

Aranwood Kennel
100 Stag Hill Road
Mahwah NJ 07430

Contract of Services for The City of Plainfield

Contact: Richard Dubarton
Phone: 201-529-2700
Licensed Animal Control Officer

This is a contract between The City of Plainfield and Aranwood Kennel for full animal control services and animal shelter as per defined by NJ Department of Health guidelines for the sum of \$156,000 per year/\$13,000 per month to be paid within 30 days of the invoice date, effective January 1, 2024. This price will remain in effect through December 31, 2024.

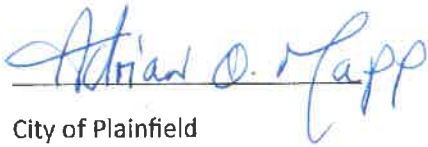
Hours of regular services as provided will be Monday through Friday 9:00am – 5:00pm. Any calls responded to outside of these hours or on any national holiday shall be considered an emergency as described below in statement number five.

SERVICES TO BE PROVIDED:

1. The impounding of any animal deemed to be stray. The only animals to be impounded will be those taken by the animal control officer.
2. The impounding of any owned animal without a current registration tag on its collar.
3. Dependable and quick response to calls from the police department or division of health official to rescue and remove sick, dangerous, diseased, or injured wildlife.
4. Provide the Health Officer with monthly service reports regarding at the minimum intake and disposition of animals.
5. Respond to emergency calls. These shall involve animals on public and private property that represent a life-threatening hazard to the animal and/or the general public. A call shall be deemed an emergency between the hours of 5:00pm and 9:00am Monday through Thursday and from 5:00pm Friday to 9:00am Monday. Responses during these hours will result in no extra charge.
6. Supervision of humane trapping of wild and stray animals on public property with no additional fee. In the event that animals must be trapped on private property, animal traps will be made available to residents for an additional fee of \$60.00 for trap rental and \$60.00 service and removal fee payable in advance shall be born by the owner of the property. Trapping services are available Monday through Friday. There will be no trapping on weekends.
7. Removal of visible wildlife from private homes will be available at a fee of \$60.00 payable by the homeowner. No additional fee if called in by division of health.

8. Dead animals on public streets will be removed and disposed of in a professional, dependable, and timely manner during regular business hours up to 4:00 PM for no additional charge. This does not include owned or licensed animals that have been killed on public property. The cost for this removal shall be the responsibility of the owner. The City Administrator or City Clerk will designate a location in the city for the disposal of small (i.e squirrels, rabbits, etc.) deceased animals picked up by the animal control officer.
9. All licensed animals impounded from public property will be held, owners contacted, and animals returned. Municipal fees or fines will be collected from the owners and forwarded to the proper agency in the City.
10. The City shall provide a list of all licensed animals.
11. Rabies suspect specimens will be prepared at no additional cost, and transported to Union
12. County Health when necessary. If a situation arises when the specimen has to be taken to Trenton, a private courier service will be used. In the case of a bite to a human it is the responsibility of that individual to assume the cost for transport. In other situations, the municipality is responsible for the charges of transportation to Trenton. (Currently about \$180.00)
13. Either Party may terminate this contract for any reason upon 90 days written notice to the non-terminating or other party.
14. If Aranwood must intercede in an emergent situation (natural disaster) that causes Aranwood to take in and house an unusual number of animals (more than 15), or a circumstance that causes Aranwood to provide extraordinary scope of services above and beyond normal animal control an additional fee to cover time and expenses will be borne by the contracting municipality. This fee will be discussed and agreed upon at the onset of the particular circumstance.
15. Animal Control 24 hours per day/seven (7) days a week.
16. Response time within one (1) hour time during normal business hours. Unless deemed an emergency response time for calls received after hours within two (2) hours. Emergency service is defined as the care of injured, trapped, sick, and animals whose lives are endangered or pose a danger to humans.
17. Animal Control to maintain fully equipped, air-conditioned operational vehicles.
18. Stray animal patrol and response by Animal Control Officer (ACO).
19. Maintain adequate, sanitary and secure kennel facilities (including isolation cages for sick or diseased animals) to house and care for stray and impounded animals for the mandatory hold periods.
20. Rescue, pick up and impoundment of stray domestic animals including dogs and cats not limited to public property.
21. Provide community education and services.
22. Provide wildlife rescue, including large, injured animals such as deer.
23. Feral and dangerous animal trapping.
24. Maintenance of lost/found files for dogs and cats.

25. Investigate all animal bite cases and follow up on all animal as well as human beings involved in animal bite cases in accordance with NJDOH guidelines and regulations.
26. Maintain on file all bite incident and animal complaint reports.
27. Disaster planning and response.
28. Report to the Division of Health any dogs or cats not currently licensed and ensure the animal is licensed before release from the shelter.
29. An Animal Control Officer will be assigned to the City of Plainfield, who will report to the Plainfield Division of Health on a working day to pick up all animal-related complaints to investigate and follow up accordingly.
30. The Contractor shall adhere to the Best Practices in Municipal Animal Control in accordance with the State of New Jersey Department of Health.



City of Plainfield

01.22.2024

Date

Richard Dubarton

Aranwood Kennel

12/26/2023

Date

Witness

Date

