OLDMANS TOWNSHIP

Salem County, New Jersey

REQUEST FOR PROPOSALS

Animal Control Officer

RFP ISSUE DATE

November 2, 2026

PROPOSALS DUE: December 1, 2026, at 12:00 PM (Noon), Eastern Time

CONTRACT TERM

January 1, 2027 – December 31, 2027

SUBMIT TO

Acting Township Clerk, Christine Pippet

Oldmans Township Municipal Building

40 Freed Road, Pedricktown, NJ 08067

CONTACT

856-299-0780

www.oldmanstownship.com

PURPOSE

The Township of Oldmans is soliciting proposals from qualified individuals or firms to provide Animal Control Officer Services for the period of January 1, 2027, through December 31, 2027.

This Request for Proposals is being issued pursuant to the requirements of N.J.S.A. 19:44A-20.7 and N.J.S.A. 40A:11-5(1)(a)(i).

NOTICE TO PROPOSERS

Sealed proposals will be accepted until:

December 1, 2026, at 12:00 PM

at:

Oldmans Township Municipal Building
40 Freed Road
Pedricktown, NJ 08067

Proposals received after the deadline will not be considered.

Proposals shall be submitted in a sealed envelope clearly marked:

"RFP – ANIMAL CONTROL OFFICER SERVICES"

Submit:

- One (1) electronic copy on USB drive in PDF format.
- Six (6) hard copies.

SCOPE OF SERVICES

The Animal Control Officer shall:

- Provide animal control services throughout the Township.
- Respond to complaints involving stray, injured, abandoned, nuisance, or potentially dangerous animals.
- Capture and transport animals as required by law.
- Enforce applicable State statutes and Township ordinances relating to animal control.

- Investigate animal bites and coordinate with the local health department as required.
- Maintain records of all calls, complaints, investigations, and actions taken.
- Issue warnings, notices, and summonses when authorized.
- Assist Township officials and law enforcement agencies with animal-related matters as needed.
- Provide emergency response services for animal control matters when necessary.
- Coordinate animal sheltering services and transport of animals when applicable.
- Prepare reports requested by the Township.
- Attend Township meetings when requested.
- Perform all duties required of a certified Animal Control Officer under New Jersey law.
- Perform such additional animal control services as may be requested by the Township.

SUBMISSION REQUIREMENTS

Each proposal shall include:

1. Name, address, telephone number, and email address of the individual or firm.
2. Description of qualifications and experience providing animal control services.
3. Proof of Animal Control Officer certification, if applicable.
4. Description of experience serving municipalities.
5. Identification of personnel assigned to provide services.
6. Three municipal references.
7. Description of available equipment and resources.
8. Description of response procedures and availability.
9. Proposed fee schedule.
10. Disclosure of any actual or potential conflicts of interest.
11. Proof of insurance coverage.

EVALUATION AND SELECTION

Proposals will be evaluated based upon:

- Qualifications and experience.
- Municipal animal control experience.
- Availability and response capabilities.
- Qualifications of assigned personnel.
- References and past performance.
- Cost effectiveness.

The Township reserves the right to request additional information, conduct interviews, and select the proposal determined to be in the best interest of the Township. The lowest fee proposal will not necessarily be selected.

The appointment shall be made by resolution of the Township Committee.

REQUIRED DOCUMENTS

The successful proposer shall provide all documents required by law, including:

- New Jersey Business Registration Certificate.
- Ownership Disclosure Certification.
- Non-Collusion Affidavit.
- Certificate of Insurance.
- Affirmative Action documentation, if required.
- Animal Control Officer certification documentation.
- Any additional forms required by the Township or State of New Jersey.

CONTRACT TERM

The contract shall be for the period of:

January 1, 2027 through December 31, 2027

Any reappointment shall be subject to approval by the Township Committee and permitted by law.

COMPENSATION

The proposal shall clearly identify all fees and charges, including:

- Annual Contract Fee
- Per Call Rate (if applicable)
- Emergency Response Rate
- Animal Transportation Fees
- Court Appearance Fees
- Reimbursable Expenses
- Any Other Fees

QUESTIONS

Questions regarding this RFP shall be directed to:

Christine Pippet, Acting Township Clerk
Township of Oldmans
40 Freed Road
Pedricktown, NJ 08067
Phone: (856) 299-0780

Any addenda issued for this RFP will be posted on the Township website.

RESERVATION OF RIGHTS

The Township reserves the right to:

- Reject any or all proposals.
- Waive minor informalities.
- Request additional information from proposers.
- Conduct interviews.
- Negotiate contract terms as permitted by law.
- Make an award in the best interest of the Township.

PROPOSAL CERTIFICATION

Firm/Proposer Name: _____

Address: _____

Telephone: _____

Email: _____

Authorized Representative: _____

Signature: _____

Date: _____

FEE PROPOSAL

Annual Contract Fee: $_____

Per Call Rate (if applicable): $_____

Emergency Response Rate: $_____

Animal Transportation Fee: $_____

Court Appearance Fee: $_____

Other Fees: $_____

Reimbursable Expenses: _____

Additional Comments: _____

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