

Memorandum 13-145 Animal Shelter Contract

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DATE: October 10, 2013

TO: City Manager Wrede

FROM: Mark Robl, Chief of Police

SUBJECT: Animal Shelter Contract

The animal shelter bid evaluation committee has completed its review process of the proposals submitted in response to the city's RFP for the operation and management of the shelter. The committee recommends that the new operating contract be awarded to Coastal Animal Care of Homer for \$129,988.80.

We published the RFP in July. Two responsive bidders submitted proposals; Coastal Animal Care of Homer and Alaska's Extended Life Animal Sanctuary from Nikiski. The evaluation committee consisted of me, Finance Director John Li and City Clerk Jo Johnson. We began the review process by examining the proposals. Next we met with and interviewed representatives from both firms. We followed this up with a review and thorough evaluation and the scoring of both proposals. In accordance with the RFP, the contractors were scored in 4 main categories; Experience, Business Plan, Hours of Operation and Staffing and Quality of Submittal. Each main category had several sub-categories to it. All three evaluators scored Coastal Animal Care's proposal higher. We feel very comfortable to recommending that the city issue the new shelter operating contract to Coastal Animal Care.

Related Resolutions **Memorandum - Related Resolutions:** [Resolution 13-106\(S\) Bid Award for Operation and Management of the Homer Animal Shelter](#)

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