



Municipality of the County of Pictou

REQUEST FOR PROPOSALS (RFP)

Pound Keeper

RFP Issue Date: May 1st, 2025

Proposal Due Date: May 16th, 2025, at 4:00PM

Definitions

Pound keeper: An individual or entity contracted by the Municipality to manage the intake, care, and housing of stray, abandoned, or seized animals in accordance with municipal and provincial regulations.

Stray Animal: Any domestic or farm animal found wandering without an apparent owner or supervision.

Seized Animal: An animal taken into custody by municipal or law enforcement officers due to abandonment, or other legal reasons.

Livestock: Animals typically raised in an agricultural setting including but not limited to pigs, goats, sheep, chickens, and cattle.

Municipal Authorities: Employees or contractors acting on behalf of the Municipality of Pictou County.

Impoundment: The act of confining an animal to a designated facility as per municipal or legal requirements.

1. Introduction

The Municipality of Pictou County is seeking proposals from qualified individuals or businesses to provide Pound keeper services. The Pound keeper will be responsible for accepting and housing stray or seized animals, including but not limited to dogs, pigs, chickens, goats, and other livestock. This contract will ensure animals are safely housed and cared for in accordance with municipal and provincial regulations.

2. Scope of Work

- a) Accept and house stray, abandoned, or seized animals as directed.
- b) Maintain a clean, safe, and appropriate shelter for a variety of animal species.
- c) Provide daily food, water, and appropriate care.
- d) Maintain accurate records of each animal including intake date, description, and disposition.
- e) Follow all provincial and municipal regulations regarding animal welfare and impoundment.
- f) Cooperate with Municipal officials and law enforcement as needed.

3. Proposal Requirements

Proponents must include:

- a) Proponent name, address, contact information, and business registration (if applicable).
- b) Description and capacity of proposed facility including location and amenities.
- c) Summary of qualifications and experience in animal care.
- d) Cost breakdown and any anticipated additional fees.
- e) References (minimum of two).

4. Submission Instructions

All proposals must be submitted by **May 16th, 2025, at 4:00PM** to:

Evan Hale
Director of Emergency Services
Municipality of Pictou County
PO Box 910, Pictou, Nova Scotia, B0K 1H0
Email: evan.hale@munpict.ca
Phone: 902-485-2242

Submissions may be delivered in person or electronically (PDF format). Late submissions will not be considered.

5. Selection Process

Proposals will be reviewed by Municipal staff and assessed on:

- a) Experience and qualifications (30%)
- b) Quality and capacity of facility (30%)
- c) Cost-effectiveness (20%)
- d) References and reliability (20%)

The Municipality reserves the right to:

- a) Accept or reject any or all proposals.
- b) Not necessarily accept the lowest cost proposal and may accept the proposal deemed to be in our best interests.
- c) Waive minor informalities or irregularities.
- d) Request clarifications or additional information.

6. Contract Terms

The successful Proponent will enter into a contractual agreement for a term of **One (1) Year** with the potential for renewal subject to performance review.

7. Additional Conditions

- a) The Municipality will not reimburse any costs incurred in the preparation of proposals.
- b) All submitted proposals become the property of the Municipality.
- c) Any amendments or changes to the RFP will be communicated to all Proponents.
- d) This RFP does not create a binding agreement until a formal contract is signed.

We appreciate your interest in this opportunity to work with the Municipality of Pictou County.