

PURCHASING DIVISION
CITY OF WORCESTER
MASSACHUSETTS 01608-1895
ROOM 201 - CITY HALL, 455 MAIN ST.
PHONE (508) 799-1220

SEALED BID INVITATION
(Supplies, Material, Equipment, Services)

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

SEALED BID NO. CR-7840-W3

DATE: June 17, 2022

CITY OF WORCESTER
Christopher J. Gagliastro, MCPPO
Purchasing Agent

BUYER: Chris Gagliastro

NOTICE TO BIDDERS
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:

DATE: July 13, 2022 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE "Sealed Bid No. CR-7840-W3, Animal Shelter Services / WPD"

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

GENERAL

1. This Bid Invitation covers: Furnish and deliver all supplies, materials, and equipment and perform all labor, services, and supervision necessary and proper to provide animal shelter services as per the requirements and specifications of the City of Worcester Police Department for a one year period. This contract may be renewed for a second and third one (1) year period, at the sole discretion of the City of Worcester, the option of which will be determined at the end of each contract period (See Page 10).
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above. **NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: 39-43.
7. Questions pertaining to this bid must be directed to Chris Gagliastro via email at gagliastroc@worcesterma.gov

8. The following meanings are attached to the defined words when used in this bid form.
 - (a) The word "City" means The City of Worcester, Massachusetts.
 - (b) The word "Bidder" means the person, firm or corporation submitting a bid on these specifications or any part thereof.
 - (c) The word "Contractor" means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
 - (d) The words "Firm Price" shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: gagliastroc@worcesterma.gov) and are to be in duplicate. No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.

23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.
24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

INSURANCE AND WORKER'S COMPENSATION

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate. .
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-hired autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under the statutory Massachusetts worker's compensation insurance policies.
30. The Contractor shall carry commercial general liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

DISCOUNT

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

GUARANTEE

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

DELIVERIES AND COMPLETION

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

SAMPLING AND ANALYSIS

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.

46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a “sex offense” or a “sex offense involving a child” or a “sexually violent offense” or would meet the definition of “sexually violent predator” as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.
47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor’s performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information (“CORI”) from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term “responsible bidder” means “a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance.” Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor’s inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor’s system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder’s care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.

50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein.

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name	Address	Zip Code
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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner _____

Business Address _____

Zip Code _____ Telephone No. _____

Home Address _____

Zip Code _____ Telephone No. _____

(2) If a Partnership
Full names and addresses of all partners

<u>Name</u>	<u>Address</u>	<u>Zip Code</u>
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Business Address _____ Zip Code _____

Tel. No. _____

(3) If a Corporation

Full Legal Name _____

State of Incorporation _____ Qualified in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company _____

State of Incorporation _____ Admitted in Massachusetts ? Yes _____ No _____

Principal Place of Business _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Place of Business in Massachusetts _____

Street _____ P.O. Box _____

City/Town _____ State _____ Zip _____

Telephone No. _____

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder _____

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER _____ TITLE _____
PLEASE SIGN

DATE _____ BID SECURITY \$ _____

The name(s) of customer service representative(s) to be responsible for servicing this account in the event of contract award are:

NAME _____ (PLEASE PRINT) _____ TEL. NO. _____

NAME _____ (PLEASE PRINT) _____ TEL. NO. _____

PLEASE INDICATE YOUR FAX NUMBER FAX # _____

PLEASE INDICATE YOUR E-MAIL ADDRESS E-MAIL: _____

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) _____
Name of Person Signing Bid

Signature of Person Signing Bid

Company

No award will be made without vendor certification of the above.

DISCLOSURE OF CONTRACT RENEWAL

This contract may be renewed for a second and third year at the sole discretion of the City of Worcester, the option of which will be determined at the end of the current contract year.

In no event will increase exceed _____ % for the second contract year.

In no event will increase exceed _____ % for the third contract year.

(TO BE COMPLETED BY BIDDER)

Name

Date

Title

IF VENDOR DOES NOT WISH TO BE CONSIDERED FOR A SECOND AND THIRD YEAR OPTION,
PLEASE INDICATE BY CHECKING THIS BOX: ☐

IMPORTANT

It is understood and agreed, that failure by the bidder to complete the above increase statement, it is the bidders intent to accept a second and third year option at zero (0) percent increase.

All other Terms and Conditions to remain the same.

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES XX NO

Delivery to be made to: City of Worcester

This Bid includes addenda numbered _____

NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!

BIDDER TO COMPLETE ITEMS BELOW

<u>Item</u> <u>#</u>	<u>Estimated</u> <u>Annual Hours</u>	<u>Description</u>	<u>Price Per Hour</u>	<u>Total</u>
		Furnish and deliver all supplies, materials, and equipment and perform all labor, services, and supervision necessary and proper to provide animal shelter services as per the requirements and specifications of the City of Worcester Police Department.		
		<i>See the attached pricing sheet.</i>		
		Questions pertaining to this bid must be directed to Chris Gagliastro via e-mail at gagliastroc@worcesterma.gov		

TERMS, PROMPT PAY DISCOUNT _____% 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN AS REQUIRED DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER _____

SCOPE OF SERVICES:

The City of Worcester is looking to contract with **one to three facilities** for the boarding of animals and animal shelter services.

This contract will provide all details involving the day to day operations of Animal Shelter Services for the City of Worcester for a period of one (1) year. This contract may be renewed for a second and third one (1) year period, at the sole discretion of the City of Worcester, the option of which will be determined at the end of each contract period. The contract will be contingent upon funding being available at the start of each budget period. All shelters must hold a kennel license from the town or city in which they are located.

“Animal” is defined as any type of live, domesticated pet captured by the Worcester Animal Control Unit or City officials authorized by the Worcester Animal Control Unit.

The function of Animal Shelter Services will be in accordance with Chapter 140 of the M.G.L. and all pertinent Federal, State, County or City laws or regulations pertaining to such facilities and services. Chapter 140, Section 137A through 151A are attached to this bid package. Please review the Chapters closely to ensure compliance.

Animal Control, City officials, and the general public must have proper and safe access to and from the facility.

The Shelter shall provide boarding services, in a sanitary and secure facility that is suitable for the detention of animals, for animals delivered by the City to the Shelter. Said boarding services shall include board, daily care, necessary inoculations and when necessary, euthanasia and proper disposal of animal carcasses in compliance with M.G.L. Chapter 140, Section 151A (attached).

The Shelter must have sufficient cage space to accommodate all animals captured for the required time as mandated by State law. The confinement areas and quarters for animals must be kept clean and sanitary. The Shelter must supply all intake record cards, tags, etc. The Shelter shall tag and number each dog confined and maintain a record of each dog as outlined in M.G.L. Chapter 140, Section 150.

The Shelter shall be liable for injuries to the general public or employees caused by impounded animals.

The Shelter shall properly train and supervise its employees to ensure that all animals in the shelter's facility are cared for in a sanitary environment and in a humane manner.

For dogs, said boarding services shall also include temperament testing. Any emergency veterinary expenses during the minimum boarding period, established pursuant to this Agreement, shall be the responsibility of the City if the owner is not known, however the Shelter shall be responsible to provide emergency transportation to a veterinarian for health care.

The Shelter agrees once an animal is taken to the vet and returned to the shelter, that the Shelter shall provide the animal with daily care including wound care, bandage changing, administering medication, and any other medical care needs to provide a healthy, comfortable stay for the remaining holding period.

Dogs shall be boarded for a minimum of seven (7) days or until an owner comes forward to claim the dog, whichever is less. The Shelter is responsible for having any unvaccinated dog or cat vaccinated for rabies by a licensed veterinarian, at the owner's expense, prior to releasing the animal back to the owner's custody. An owner may not claim a dog until all vaccinations and licenses are up to date and proof is provided. Before an animal is released to the owner, all outstanding fees and fines must be up to date; this shall include any additional amounts owed as a result of the animal being held past the holding period set forth in this Agreement, at the direction of the City.

If any dog is not claimed after seven (7) days, the animal will be turned over to the Shelter on the eighth (8th) day, thus becoming the property of the Shelter and the City will be billed a boarding fee of no more than seven (7) days. A signed release of ownership must accompany any owned animal surrendered through Animal Control.

In the event a dog must be boarded for more than seven (7) days (i.e. pending court case) the City shall notify the Shelter that the animal is not being turned over and the City shall be responsible for continued boarding costs at the rate specified in the rate sheet submitted, until such time as the City notifies the Shelter that the animal is being turned over or that other arrangements have been made. Animal Control Officers are unable to provide a police incident report to the Shelter.

Cats and other animals shall be boarded for a minimum of five (5) days or until an owner comes forward to claim the cat or other animal, whichever is less. No cat or other animal may be claimed by an owner until all outstanding fees and fines owed to the City for said animal have been paid. This shall include any additional amounts owed as a result of the animal being held past the holding period set forth in this Agreement, at the direction of the City.

If any cat or other animal is not claimed after five (5) days, the animal will be turned over to the Shelter on the sixth (6th) day and the City will be billed a turn-in fee that will be established by this proposal. A signed release of ownership must accompany any owned animal surrendered through Animal Control.

In the event a cat must be boarded for more than five (5) days (i.e. pending court case) the City shall notify the Shelter that the animal is not being turned over and the City shall be responsible for continued boarding costs at the rate specified in the rate sheet submitted, until such time as the City notifies the Shelter that the animal is being turned over or that other arrangements have been made. Animal Control Officers are unable to provide a police incident report to the Shelter.

The Shelter is prohibited to sell any dog or cat to any research institution, or for scientific investigation, experiment or instruction or for the testing of drugs or medicines.

The Shelter facility shall be open to the public for owners to retrieve their animals, during the hours specified in the schedule of business hours. The Shelter shall make its facility available to the City seven days a week, 24 hours per day. The Shelter shall provide the City with access and provide a key for the Animal Control Officers to the overnight holding quarters while the Shelter is closed nightly, or closed for holidays, vacation, or for any other reason. All Shelter deliveries shall be performed in accordance with the procedures of the Shelter.

The Shelter agrees to confine for the City, all animals brought to their facilities by Worcester Animal Control Officers or City officials authorized by the Animal Control Unit, or any animals which Animal Control has authorized.

A written quarantine slip from an Animal Control Officer shall be included with each animal submitted to the Shelter's facility for quarantine, no later than forty-eight (48) hours after entering the facility. Animal Control Officers are unable to provide a police incident report to the Shelter.

In a case where the dog or cat is brought into the Shelter with puppies or kittens, the City will be billed the daily boarding fee for each animal. Any kittens or puppies born while the animal is in the Shelter's facility during the holding period will be considered the Shelter's property and the City will not be billed for any expenses.

All animals will be confined according to the agreed days per animal. An exception may be made in the following circumstances: dog hearing, quarantine, cruelty complaint, abandonment, instances where the owner is arrested or is incarcerated or where the owner is committed to a medical facility, or if the City requires the pet be held to determine ownership. An exception to the required hold period may be made by the Worcester Animal Control Unit if a veterinarian recommends humane euthanasia because a pet's quality of life is compromised.

In the event the City delivers to the Shelter an animal resulting from the arrest or detention of the animal's owner or where the owner is committed to a medical facility, the City will provide to the Shelter a completed Arrest Form or Medical Hold Form within twenty-four (24) hours of receiving the animal. Animal Control Officers are unable to provide a police incident report to the Shelter.

The Shelter agrees to fill out all appropriate paperwork that is needed to claim and keep accurate records according to State law and City ordinances regarding animals. The animal's description, along with the owner's name, address, phone number, and date of birth shall be obtained before the animal is released.

For any animals brought by the Animal Control Officer of the City of Worcester, his or her agents, employees, or residents of the City of Worcester, a copy of the Shelter's intake form must be submitted to the City with final disposition of the animal claimed, transferred to other facilities, etc., along with the monthly billing.

The Shelter agrees that when an owner of an animal is found, the required paperwork will be filled out including: an intake record card and any other pertinent paperwork regarding that animal that may be needed.

The Shelter shall establish a website to provide information to residents who are trying to locate their lost animals and to display stray animals that have been brought in by the City. In the event the Shelter is unable to provide its own website, the Shelter agrees to cooperate with City officials to establish online capability through the City's website to assist residents in locating their lost pets.

The City agrees to supply the Shelter with a digital camera and the Shelter agrees to take pictures for the website, on a daily basis, of stray animals brought in by the City.

The Shelter agrees to care for the camera. Should something happen to the camera, whether misused or broken by a shelter employee, the Shelter agrees to replace it with a camera having the same capabilities that are

needed to accomplish the task. The camera replaced will be the property of the City in a case where it is being replaced for the one supplied by the City.

Being the goal between the City and the Shelter to reunite animal and owner, the Shelter will check for microchips in animals brought to their facility.

It is the intention of the City and the Shelter to give care and comfort to animals delivered to the Shelter by the City. The parties recognize that from time to time there may be animals delivered to the Shelter when the disposition of the animal may need special attention to care for the animal's needs be it medical or temperamental. If and when the City and the Shelter both agree that an animal should be euthanized, the Shelter will be responsible for euthanizing the animal after the holding period has expired. An animal shall only be euthanized by the administration of barbiturates in a manner deemed acceptable by the American Veterinary Medical Association Guidelines on Euthanasia.

Billing for services will be on a monthly basis, with billing being submitted prior to the 15th of the following month.

Bidder to complete the items below:

Item #	Annual Estimated # of Animals	Facility Capacity	Description	Unit Price	Total Price
1	75		Care and Custody per day for a maximum of seven (7) days if not claimed	\$ _____ (per day)	\$ _____ (per day)
2	20		Euthanasia	\$ _____ (per animal)	\$ _____ (per animal)
3	20		Disposal	\$ _____ (per animal)	\$ _____ (per animal)
4	55		Cat (Or small animal) Turn In Fee	\$ _____ (per animal)	\$ _____ (per animal)
Total Items 1-4 Above					\$ _____