

REQUEST FOR PROPOSAL (RFP)

The Fayette County Commission seeks proposals from qualified offerors to manage and operate the Fayette County Animal Control Center to include all necessary buildings, structures, grounds, spaces and equipment, as well as animal shelter services as may be necessary to receive, maintain, care for and provide for the appropriate disposition of all domestic animals that fall within the legal authority of the Fayette County Commission. The Center management shall perform functions such as receiving calls and complaints, providing lost and found and adoption services, public reception and assistance, animal collection and disposition, sponsor humane education programming, accounting for all animals surrendered by Animal Control Officer(s), maintaining records for euthanasia materials and other drugs or medicines, maintaining financial records on revenues and expenditures, providing for building security and building and ground maintenance, complying with all applicable laws and regulations relating to animal shelter operations. It shall further provide the following services for incoming animals: receive and evaluate health and condition, food, water, exercise, secure emergency medical attention, administer preventative medicine and vaccinations, clean kennels and cages, clean and disinfect animal spaces, shelter, necessary grooming, flea and tick control, facility rodent control, euthanasia when necessary, store and dispose of animal carcasses in compliance with industry standards.

The Fayette County Animal Control Center is a facility owned by the Fayette County Commission and operated by a private entity to house primarily dogs and cats within Fayette County that have come under its care by owner surrender, capture by a Fayette County animal control officer or other circumstances. Fayette County Animal Control Officers operate under the direction of the Fayette County Sheriff and provide services through patrol and response to calls received primarily through the Fayette County 911 Center and the Animal Control Center. The County Animal Control Officers also

assist in enforcing WV State Code regarding dangerous dog statutes and ordinances and cooperate with law enforcement agencies to investigate allegations of animal abuse.

The Animal Control Center Management and Operations provider (“Management”) shall operate through a Memorandum of Understanding (“MOU”) between it and the Fayette County Commission (“Commission”) administered through the County Administrator. Management shall also enter into a lease with the Commission to use the current Fayette County Animal Control Center facility and its contents until or unless the Commission and/or Management are able to build a new facility to house the animals. The Commission and Management will review, update and execute both the MOU and the lease annually in advance of the budget cycle.

The Fayette County Commission anticipates placing a County employee at the Animal Control Center to assist Management with compiling data to inform its policy and budget decisions. The Commission will also request to appoint a member to a full-time voting seat on any board that governs the Animal Control Center’s operations. Applicants may request a copy of the draft MOU and lease language by contacting (304) 574-1200.

Submittal Address.

Delivery of Submittals: Submittals shall be delivered to, or received by, the Fayette County Commission no later than September 29, 2022 at 3:00 PM EST. **Late submittals will not be accepted.** FAX submittals will not be accepted. Clearly mark the submittal package with Offeror name, address, phone number, and any other contact information.

Proposals shall be submitted to:

Fayette County Commission
Attn: County Administrator
100 N Court Street, Ste 2
PO Box 307
Fayetteville, WV 25840