

## **Appendix A - REQUIRED INFORMATION**

Parties' interest in providing animal control services for the City of Shakopee must include a detailed description of the following information and pricing (as applicable) in their proposal:

1. **Information Patrol/Pickups:**
  - Answering informational calls about animals.
  - Pickup of live stray animals and pickup and disposal of dead animals, both wild and domestic.
2. **Ownership>Returns:**
  - When a stray animal has been picked up for the first time and can be identified by means of a chip.
  - When the ownership of a stray animal cannot be identified.
3. **Animal Complaints:**
  - Proper reporting procedures and how reports will be filed with the Shakopee Police Department.
  - The animal control service will acknowledge requirement to counsel owners of nuisance animals.
4. **Impound/Boarding Facility:**
  - Operation of an impound or boarding facility or contract with a facility licensed with the Minnesota Board of Animal Health for the duration of this contract.
  - State hours of operation for claiming an animal (must be in compliance with all State requirements).
5. **Collection of Fees:**
  - Method for the collection of fees, including pickup, boarding and disposal fees assessable to the animal's owner.
6. **Disease Control:**
  - Testing procedures of animals for disease control.
7. **Unclaimed Animals:**
  - If animals are to be destroyed, state method and submit certificate signed by a veterinarian for euthanasia.
  - If animals are sold, what limitations are imposed (is the same animal sold within the originating jurisdiction?)
8. **Vehicle(s):**
  - Detailed description of a marked, readily identifiable vehicle(s) that will be subject to approval by the City of Shakopee when on duty within the City limits. Proposer must also submit proof of title and insurance.

9. **Communications:**

- Proposal must document the capability for either radio for two-way communications with the Scott County Sheriff's Dispatcher or a cellphone, while on patrol.
- Proposer must also have a business telephone with 24-hour answering capability.

10. **Costs:**

- All costs and/or charges to be applied to the City of Shakopee or other recipients of services:
  - Monthly invoice for patrolling and other routine services described herein.
  - Boarding charges per animal per day (will be required to board unclaimed animals, not to exceed five (5) days).
  - Price per pickup for each live animal.
  - The price per pickup and disposal of dead skunks, dead raccoons, and other dead animals on public or private property.
  - Disposition of veterinary fees for unclaimed animals requiring medical attention.

11. **Reporting:**

- Detailed description of the monthly reporting format that will ensure adequate verification of services.
- This information must include all forms and dates required by the State of Minnesota Board of Animal Health.

12. **Professional Standards/Continuing Education:**

- Efforts constituting a demonstrated commitment towards continuing education in support of the continued provision of professional animal control services.

13. **Knowledge of Statutory Rules/Responsibilities:**

- Proposal must exhibit a thorough knowledge of animal welfare statutes, local animal ordinance, and policies regarding animals.

14. **Quarantine:**

- Proposal must acknowledge that, in the event that an animal is impounded and boarded by police, or a court order, or placed under quarantine by a ruling of the State Board of Health, it is the proposer's responsibility to board said animal as required by order or ruling.