



Town of Erwin, NY

Request for Proposals (RFP): Dog Control and Kennel Services – 2026

1. Introduction

The Town of Erwin is seeking proposals from qualified individuals or organizations to provide Dog Control Services, Kennel Services, or both for the calendar year 2026. Respondents may submit proposals for either service independently or as a combined proposal. The selected contractor(s) will be responsible for enforcing Article 7 of the New York State Agriculture and Markets Law, as well as Chapter 54 Article II Animal Control of the Town of Erwin Code. Services include responding to dog-related complaints, investigating violations, and/or providing humane shelter and care for seized or stray dogs.

2. Scope of Services

Dog Control Officer Responsibilities

- Provide a vehicle (including fuel and maintenance) for dog control duties.
- Promptly respond to complaints and reports of loose, nuisance, dangerous, or stray dogs.
- Investigate violations of dog control laws and ordinances.
- Enforce the provisions of Article 7 of the Agriculture and Markets Law.
- Capture and transport dogs to the designated kennel facility.
- Issue appearance tickets and prepare written reports and documentation as required.
- Maintain a log of calls and actions taken.
- Respond to emergency calls, including after-hours and weekend incidents.
- Work cooperatively with Town officials, local law enforcement, and animal shelters.
- Maintain required licensure or certification and comply with all legal and regulatory requirements.

- Submit monthly reports by the 5th of each month detailing seizures and dispositions.
- Remit all impoundment fees and collected monies to the Town.
- Maintain all required records in accordance with Article 7.
- Investigate unlicensed dogs and issue violations as needed.
- Provide appropriate care and attempt to locate owners.
- Pick up tied or confined stray dogs.
- The DCO will not be responsible for:
 - Dead animal removal.
 - Routine patrols.
 - Entering private property without owner or police presence.
 - Noise ordinance enforcement.
 - Disposal of unwanted pets.

Kennel Responsibilities

- Maintain a NYS Department of Agriculture and Markets licensed shelter for seized dogs and accept all dogs legitimately seized by the Town of Erwin.
- Properly care for all dogs brought to the shelter and hold them for the time periods specified in Section 118 of the Agriculture and Markets Law or as directed by court order.
- Allow redemption only upon proof that the dog is properly licensed.
- Provide 24-hour access to the DCO or deputy for delivery and removal of dogs (not open to the public 24/7).
- Cooperate with Town officials to ensure compliance with Article 7 and related regulations.
- Retain and make available accurate records of all dogs cared for.
- Remit all impoundment fees and other monies collected to the Town's fiscal officer.

3. Compensation

Kennel Services: Provide fee structure per dog, per day up to 5 days.

Dog Control Services: Please include a proposed fee structure (e.g., monthly retainer, hourly rate, per-call charge).

4. Proposal Requirements

- Cover letter summarizing qualifications and interest.
- Description of qualifications and prior experience in dog control or animal services.
- Description and location of kennel facilities (if applicable).
- Proposed fee structure.

- Availability and response times, including emergency and after-hours coverage.
- Proof of insurance (general liability, automobile, and workers' compensation, if applicable).
- List of equipment and resources available for dog control services.
- Proof of applicable licenses or certifications.
- Three (3) references from current or past clients.

5. Evaluation Criteria

- Relevant experience and qualifications.
- Responsiveness and availability.
- Cost-effectiveness of the proposed fee structure.
- References and past performance.
- Overall approach to fulfilling the scope of services.
- Submit to a Background check prior to board approval.

6. Submission Instructions

Proposals must be submitted by September 12, 2025 to:

Town of Erwin
Attn: Melissa Greenthal
310 Town Center Road
Painted Post, NY 14870

Or via email to: mgreenenthal@erwinny.gov

Late submissions will not be considered.

7. Terms and Conditions

- The selected contractor will enter into formal agreements with the Town of Erwin for Dog Control and/or Kennel Services based upon their proposal.
- The agreement may be terminated by either party with 30 days' written notice.
- The Town reserves the right to reject any or all proposals.
- The contract will be governed by the laws of the State of New York.