

**1.9 TENDER FOR ANIMAL POUND AND AFTER HOURS SERVICES**  
(2021096: JF)

Responsible Director: Peter Panagakos

**RECOMMENDATION\***

*That Council:*

- 1. Awards the tender from RSPCA Victoria for Animal Pound and After Hours Services, Contract No. 2021096 for an estimated first year annual fee of \$926,522 comprising (i) the fixed annual Lump Sum of \$840,887 for Pound Services and (ii) an estimated fee of \$85,635 for After Hours Services based on the tendered schedule of rates and historical volumes;*
- 2. Authorises the Chief Executive Officer to execute the contract agreement once contractual negotiations are completed;*
- 3. Notes that the contract is proposed to commence in September 2021 with an initial term of three years with two separate extension options of one year each and authorises the Chief Executive Officer to approve these extension options subject to satisfactory performance; and*
- 4. Notes that the total estimated value of this contract is \$4,542,143 inclusive of all available extension options and an assumed 2% annual CPI adjustment (except for the proposed year 4 Pound Services fixed lump sum).*
- 5. Notes and approves and additional \$49,820 GST exclusive to be added to the 2021/22 Pound Services budget to cover the anticipated contract costs for the full financial year.*

*(\*Please note that all dollar figures are GST Inclusive unless stated otherwise)*

**INTRODUCTION**

Council has conducted a tender for Animal Pound and After Hours Services.

**BACKGROUND**

Council is required to deliver a range of functions and responsibilities in accordance with the Domestic Animals Act 1996. Under these provisions Council must provide a means of holding impounded animals and ensuring their care until such time the animal can be claimed, rehomed or, if necessary, euthanized. It is also necessary to collect and impound animals after hours and as such the following services are required:

- Provision and maintenance of a high quality, readily accessible, responsive animal pound facility
- Ensuring that the pound meets the requirements of the Code of Practice for the Management of Dogs and Cats in Shelters and Pounds
- Secure impoundment and care of animals
- The correct release or disposal of impounded animals
- Registration of animals
- Keeping of accurate records of animals received, held and disposed of from the pound
- Collection and banking of fees and charges
- Provision of an after-hours animal collection service which satisfies Council's statutory obligations and objectives outlined in the Domestic Animal Management Plan
- Promotion of responsible pet ownership and public education.

Council currently engages the services of RSPCA Victoria.

#### **NOTIFICATION**

A public notice was placed in The Age newspaper on 12/06/2021 and the tender closed on 2/07/2021.

#### **TENDERS RECEIVED**

A tender submission was received from the following supplier by the appointed closing time.

- *RSPCA Victoria*

#### **Tender Conformance:**

The RSPCA Victoria submission proposed a number of non-conforming elements including the pricing methodology and a number of contractual departures. However, officers chose to continue to evaluate the RSPCA Victoria submission on the basis that further discussion and negotiation (if required) would result in an acceptable outcome for Council.

#### **TENDER EVALUATION**

All members of the evaluation panel signed Conflict of Interest and Confidentiality forms and no conflicts were raised.

The tenderer was assessed in accordance with the evaluation criteria published in the tender documentation:

<b>Table 1</b>	<b>Key Selection Criteria</b>	<b>Criteria Weightings</b>
Qualitative Criteria	Capacity and Capability	30%
	Sustainability	10%
Quantitative Criteria	Price	60%

### ***DISCUSSION***

The final evaluation ranking including the price and non-price evaluation criteria had the RSPCA Victoria ranked highest and as such, the evaluation panel recommends them as representing the best value outcome for Council.

### ***FINANCIAL IMPLICATIONS***

The current 2021/22 budget for Pound Services is \$743,000 excluding GST (\$817,300 GST inclusive).

Applying the proposed contract rates on a pro rate basis for the 2021/22 financial year, an additional \$54,800 (GST inclusive) will be required to cover the anticipated costs for the full financial year.

### ***SUSTAINABILITY OUTCOMES***

The RSPCA has demonstrated a commitment to environmental, social and local sustainability.

The redeveloped RSPCA Burwood facility has allowed for:

- Water saving design elements, recycling and rainwater collection.
- Air conditioning using mechanical systems and ventilation to reduce power usage.
- Automatic lights and air-conditioning.
- Design which incorporates the use of natural light.
- Subsurface wetlands, which reuses water for kennel wash down and irrigation.

They have established an Environmental Committee and an Environmental Policy and through this work have introduced initiatives such as Eco-Bins (separation of waste) and a means of promoting and re-using items that are no longer used in one area of the business but may be of use in another. These programs, along with a planned energy audit are examples where a reduction in carbon emissions has been targeted.

In terms of social and local sustainability the RSPCA employs staff and engages volunteers from within Monash and report having processes and procedures in place to support equal opportunities.

Social sustainability is further supported by through an offer to deliver up to \$20,000 per year (first three years), in addition to the tendered amount, worth of localised animal welfare prevention initiatives, to be designed, agreed upon and delivered during the life of the contract, totalling \$60,000.

### ***CONCLUSION***

That Council approves the recommendations contained within this report.