

**Meeting Date:** July 7, 2025  
**Department:** Legal and Legislative Services  
**Report No.:** LLS-2025-09  
**Submitted by:** Jennifer Pereira, Director of Legal and Legislative Services/Clerk  
**Approved by:** Rob Browning, Chief Administrative Officer

**SUBJECT:** Animal Control Services Tender Award

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**RECOMMENDATION: THAT:** Council receive Report LLS-2025-09 for information, and further;

**THAT:** the Municipality enter into a three (3) year contract with Southwest Middlesex Animal Shelter for the provision of Animal Control Services starting September 01, 2025, in the amount of \$55,000 +HST for Year One, \$56,100 + HST for Year Two and \$57,222 + HST for Year Three.

**BACKGROUND:**

The current Animal Control Services Agreement is with Animal Care Centre Lobo. This one-year contract was approved on August 6, 2024 at the cost of \$150,000 and is expiring on August 31, 2025.

**COMMENTS:**

A Request for Proposal for the provision of Animal Control Services for a three-year contract (September 01, 2025 – August 31, 2028) was posted on the Bids and Tenders section of the Municipal Website. The Municipality received three (3) bids on June 06, 2025.

One of proposals bid on an hourly rate and under Section 11 of the Procurement Policy, it states that a **"major irregularity"** is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. Staff must reject any bid that contains a major irregularity.

Below are the summaries of the two other bids received.

<b>Southwest Middlesex Animal Shelter</b>	
	<b><u>Price excludes HST</u></b>
Year 1 Contract Price - Animal Control Services - Sep 1-2025 to Aug 31-2026	\$ 55,000
Year 2 Contract Price - Animal Control Services - Sep 1-2026 to Aug 31-2027	\$ 56,100
Year 3 Contract Price - Animal Control Services - Sep 1-2027 to Aug 31-2028	\$ 57,222
<b>Total Contract</b>	<b>\$ 168,322</b>

<b>Animal Care Centre Lobo</b>	
	<b><u>Price excludes HST</u></b>
Year 1 Contract Price - Animal Control Services - Sep 1-2025 to Aug 31-2026	\$ 150,000
Year 2 Contract Price - Animal Control Services - Sep 1-2026 to Aug 31-2027	\$ 150,000
Year 3 Contract Price - Animal Control Services - Sep 1-2027 to Aug 31-2028	\$ 150,000
<b>Total Contract</b>	<b>\$ 450,000</b>

## **CONSULTATION:**

Director of Financial Services

## **FINANCIAL IMPLICATIONS:**

The 2025 budget for the Animal Control Service Contract is \$150,000. Acceptance of this bid would lead to a decrease over the term of the next contract (3 Years) of \$281,678.

## **ALTERNATIVE(S) TO THE RECOMMENDATION:**

1. Council to provide alternate direction.

## **STRATEGIC PLAN ALIGNMENT:**

This matter is in accord with the following strategic priorities:

**Managing the Challenges of Growth for the Municipal Organization:** Strathroy-Caradoc will be an inclusive community where growth is managed to accommodate a range of needs and optimize municipal resources. We are committed to maintaining operational efficiency and economies of scale through these times of change.

## **ATTACHMENTS:**

Animal Control Services Agreement