

6.4 Financial Reports

6.4.1 Animal Pound Services Tender 22-014

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Recommendation(s)

It is recommended that Council approve the award of contract 22-014 to the Lost Dogs Home, following the public tender outlined in this report.

Attachments

1. CONFIDENTIAL - Tender Evaluation Report 22 014 Animal Pound Services July 2022
[6.4.1.1 - 4 pages]

Executive Summary

In order to fulfill its obligations under the Domestic Animals Act, Council must have the capacity to seize and impound nuisance domestic animals (in particular dogs and cats). Under Section 84Y of the Act, Council may engage an 3rd party to fulfill that function, and this is an attractive solution, given the extensive regulation and codes of practice that must be adhered to by an entity holding domestic animals.

During the tender process, 1 tender was received, which was considered favourably by the panel.

The full tender assessment report is attached to this report.

Background

In order to fulfill its obligations under the Domestic Animals Act, Council must have the capacity to seize and impound nuisance domestic animals (in particular dogs and cats). Under Section 84Y of the Act, Council may engage an 3rd party to fulfill that function, and this is an attractive solution, given the extensive regulation and codes of practice that must be adhered to by an entity holding domestic animals.

The cost of animal impoundment is partially defrayed by the capacity to charge fees prior to the release of animals back to their owners. This most typically occurs when an animal is impounded after being found wandering, or when a dog is impounded following a dog attack.

Most southern metro Councils use a single provider, and there is limited market for alternatives. During the tender process, 1 tender was received, which was considered favourably by the panel.

Details of tenders

A public tender was called on [28 May 2022](#). During the open period 0 questions were asked and 0 addendums created. Tender closed on [21 June 2022](#), with 1 submission received from the following:

Tenderer	Submitted Price	Conformance
The Lost Dogs Home	An itemised cost schedule provided. Estimated annual cost of contract in 22/23 = \$197,695	Conforming

Conflict of Interest

All members completed and signed the required Conflict of Interest forms (COIs), with no conflicts identified.

Evaluation Plan/Criteria

An Evaluation consisting of the criteria as shown in the table below, was scored against all conforming tenders for both weighted and non-weighted criteria to ensure the viability of the submissions and to ensure that value for money results were achieved.

Evaluation Criteria	Weightings
Compliance with Specification	18%
Capability and Capacity	18%
Relevant experience and past performance of the tenderer	18%
Quality system, occupational health and safety, Environmental systems	18%
Customer Service	10%
Location of service	18%
Financial viability	Non-weighted
Risk and insurance	Non-weighted
Compliance with conditions of contract	Non-weighted
Conflict of interest	Non-weighted

Tender Assessment

All tenders were assessed and scored using the above criteria, by each panel member independently, with a subsequent meeting held to discuss submissions and determine a final consensus score.

Justification of Preferred Tenderer

The full tender assessment report is attached to this report.

As the only tenderer, and the current inability to provide an alternative in-house, the Lost Dogs Home is naturally the preferred contractor to provide this service.

The Lost Dogs Home have provided this service to Cardinia Shire Council for many years, and have proven to be a reliable contract partner. Provision of animal shelter/impound services is the core activity. They currently are the exclusive animal pound for 12 metropolitan Councils, including all South East metro Councils.

Standard due diligence and reference checks were completed in respect of this tender, with no adverse information obtained.

The Panel agreed that The Lost Dogs Home be recommended as the preferred tenderer.

Relevance to Council Plan

5.1 We practise responsible leadership

5.1.2 Manage our finances responsibly and leave a positive legacy for future generations.

5.1.4 Maximise value for our community through efficient service delivery, innovation, strategic partnerships and advocacy.

Conclusion

A public tender was called on 28 May 2022. The tender closed on 21 June 2022, with 1 submission received from the Lost Dogs Home.

The Panel agreed that The Lost Dogs Home be recommended as the preferred tenderer.