



## REPORT

**REPORT TO:** Chair and Members of the Community and Corporate Affairs Committee

**REPORT FROM:** Susie Spry, Acting Supervisor of Enforcement Services

**DATE:** March 4, 2019

**REPORT NO.:** ADMIN-2019-0012

**RE:** Award of Request for Proposal P-025-19, Canine and Wildlife Control Services Contract

### RECOMMENDATION:

THAT Report ADMIN-2019-0012 dated March 4, 2019 regarding the Award of Request for Proposal P-025-19 for the Canine & Wildlife Services Contract for the Town of Halton Hills be received;

AND FURTHER THAT Omega Canine Control Services, 4947 First Line, Erin, Ontario be awarded Proposal P-025-19 to provide Canine Control and Wildlife services for a total of \$644, 406.23 (including HST) for a three (3) year term, with one (1), two (2) year option to renew;

AND FURTHER THAT the Manager of Purchasing be authorized to issue a purchase order to Omega Canine Control Services in the amount of \$ 644,406.23 for the three (3) year term and for the optional one (1), two (2) year renewal subject to service and price negotiation;

AND FURTHER THAT the necessary By-law be enacted appointing Robert McIntosh and Rudy deJong as Municipal law Enforcement Officers in order to exercise all the authority, powers and rights of Canine Control Officers for the Town of Halton Hills.

### BACKGROUND:

The Town of Halton Hills requires services of a Canine and Wildlife Control Contractor who will respond to calls about canines in relation to the Town's Responsible Pet By-law and Dog Owners Liability Act. The Canine and Wildlife Control Contractor will be required to work 9:00 a.m. to 5:00 p.m. Monday to Friday and provide twenty-four (24) hour/7 days per week emergency response to sick or injured canines. The Contractor will also respond to calls regarding sick wildlife on public property.

The Town of Halton Hills has been contracting out Canine Control Services in the municipality for the past five (5) years to Mr. Rudy deJong, carrying on the business known as "Halton Hills Canine Services". The existing contract expires on April 30, 2019.

The existing Canine Control Services include:

- controlling dogs running at large
- maintaining a canine shelter, vehicles and equipment
- placement of unclaimed dogs
- regular daytime patrols (Monday to Friday)
- complete 24 hour emergency service
- 24 hour reception services

The new Canine Control Services Contract will include all of the above services with the additional added services:

- issue notices of contravention and violation letters when necessary
- determine violations to legislation, gather evidence and obtain statements from witnesses, prepare prosecution briefs, swear to information, affidavits, subpoenas and summonses, present oral testimony and demonstrative evidence for the Ontario Courts of Justice
- prepare reports and documentation related to inspections conducted and complaints received
- Liaise with other Town staff on by-law related issues

With these additional services, Omega Canine Control Services will be responsible for investigating **all** matters involving dog bites and aggressive dogs as well as all complaints involving canines which will include effective licensing enforcement. These added duties will provide the current compliment of Municipal Law Enforcement Officers relief from these investigations, freeing up much needed resources to investigate other time sensitive matters.

#### **COMMENTS:**

A Request for Proposal (RFP) for this service was issued on January 24, 2019 on the Town's website and advertised on the bidsandtenders.ca website. The RFP closed on February 14, 2019. One (1) company downloaded the bid and one submission was received from Omega Canine Control Services.

The bid was evaluated by a team of Town of Halton Hills staff based on the following criteria which was stated in the Request for Proposal as follows:

- Experience and Service Provided – 35%
- Equipment – 15%
- Price - 30%
- Facilities – 20%

After reviewing and evaluating the submission, it was determined that Omega Canine Control Services bid satisfied all criteria.

Robert McIntosh, operator of Omega Canine Control Services was previously employed with the Town of Halton Hills as a Municipal Law Enforcement Officer for approximately two (2) years. Mr. McIntosh resigned from his position as a MLEO prior to the release of the RFP in order to submit a proposal. Staff are confident that Mr. McIntosh is capable of performing the obligations of this contract. Mr. McIntosh's bid was the only bid received.

Rudy deJong will be employed as a part time employee for Omega Canine Control Services. Mr. deJong has approximately four (4) decades of experience with canine control and will continue to provide assistance and experience, specifically related to wildlife matters. Mr. deJong will serve as a backup in cases of emergencies, vacation or sick time.

#### **RELATIONSHIP TO STRATEGIC PLAN:**

This report is operational in nature and therefore is not directly related to the Strategic Plan.

#### **FINANCIAL IMPACT:**

Annual service costs will be funded from the Canine Control operating budget. If necessary, deficit amounts will be funded by a one-time transfer from the Tax Rate Stabilization Reserve in 2019. Future requirements for the Canine Control operating budget will be considered through the 2020 budget process and referred to Budget Committee for consideration.

#### **CONSULTATION:**

The Town Clerk, Enforcement staff and the Purchasing Analyst were consulted in the preparation of this report. The Manager of Purchasing is in agreement with the recommendations.

#### **PUBLIC ENGAGEMENT:**

There was no public engagement process.

#### **SUSTAINABILITY IMPLICATIONS:**

The Sustainability implications of the recommendations of this report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The

Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

#### **COMMUNICATIONS:**

Staff will update any publications and website information directing residents to the new service.

#### **CONCLUSION:**

Staff recommends that Omega Canine Control Service be awarded the contract for Canine and Wildlife Control Services as set out in RFP-025-19. Staff further recommends that the Manager of Purchasing be authorized to issue a purchase order to Omega Canine Control Services for a three (3) year fixed term, commencing May 1, 2019, in the total amount of \$644, 406.23 including HST.

Reviewed and Approved by,

A handwritten signature in black ink that reads "Simone Gourlay". The script is cursive and fluid.

Simone Gourlay, Manager of Purchasing

A handwritten signature in black ink that reads "Suzanne Jones". The script is cursive and elegant.

Suzanne Jones, Clerk & Director of Legislative Services

A handwritten signature in black ink that reads "Brent Marshall". The script is cursive and bold.

Brent Marshall, Chief Administrative Officer