professional Dog Trainer/Behaviorist.
- ▶ The Proposer's ability to promote adoptions and public education.
- ▶ The Proposer's use of modern shelter management practices such as participation in local Trap/Neuter/Vaccinate/Return programs, use of social media, and the utilization of a managed intake structure or intake diversion methods.

RFP HIGHLIGHTS – FACILITY RENTAL & LEASE

HIGHLIGHTS OF SECTION VI – PAGE 12

- ▶ The Proposer agrees to provide to the City of Fort Pierce a monthly rental fee for use of the animal shelter facilities and grounds. This can be accomplished via direct payment or a reduction in costs of services.
- ▶ If Proposer wishes to propose capital improvements, please provide a clearly defined plan and how it will be financed. Permanent capital improvements may be considered in determining the monthly rental fee at a reduced rate for a set period of time. Any permanent capital improvements made during the term of the contract must be properly permitted and shall become the property of the City upon expiration or termination of the lease and contract.

RFP HIGHLIGHTS – EVALUATION PROCESS

HIGHLIGHTS OF SECTION VI – PAGE 12

- ▶ The City of Fort Pierce shall appoint an Evaluation Committee comprised of individuals from both Agencies to evaluate Proposals, considering both the written proposal and reference checks.
- ▶ The Evaluation Committee will review and evaluate the proposals for the purpose of ranking them in relative position based on how fully each proposal meets the criteria for each category.
- ▶ Upon completion of the evaluations, the Evaluation Committee will recommend to the City of Fort Pierce, Florida, the Proposer(s) which offer the best value to the Agencies.
- ▶ The responsibility for final selection and award of a contract rests solely with the City Commission of Fort Pierce. The City Commission's decisions will be final.

RFP PROPOSED TIMELINE

- ▶ Week of June 15, 2020
 - ▶ Approval of the City Commission to move forward.
 - ▶ Finalize RFP with any amendments.
 - ▶ Purchasing Department prepare final document.
 - ▶ Purchasing Department prepare advertisement.
- ▶ June 24 – July 22, 2020
 - ▶ Document posted on DemandStar and City website.
 - ▶ RFP is advertised on two separate dates.
 - ▶ RFP is available to the public.
- ▶ July 23, 2020
 - ▶ Deadline for submittal of sealed bids.
- ▶ July 27 – August 7, 2020
 - ▶ Proposals distributed to evaluation committee and evaluation period.
- ▶ August 17, 2020
 - ▶ Short list and recommendation presented to the City Commission.

COMMENTS OR QUESTIONS

