



Public Health and Social Services

Request For Proposal

2025_Public Health_RFP-Animal Shelter Operations

REQUEST FOR PROPOSALS (RFP) - ANIMAL SHELTER OPERATIONS

Lewis County



PUBLIC HEALTH AND SOCIAL SERVICES

Project: Request for Proposals (RFP) - Animal Shelter Operations, 2025_Public Health

1. Introduction

1.1. Summary

Lewis County has a need for animal shelter operations services and is considering outsourcing these services to a separate organization. The contractor would provide animal sheltering as well as care and placement of impounded animals.

1.2. Background

Facility

The current shelter facility is located at 560 Centralia Alpha Road and has office space for a manager/supervisor and three workspaces for staff. There are 16 kennel spaces for dogs and approximately 25 available for cats depending on age and size. Additional kennels and space are available for housing dangerous animals as well as isolated and quarantined animals. The structure is of block construction with concrete flooring. There is on-site parking, and an outdoor dog run where animals are exercised. It is anticipated that contract negotiations with the successful proposer will include either a low or no-cost lease of the County's facility or that the proposer will offer an alternate site.

Scale of Current Operations

Intakes		2022	2023	2024
	Stray	425	203	172
	Owner surrender	194	365	262
	Other	49	17	14
	Total	668	585	448
Outcomes		2022	2023	2024
	Adopted	432	487	364
	Returned to owner	124	46	38
	Euthanized	21	12	15
	Other	91	40	25
	Total	668	585	442

1.3. Contact Information

Meja Handlen

Director for PH&SS

360 Northwest North

Chehalis, WA 98532

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Phone: (360) 740-1234

Department:

Public Health and Social Services

Department Head:

Meja Handlen

Public Health Director

1.4. Timeline

Release Project Date	December 23, 2025
Pre-Proposal Meeting (Mandatory)	January 12, 2026, 2:00pm 560 Centralia Alpha Rd, Chehalis, WA 98532
Question Submission Deadline	January 20, 2026, 4:00pm
Proposal Submission Deadline	February 2, 2026, 2:00pm

2. Project Details

2.1. Important Instructions for Electronic Submittal

Lewis County, Public Health and Social Services, is accepting proposals exclusively through electronic submission. Respondents shall create a FREE account with OpenGov Procurement by signing up at <https://procurement.opengov.com/signup>. Once you have completed account registration, browse back to this page, click on "Submit Response", and follow the instructions to submit the electronic proposal.

2.2. Project Details

A. Definitions

- For purposes of this Request for Proposal (RFP) and any resulting contract, the following definitions shall apply. These definitions align with Lewis County Code Title 6 to ensure consistent interpretation and application of legal and operational requirements:
 - **Animal Control Authority:** The Lewis County Sheriff or any authorized personnel or designees charged with enforcement of animal-related laws.
 - **Dangerous Animal:** An animal that has inflicted severe injury on a human being without provocation, killed a domestic animal or livestock while at large, or has been previously found to be potentially dangerous and subsequently attacks or endangers the safety of humans or animals.
 - **Domestic Animal:** Any dog, cat, rabbit, horse, mule, ass, bovine animal, poultry, duck, lamb, goat, sheep, hog, or other animal made to be domestic or lawfully owned or kept as a pet.
 - **Evidence Animal:** An animal held at the request of law enforcement or the courts for the purpose of investigation or legal proceedings.
 - **Impoundment:** The lawful seizure and placement of an animal into the custody of the Lewis County Animal Shelter, typically due to violation of law, safety concern, or abandonment.
 - **Owner:** Any person, organization, or entity possessing, harboring, keeping, or having custody or control of an animal for at least 14 calendar days, regardless of formal ownership.
 - **Quarantine:** The strict confinement and observation of a domestic dog, cat, or ferret that has bitten a person and broken the skin, for a minimum period of 10 days to monitor for disease.

- Stray: An animal that is at large and not under the immediate control or supervision of its owner or keeper.

B. Project Scope

- The Contractor will be responsible for the comprehensive management and operation of a full-service animal shelter facility. The work includes humane intake, care, housing, medical attention, and placement of domestic animals, with a focus on maintaining high welfare standards and facilitating positive outcomes for animals in custody.
- Animal Intake and Care
 - Receive and intake domestic animals brought by the Lewis County Sheriff's Office (LCSO); as space allows receive and intake domestic animals brought in by Lewis County residents, or as required by applicable RCWs and LCC provisions.
 - Coordinate with the LCSO to:
 - Ensure round-the-clock access by LCSO staff for after-hours drop off of impounded animals.
 - Receive, house, and euthanize dangerous animals as necessary.
 - House evidence animals.
 - Provide quarantine services for animals that have bitten a person and broken the skin.
 - Perform intake evaluations including health and behavior assessments.
 - Provide animals with appropriate housing, nutrition, clean water, and care.
 - Maintain appropriate separation (e.g., dogs and cats, healthy and sick, quarantine areas).
- Facility Operation and Maintenance
 - Operate and maintain a clean, sanitary, and secure shelter facility.
 - Ensure that animal spaces (kennels, cages, runs) are routinely cleaned and disinfected.
 - Adhere to shelter capacity limits and implement intake management protocols to avoid overcrowding.

- Open the shelter during regular hours that allow customers with different schedules to visit the facility.
- Veterinary and Preventive Health Care
 - Administer basic veterinary care, including vaccinations, parasite control, and minor treatments.
 - Have available the services of a local veterinarian for injured, sick or diseased animals.
 - Provide emergency and humane euthanasia services when necessary, following best practices and legal requirements.
 - Provide microchipping services as requested by adopters.
 - Ensure all adopted dogs and cats are spayed or neutered prior to adoption.
- Adoption and Placement Programs
 - Work with animal rescue organizations, foster networks, and transport programs to transfer animals to other facilities or homes.
- Reunification and Owner Return
 - Make every reasonable effort to reunite stray animals with their owners, including microchip scanning and lost pet outreach.
 - Hold stray animals for at least three business days during which owners may claim them, or as required by LCC.
 - Maintain accurate and accessible records of impounded animals and owner contact attempts.
 - Post images and information about stray and adoptable animals online within one business day of intake.
- Volunteer and Foster Programs
 - Recruit, train, and manage volunteers to assist with shelter operations, animal care, exercise, enrichment, and events.
 - Develop and manage a foster program to support neonatal and other long-stay animals.
- Animal Traps
 - Maintain a suitable number of traps for the live capture of animals and loan traps to County residents upon request.

- Instruct residents on the proper use of traps and the proper care and handling of captured animals.
- Reporting and Records Management
 - Maintain complete and auditable records of animal intakes, outcomes, and shelter operations. For each animal, the record will include:
 - Animal type
 - Type of intake
 - Beginning and ending dates of housing
 - Name, address, and telephone number of owner or person who brought the animal in
 - Ultimate outcome
 - Provide monthly and annual operational and statistical reports to the County including:
 - Number of intakes.
 - Number of adoptions, transfers, or foster placements.
 - Description of each animal housed at the shelter, where and how the animal was obtained
 - Dangerous and evidence animals housed at the shelter
 - Comply with applicable records retention schedules and public disclosure laws.
- Shelter Staffing and Training
 - Employ qualified shelter personnel.
 - Ensure staff are trained in animal handling, welfare standards, disease control, and customer service.
- Compliance and Standards
 - Operate the facility in accordance with local, state, and federal regulations.
 - Submit to inspections by the County and other authorized entities.

2.3. Eligibility Criteria

- A. Resources and capability to provide the materials and services as described herein.

- B. Preference will be given to respondents with experience housing and caring for animals other than as a pet in a home.
- C. Preference will be given to respondents with proven capacity to manage staff, operations, and business functions.
- D. The selected vendor or contractor would be required to maintain, at its sole expense, the following insurance coverage throughout the term of this Agreement:
 - Commercial General Liability (CGL) insurance on an occurrence basis, including premises-operations, products/completed operations, personal and advertising injury, and contractual liability coverage, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate; and
 - Umbrella or excess liability insurance providing coverage in excess of the underlying CGL policy, with minimum limits of \$2,000,000 to \$4,000,000 per occurrence and in the aggregate.
- E. The selected vendor or contractor would be required to maintain, at its sole expense, the following insurance coverage throughout the term of the agreement:
 - Commercial General Liability (CGL) insurance on an occurrence basis, including premises-operations, products/completed operations, personal and advertising injury, and contractual liability coverage, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate; and
 - Umbrella or excess liability insurance providing coverage in excess of the underlying CGL policy, with minimum limits of \$2,000,000 to \$4,000,000 per occurrence and in the aggregate.
 - Please note, insurance requirements may be increased, as negotiated in a final Agreement, based on services and the facility location.
- F. The selected vendor or contractor would be required to maintain, at its sole expense, the following throughout the term of the agreement:
 - The offeror shall have a current Washington state business identifier number.
 - An employment security department number as required by Title 50 RCW
 - Other licenses required by the State of Washington for the services proposed.
- G. The County shall also examine Offeror for responsibility. Responsibility shall include, but not be limited to the following criteria:

- The offeror shall not be “inactive,” or “not in good standing” with the Washington State Secretary of State’s Office, the Department of Revenue, or the Department of Labor & Industries;
 - The offeror shall have a demonstrated history of financial stability;
 - The offeror, its agents and employees shall not have been convicted of any crime involving cruelty to animals.
 - The County may request additional information to determine responsibility
- H. All costs for developing response submittals are the obligation of the firm and are not chargeable to the County. All submitted documentation will become the property of the County and will not be returned. Proposals may be submitted early and withdrawn at any time before the published due date listed above, provided notification is submitted in writing to the County’s agent listed in the contact information.
- I. The County reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the County, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

2.4. Applicant and Application Requirements

Any party, public or private, may apply to provide services under this program, provided it can meet the requirements set forth.

2.5. Decision Making Process

- A. Applicants submitting proposals which meet the requirements may be asked to provide an oral presentation to the review committee.
- B. The review committee will score proposals according to the criteria and percentage value identified in the Evaluation Criteria. The review committee, in its discretion, may further define these criteria and implement and allocate value within these percentages.
- C. Lewis County, in its sole judgment, reserves the right to determine which proposals best meet the County’s needs. The County retains the right to reject any or all proposals or to waive formalities with or without cause.

3. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Experience and Qualifications of Proposer	0-100 Points	40 <i>(40% of Total)</i>
2.	Approach to Animal Welfare and Services	0-100 Points	40 <i>(40% of Total)</i>
3.	Cost Proposal and Competitive Rates	0-100 Points	20 <i>(20% of Total)</i>

4. Proposed Estimated Budget

PROPOSED ESTIMATED BUDGET — COST BASIS & FUNDING DISCLAIMER

All costs shall be fully burdened and include, at a minimum, management and supervision; operators; tools; supplies; equipment; materials; transportation; coordination; reviews/inspections; applicable reimbursements; and all labor necessary to ensure timely performance of the required services. Funding source is undetermined. Any costs may be the responsibility of the requestor and not the County. Submission of an estimate or performance of any work does not constitute a commitment by the County to fund, reimburse, or pay such costs.

No reimbursement or payment shall be due unless and until authorized in a fully executed written agreement or purchase order issued by the County.

Line Item	Description	Unit of Measure	Unit Cost
1	One-Time Cost: Start-Up & Transition	Entire Cost	
2	Recurring Operating Costs (Monthly): Staffing	Aggregate Monthly Cost	
3	Recurring Operating Cost (Monthly): Animal Health	Aggregate Monthly Cost	
4	Recurring Operating Cost (Monthly): Operations	Aggregate Monthly Cost	

5. Vendor Submissions

5.1. Proposal Requirements Certification*

Did you read through and confirm that you meet all proposal requirements, including but not limited to the following sections:

- Project Details
- Evaluation Criteria
- Applicant and Application Requirements
- Decision Making Process
- Proposed Estimated Budget

By responding affirmatively, the applicant acknowledges and attests that they are able to meet and maintain all insurance requirements as specified in this RFP.

☐ Yes

☐ No

*Response required

5.2. Transmittal Cover Letter*

Please limit your cover letter to one (1) page and identify the contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed Project Manager. A duly authorized officer, employee, or agent of the entity must sign the cover letter.

*Response required

5.3. Narrative for Proposal*

Please provide the following narrative information in Times New Roman, 12-point font. The application must not exceed 10 pages. Any pages beyond this limit will not be reviewed or considered by the committee.

- Proposals must include the following sections:
 - Organizational Background: Provide an overview of your organization, including its history, mission, staffing structure, and relevant experience.
 - Approach to Services: Describe your operational approach, including intake procedures, animal care practices, veterinary services, hours of operation, adoption processes, and euthanasia policies.

- Reporting & Accountability: Explain your methods for data management, record-keeping, and the fee collection process.
- Fee Proposal: Present your proposed annual fee, fee credit structure, and itemized costs for any additional services

*Response required