

Request for Proposal for Dog Services

Tooele City Corp.
90 North Main Street
Tooele, Utah 84074
April 12, 2024

Proposal Submission Deadline: May 1, 2024

INTRODUCTION

Tooele City Corp. is seeking proposals from qualified and experienced organizations to provide comprehensive dog shelter services. The selected provider will be responsible for the day-to-day management and operation of housing, caring, and accepting ownership of dogs with the use of our animal shelter facility. This Request for Proposal (RFP) outlines the scope of work, requirements, and evaluation criteria for interested parties.

BACKGROUND

The Tooele City mission is to promote community health and safety by providing professional shelter services for stray, unwanted, or dangerous dogs.

LOCATION

The project associated with this RFP is located at 3312 N. 1200 W. Tooele, Utah 84074.

PROJECT OBJECTIVE

The goal for this project is to hire a qualified and professional organization to temporarily hold, care for, and adopt or transfer dogs for the city of Tooele.

PROJECT SCOPE AND SPECIFICATIONS

1. **Shelter Management:** The selected provider will hold up to eight dogs at any given time for Tooele City. They will take ownership over any dogs that remain unclaimed over 5 business days (estimated 8-10 dogs a month). The selected provider may use the remaining space and kennels at their discretion. They will oversee all aspects of shelter management, including but not limited to intake procedures, daily care of animals, adoption processes, and facility maintenance.
2. **Animal Care:** Ensuring the health and well-being of all sheltered dogs through proper nutrition, exercise, socialization, and medical care as needed.

3. **Adoption Services:** Facilitating the adoption process, including screening potential adopters, collecting your own adoption fees, conducting meet-and-greets, and making the decision on any transfer of ownership on the dogs.
4. **Community Engagement:** Implementing outreach initiatives to promote responsible pet ownership, encourage adoption, and raise awareness about animal welfare issues.
5. **Reporting and Compliance:** Maintaining accurate records of shelter activities, adhering to relevant city and state regulations and standards.

PROPOSAL REQUIREMENTS

Interested parties are requested to submit a proposal that includes the following:

1. **Organization Overview:** Provide a brief overview of your organization, including its history, mission, and relevant experience in animal shelter services.
2. **Proposed Approach:** Outline your proposed approach to managing and operating our dog shelter facility, addressing each aspect of the scope of work.
3. **Qualifications:** Highlight the qualifications and experience of key personnel who will be involved in the project, including veterinarians, animal care staff, and administrative personnel.
4. **References:** Provide references from previous clients or partners who can speak to the quality of your services.
5. **Budget:** Detail your proposed budget for providing dog shelter services, including any fees, costs, and anticipated expenses.

PROPOSAL SELECTION CRITERIA

All proposals submitted by the deadline will be reviewed and evaluated based upon information provided in the submitted proposal. Selection criteria will be based on:

1. Experience and Qualifications
2. Proposed Approach
3. Cost-effectiveness
4. References

SUBMISSION DEADLINE:

Proposals must be submitted no later than May 1, 2024, via email to police@tooelecity.gov. Late submissions will not be considered.



Est. 1853
90 N. Main St.
Tooele UT 84074

Recorder's Office
435-843-2113

QUESTIONS:

Any questions regarding this RFP should be submitted in writing to police@tooelecity.gov. Responses to inquiries will be provided promptly to all prospective bidders.

Tooele City reserves the right to reject any or all proposals received in response to this RFP or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the organization.

We look forward to receiving your proposal.

Sincerely,

Tooele City Corporation