



Town of Burin

Request for Proposals (RFP)

Animal Control Officer Services

RFP Issue Date: May 19, 2026

Proposal Submission Deadline: June 1, 2026

Contract Term: Five (5) Years

Estimated Annual Contract Value: \$26,000 CAD

1. Introduction

The Town of Burin is seeking proposals from qualified individuals or firms to provide Animal Control Officer services within municipal boundaries. The successful proponent will enter into a five-year service contract to deliver professional, responsive, and humane animal control services on behalf of the Town.

The Town invites experienced and qualified proponents to submit proposals outlining their qualifications, service approach, and pricing structure.

2. Scope of Services

The successful contractor shall provide comprehensive animal control services, including but not limited to:

- Responding to complaints regarding stray, loose, dangerous, injured or nuisance animals;
- Enforcement of municipal animal control by-laws and regulations;
- Capturing and transporting domestic and wild animals safely and humanely;
- Coordination with veterinarians, shelters, rescue organizations and law enforcement as required;
- Investigation of animal-related incidents and complaints such as animal cruelty, neglect, bites, and nuisance complaints;
- Maintenance of detailed service records and incident reports;
- Issuing warnings, notices and citations when necessary;

- Educating the public on responsible pet ownership and animal care;
- Attendance at court proceedings related to enforcement actions, if required;
- Emergency response related to animal control matters;
- Cleaning and maintaining animal housing areas, vehicles & equipment.

Services are expected to be available on an on-call basis, including evenings, weekends and holidays, as necessary.

3. Contractor Responsibilities

The successful proponent shall:

- Possess a high school diploma or equivalent;
 - Maintain appropriate liability insurance coverage;
 - Possess a valid driver's licence with a safe driving record;
 - Supply a Certificate of Good Standing with Workplace NL;
 - Supply the necessary transportation required to perform duties;
 - Ensure humane handling of all animals in accordance with applicable provincial legislation;
 - Maintain confidentiality and professionalism in all interactions with the public and Town officials;
 - Possess strong communication and conflict resolution skills;
 - The physical ability to lift, restrain and transport animals safely
 - Working knowledge of the Animal Protection Act;
 - First Aid/CPR certification and Animal Control Certification considered assets.
 - Certification in Law Enforcement Techniques considered an asset.
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4. Proposal Requirements

Proposals should include the following information:

A. Proponent Information

- Name of individual or company;

- Mailing address;
- Contact information;
- Relevant experience and qualifications.

B. Service Delivery Plan

- Description of how services will be provided;
- Availability and response times;
- Equipment and resources available.

C. References

- Minimum of three professional or municipal references.

D. Pricing Proposal

- Annual contract price;
 - Breakdown of any additional fees or costs, if applicable.
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5. Contract Term

The contract shall commence on July 1, 2026 and continue for a period of five (5) years, subject to annual performance review and budget approval by the Town Council.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications;
- Demonstrated understanding of animal control services;
- Response capability and availability;
- Cost effectiveness;
- References and past performance.

The Town reserves the right to reject any or all proposals and is not obligated to accept the lowest-priced submission.

7. Submission Instructions

Sealed proposals clearly marked:

“RFP – Animal Control Officer Services”

Must be submitted no later than **Monday, June 1, 2026 at 12:00 Noon** to:

Town Manager
Town of Burin
491 Main Street
P.O. Box 370
Burin, NL A0E 1E0

Late submissions will not be considered.

8. Questions and Clarification

Questions regarding this RFP may be directed to:

Leo Hartson, Town Manager
Town of Burin
Phone: 709-891-1761
Email: lhartson@townofburin.ca

9. Reservation of Rights

The Town reserves the right to:

- Amend or cancel this RFP at any time;
 - Request clarification from proponents;
 - Negotiate with the preferred proponent;
 - Reject any or all submissions.
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Issued by:

Town of Burin
May 19, 2026