

Livestock and Poultry Animal Services (Board, Medical, Transport, Adoption) | Roster Requirements/Criteria

This Purchase Order covers board, medical, transport, and adoption services for poultry and livestock such as equine, ruminants (goat, pig, sheep, cow, llama, alpaca), and other large animals such as camel, bison, emu, rhea, ostrich.

The responsibility for Animal Control in Pierce County resides with the Pierce County Auditor's Office. The Supplier may be selected by the County as one of a pool of providers for one or all of these services. The County will determine when Supplier services are needed, for how long the services are needed, and at what level, and will contact the Supplier accordingly. There is no guarantee for usage of the Supplier by the County. Supplier has the right to decline the provision of services. Animals will remain under Pierce County's jurisdictional authority, including all chain of custody related evidence, but may be boarded out of Pierce County.

A Supplier Roster for these services will be maintained by Pierce County Animal Services. Existing Suppliers contracts will be placed on the Roster. New potential Suppliers may apply at any time.

Suppliers must:

- pass initial Assessment (see sample Assessment Form) by Pierce County Animal Control staff. Ongoing assessments may be performed as needed
- be pre-approved through the assessment process by the County as a Supplier for services
- accommodate flexible hours for unanticipated activity including animal transport and intake, and authorized site visits at mutually agreed upon times
- If providing medical services - be a licensed animal hospital, and meet the necessary criteria for such licensing

Interested Suppliers should complete an Application Form and email it to Pierce County Animal Control @ PCANIMALCONTROL along with a Fee Sheet, including rescue discount pricing. An Assessment will be scheduled. Qualifying Suppliers must provide proof of insurance prior to initial services. Qualifying Suppliers will need to sign a contract along with an e-Verify Certification Form if services are expected to be greater than \$25,000 in a fiscal year.

Livestock and Poultry Animal Services Supplier | PO Attachment

This Purchase Order covers board, medical, transport, and adoption services of poultry and livestock including equine, ruminants (goat, pig, sheep, cow, llama, alpaca), and other large animals such as camel, bison, emu, rhea, ostrich.

“Special Market Condition exists; this purchase is exempt from competitive purchasing requirement per RCW 39.04.280”

The “on demand” and immediate health and well-being of poultry and livestock creates a special market condition for these services throughout the geographic area of Pierce County.

The responsibility for Animal Control in Pierce County resides with the Pierce County Auditor’s Office. The Supplier may be selected by the County as one of a pool of providers for any/all of these services. The purpose and intent of the Purchase Order is to provide a pre-agreed upon pricing and process for engaging services in a confiscation situation, in which time is usually of an emergency nature for the safety and well-being of the animals involved. The County will determine when Supplier services are needed, for how long the services are needed, and at what level, and will contact the Supplier accordingly. There is no guarantee for usage of the Supplier by the County. Animals will remain under Pierce County’s jurisdictional authority, including all chain of custody related evidence, but may be boarded out of Pierce County.

Services

1. Supplier must be pre-approved by the County as a Supplier for services.
2. Services under this agreement pertain to animals impounded from unincorporated Pierce County and contracted cities/towns. Pierce County staff will not advise or authorize care for animals from another jurisdiction.

Services are generally categorized as board, medical, transport, and adoption and include but not limited to:

- **Board**
 - Standard board (pasture or stall), includes feed, grooming, and documentation using County standard documentation forms as provided. Animals are to be segregated for safety and security as appropriate.
 - Feeding shall be done based on the recommendations of Animal Control or the designated attending veterinarian.
 - Special feed is defined as any feed above what is a normal maintenance feed specific to each species, IE, hay for horses, cattle, goats, sheep, etc.; rabbit food for rabbits; pig feed for pigs.
 - Special feed would be recommended by the Vet or ACO on specific animals IE, senior feed, grains, vitamins, or other supplements.
 - Additional board services may include:
 - Coordination of County authorized veterinary services (under the direction of a County authorized veterinarian) and farrier services.
 - Quarantine period for up to first 14 days and special boarding needs.
 - Special boarding needs require County pre-approval and include items such as blankets, individual grooming tools, halters and lead ropes, hoof boots and wraps.
 - Release including coordination of micro chipping, and other services needed prior to animals being released for adoption.

- **Medical** (veterinarians only), including call out response capability.
- **Transport** which may include handling animals of varying sizes and conditions, and ability to transport animals on short notice.
- **Adoption** includes but not limited to taking custody of surrendered animals, preparing them for adoption, and finding them permanent adoptable homes.

Other related services, not specifically listed herein but determined by the County to be appropriate for the safety and well-being of the animals involved and which the Supplier agrees to provide, may be included within the scope of this agreement.

3. Strays

The Supplier shall not accept strays directly from citizens, without prior approval from the County.

4. Prior Authorization

Without prior authorization by the Pierce County Auditor or designee, an animal under this contract may not be removed from the Supplier's premises, "fostered out", or receive any non-emergent medical treatment (including procedures the Supplier intends to pay for themselves).

5. Notice of Request for Assistance: If the Contractor will be asked to assist with animals, reasonable notice will be given.

6. Right to Enter Premises: The parties agree that Pierce County can have access to the animals held by the Contractor and that Pierce County can have access to and enter upon the land and premises of the Contractor in order to have access to the animals without notice.

7. Photographs

No photographs, or evidence collection shall be completed on seized animals without the consent of the Auditor or designee. Pierce County Animal Control (PCAC) staff may require the Supplier to complete custody care records forms provided by PCAC.

8. Documentation

All documentation related to seized animals shall be provided to County Animal Control or the County prosecuting attorney upon request.

9. Viewing

The Supplier shall accommodate prosecution and defense representative requests for viewing seized animals in the Supplier's care at mutually agreed upon times. Animals owned by the County will not be available for defense viewing.

10. Right to Decline

Supplier has the right to decline service provision. If the Supplier accepts animals from the County and can no longer board the animals at the Supplier's facility, the Supplier shall contact the County and inform the County of such and reasonable time shall be given for the animals to be removed.

11. Right to Return: The parties agree that the contractor must release and/or transfer the animals to Pierce County upon demand of Pierce County.

12. Compliance: The contractor shall be solely responsible for ensuring that his/her facility and operations are in compliance with all applicable federal, state, and local laws and regulations.

13. Non-Compliance

- Failure to maintain daily care logs or follow Veterinarian or ACO feeding/care instructions will result in one or more of the following actions:
 - i. Written Notification – stating violation and remedy.
 - ii. P.C. will remove animals and pay no fees for that month.
 - iii. P.C. will discontinue placing animals at the boarding facility.

- Boarding Facilities must pass an annual inspection, see inspection sheet attached.

- Failure to meet standards will result in one or more of the following:
 - i. Written Notification – stating violation and remedy.
 - ii. P.C. will remove animals and pay no fees for that month.
 - iii. P.C. will discontinue placing animals at the boarding facility

14. Supplier shall contact 911 for after hour access to the on-call Pierce County Animal Control Officer.

Contact and Billing Information:

Pierce County Auditor's Office – Animal Services
Brian Boman, Animal Control Supervisor
2401 So 35th St, Room 200
Tacoma WA 98409
Office: 253-798-PETS
Fax: 253-798-7004
Cell: Brian: 253-377-0580
Email: bboman@co.pierce.wa.us

Supplier will bill the County monthly. Invoices will include the number of animals, length of stay, a copy of the Pierce County Intake Form for each animal, and amount due. Email invoices to Pierce County Auditor's Office, attention Brian Boman at bboman@co.pierce.wa.us.

The County will reimburse the Supplier for payment within 30 days of receipt of invoice.

The Supplier shall notify the County of any pricing changes sixty days prior to effective date. The County reserves the right to negotiate pricing changes.

ATTACHMENT "A"
(CLARIFICATION OF INSURANCE REQUIREMENTS)

Paragraph 14 on page 4 of this agreement states in part:

"The insurance coverages specified in this paragraph (14) are required unless modified by Attachment A of this agreement. If insurance requirements are contained in Attachment A, they take precedence."

The following clarification applies to the Insurance Requirements in paragraph 14, page 4 of this agreement:

- If the Contractor will not provide transport services for animals in the custody of Pierce County under this contract, then the Commercial Automobile Liability coverage stated in paragraph 14, page 4 of this contract is not required.
- Animals signed over under the Adoption Services Program are no longer the property of Pierce County. Transporting of these animals is the sole responsibility of the Contractor.
- If the Contractor will not provide any services under this contract that must be performed by persons licensed by the State of Washington, then the professional liability insurance does not apply and is not required.
- The Contractor is required to provide proof of Commercial Liability Insurance as required in paragraph 14 of this agreement before receiving animals from Pierce County for boarding. If the Contractor does not already have the required insurance, then the Contractor shall obtain a letter from their insurance carrier that indicates they have been pre-approved and can activate coverage within 24 hours of notification.