

Town of Halifax
Request for Proposals / Invitation to Bid
Animal Control Officer

Revised 11/01/2022 6:56 am: Removed section about Animal Inspector.

The Town of Halifax is accepting quotes from contractors to provide services meeting the requirements by the Commonwealth of Massachusetts and the Town of Halifax for the **Animal Control Officer**, in addition to other services being requested. An individual employee of the contractor shall serve as the official Animal Control Officer.

Under the direction of the Police Chief, achieves goals and policies established by them. This position is to enforce all relevant state statutes and town laws as they relate to the control, regulation and licensing of dogs and other animals; ensures the safe return, care and handling of all residential animals, and provides protection to the residents of Halifax from annoyance, intimidation, irritation, and injury from animals; performs all other related work as required.

A complete description of services required is available below. All bids should be sent to Halifax Police Chief, 540 Plymouth Street, Halifax, MA 02338 not later than 12 pm on Monday, November 21st, 2022. The Town reserves the right to reject any and all bids. Approval of the contract is by the Halifax Board of Selectmen.

Specifications

The contractor will provide the following services to the Town of Halifax for a period of one year with the option of two one-year extensions upon agreement by the Town and the contractor:

- 1) Employee of the contractor to be appointed as the Animal Control officer
- 2) Appointee and contractor to perform all duties of the Animal Control Officer as stipulated in the General Laws and Regulation of the Commonwealth of Massachusetts and the Town of Halifax's By-Laws and Regulations including any policies promulgated by the Halifax Police Department concerning the office of the Animal Control Officer.
- 3) Appointee and the contractor shall report and be under the day-to-day jurisdiction and direction of the Halifax Police Chief. The appointee and the contractor shall be in contact with the Police Chief at least two (2) times each calendar week.
- 4) Wildlife services.
- 5) Appointee and the contractor shall respond to all dog and animal complaints.
- 6) Appointee and the contractor shall enforce all State and Town laws and regulations concerning dog licensing and dog leash laws.

- 7) Appointee and the contractor shall respond to all calls concerning deceased wildlife in or on public roadways in the Town of Halifax or land managed by the Town of Halifax limited to call concerning remains that can be managed by one individual including but not limited to skunks, raccoons, foxes, and coyotes.

If there is an immediate public safety issue concerning deceased wildlife to which an appointee and the contractor cannot immediately respond, personnel from the Town of Halifax will respond.

- 8) Appointee and the contractor shall work in conjunction with personnel from the Town of Halifax to remove all deer and larger wildlife (removal requiring at least two adult individuals).
- 9) Appointee and the contractor shall manage disposal of all deceased wildlife (#7 and #8) but any fees associated with said disposal shall be paid by the Town of Halifax.
- 10) Appointee and the contractor shall maintain and provide all necessary reports and documents as required by the commonwealth of Massachusetts and the Town of Halifax.
- 11) Appointee and the contractor shall respond to requests for assistance for all bats in living spaces when a public health concern is possible including but not limited to rabies exposure. The appointee and the contractor shall deliver or send by next day mail a properly packaged bat for rabies testing to the appropriate testing laboratory.
- 12) Appointee and the contractor shall obtain all required permits and licenses (by the Commonwealth of Massachusetts and/or Town of Halifax).
- 13) Appointee and the contractor shall provide a list of Problem Animal Control (PAC) agents from the Commonwealth of Massachusetts list – link: <https://www.mass.gov/service-details/problem-animal-control-agents> - to residents and other for situations for which services are required to be provided by a PAC agent.
- 14) Appointee and the contractor shall carry insurance with the Limits listed in this bid document. In addition, the appointee and the contractor shall include the Town of Halifax as an “additional insured” on all policies.
- 15) Appointee and the contractor shall provide their own vehicle to provide all services listed in this bid document and will cover any and all costs to operate and maintain this vehicle.
- 16) Appointee and the contractor will be available to provide at a minimum, a phone response to assist and facilitate required action or respond in person at no additional fee.

The Town of Halifax is an equal opportunity employer.