



CITY OF CRANBROOK
REQUEST FOR EXPRESSION OF INTEREST
“Care and Impoundment of Stray Dogs and Cats from within the City of Cranbrook”
CRA2026-E-001

Background

The Corporation of the City of Cranbrook (“the City”) invites Expressions of Interest (EOI) from interested parties to contract for the care, impoundment, and disposal of animals apprehended or seized within the boundaries of the City of Cranbrook (herein referred to as “kennel services”). The definition of animals is limited to domestic dogs and cats.

Project Description

The City of Cranbrook requires a Contractor with the resources to provide for the shelter, care, and management of animals apprehended or seized within the boundaries of the City of Cranbrook. The Contractor will care for the animals until they are claimed by their owner, or until the hold period expires and the ownership transfers to the Contractor. In the event the animal is held for court process, arrangements will be made between the Contractor and City of Cranbrook that is mutually agreed upon.

Kennel services provided by the Contractor will include, but are not limited to, the following:

- Maintain accurate, daily records regarding all animals held at the kennel;
- Provide access to Bylaw staff or RCMP to review animal records;
- Notify Bylaw staff if RCMP drop off any animals;
- Establish maintenance protocols for the animals;
- Maintain a safe and secure kennel in all weather conditions;
- Ensure confidentiality of an animal’s presence at the kennel;
- Ensure adequate staffing is available at all times;
- Maintain positive liaisons with local veterinarian offices;
- Obtain approval by City of Cranbrook Staff prior to emergency veterinary care of animals; and
- Follow the requirements for A Code of Practice for Canadian Kennel Operations.

General Requirements

- a. The Contractor will provide sufficient daily food and water for the animals and keep the premises in a clean and sanitary condition.
- b. The kennel space needs to be available to the City Bylaw department and RCMP during non-regular business hours and weekends. A key and alarm code access to the kennel during non-business hours is ideal.

- c. The kennel will provide a telephone line that is promptly answered by the Contractor's staff during operating hours. The kennel will also respond to calls from RCMP and Bylaw staff during non-business hours.
- d. Operators of the kennel shall ensure that all staff charged with the duty of caring for the stray dogs and cats, including vicious or dangerous dogs, are fully trained and qualified to handle such animals.
- e. The kennel must accept and have appropriate secure space for vicious or dangerous dogs as designated by the City of Cranbrook staff.
- f. The Contractor will pay promptly and fully all costs of operating the kennel and providing services including all taxes, property taxes, levies, charges and assessments, permit and license fees, repair and maintenance costs, administration and service fees, telephone, electrical, gas, water, sewage disposal and other utility charges and all other expenses whatsoever.

Contractual Requirements

If a submission is deemed successful by the City, the Contractor is expected to enter a fee-based services agreement with the City of Cranbrook based on the submission starting on March 1, 2026, until February 28th, 2027, with an option to extend the contract for an additional two years. The total value of the contract is \$35,700 per year, paid in monthly installments.

The Contractor will acknowledge that it is an employer as defined in the Workers' compensation act, and that it will, as a condition of this agreement, comply with the Worker's Compensation Act and the regulations thereto and that the City will not be responsible for any costs, fines or levies resulting from the Branch's failure to comply with the Worker's Compensation Board of Regulations.

The Contractor will obtain and maintain throughout the term of the agreement a minimum of \$2 million General Liability Insurance with the City named as an additional insured party. The City reserves the right to modify the type of insurance coverage and the amount of coverage required to be carried by the Contractor.

Submission Requirements

All submissions must include:

- A **Submittal Form** (attached at the end of this document);
- A brief description of the proponent's organization, size, location, services provided and areas of expertise;
- An outline of how the organization will meet all requirements for kennel services and contractual requirements as described above; and
- Any other value-added services provided by the organization.

Enquiries and Closing Date

Enquiries regarding the Expression of Interest should be directed to:

Amanda Peters, Manager of Police Services & Bylaw
40 – 10th Avenue South
Cranbrook, BC V1C 2M8
E-Mail: amanda.peters@cranbrook.ca

Please forward Expressions of Interests clearly labelled **“Care and Impoundment of Stray Dogs and Cats from within the City of Cranbrook ”** via email or mail to the address above no later than **2:30 PM Mountain Time, Wednesday, February 11th, 2026.**

Conditions of Expression of Interest Submissions

1. The submissions are for information only. A submission does not entitle or obligate the Contractor to take on the services requested. The Expression of Interest is non-binding;
2. The City reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not;
3. The Contractor can withdraw the submission at any time on giving notice to the Manager of Police Services & Bylaw (the City);
4. The City may withdraw the Expression of Interest at any time;
5. The submission should provide all information asked for by the Expression of Interest. If the information provided is incomplete, the City may decline to consider the submission;
6. The City may request further information from the Contractor. The Contractor must provide such information at its own cost. If the Contractor fails to respond in a reasonable time, the City may decline to consider the submission further;
7. If the Contractor fails submit an expression of interest as described above by the closing date, the City may decline to consider the submission;
8. The City will not meet or contribute to any costs associated with a submission. All costs are the responsibly of the Contractor;
9. The Contractor must not, without written permission of the City, make public any statement in relation to any Expression of Interest document; and
10. The City will not enter into any correspondence or discussions relating to decisions made by the City pertaining to the above mentioned services.

Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF COMPANY

MAILING ADDRESS

CITY

POSTAL CODE

NAME OF CONTACT PERSON (PLEASE PRINT)

PHONE NUMBER

FAX NUMBER

CELLULAR NUMBER

E-MAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

PLEASE PRINT NAME

DATE