



# RESOLUTION No. 24-346

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

### RESOLUTION APPROVING THE RENEWAL OF A PROFESSIONAL SERVICES CONTRACT BETWEEN THE COUNTY OF NEVADA AND SAMMIE'S FRIENDS FOR THE PROVISION OF ANIMAL SHELTER SERVICES IN AN AMOUNT NOT TO EXCEED \$1,100,000 FOR THE PERIOD OF JULY 1, 2024, THROUGH JUNE 30, 2025 AND AUTHORIZING THE CHAIR OF THE BOARD TO EXECUTE THE CONTRACT

WHEREAS, animal shelter services are a core service for the Nevada County community; and

WHEREAS, Sammie's Friends has provided contracted animal shelter services to the County of Nevada since 2010; and

WHEREAS, animal shelter services are dedicated to saving and improving the lives of animals through adoptions, veterinary services, educational programs, and behavior modification or socialization programs; and

WHEREAS, the Nevada County Information and General Services Department intends to renew the contract with Sammie's Friends for animal shelter services; and

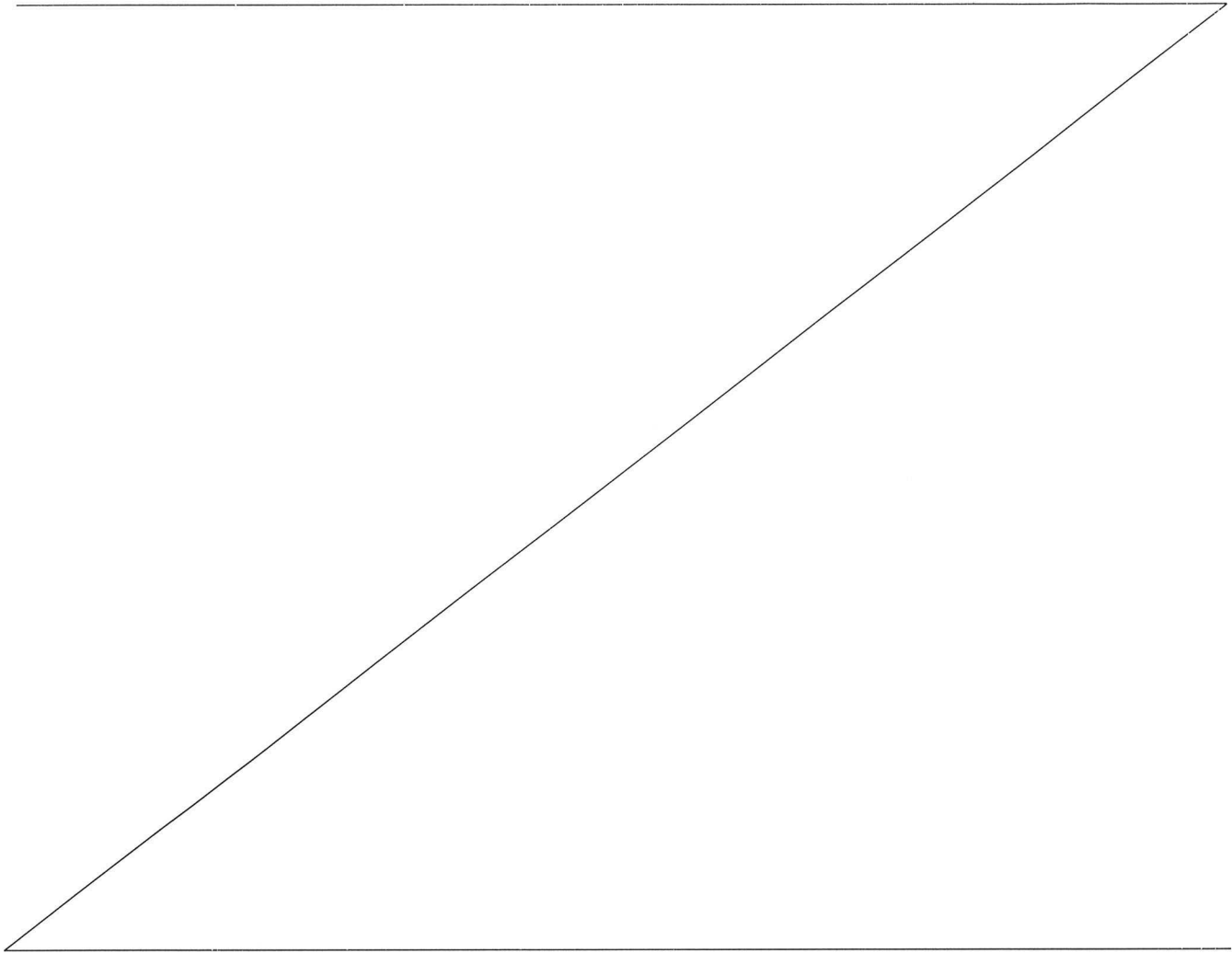
WHEREAS, the contract amount will not exceed \$1,100,000 for the period from July 1, 2024, through June 30, 2025.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Nevada County Board of Supervisors:

1. Approves the renewal of a professional services contract between the County of Nevada and Sammie's Friends for animal shelter services in an amount not to exceed \$1,100,000 for the period of July 1, 2024 through June 30, 2025 and authorizing the Chair of the Board to execute the contract. The contract is contingent upon the adoption of the fiscal year 2024/25 County Budget. The contract begins on July 1, 2024.
2. Authorizes the Purchasing Agent to encumber the contract and to make change orders to this contract up to an aggregate increase of ten percent (10%) as may be necessary to change the level or schedule of service to meet the needs of the County.

Funding from: 0101 20712 538 7000 521520

\$1,100,000.00



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of June 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarthout, Susan Hoek, and Hardy Bullock.

Noes: None.

Absent: None.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN  
Chief Deputy Clerk of the Board of Supervisors

By: 

  
Hardy Bullock, Chair

**Administering Agency:** Nevada County Information and General Services Department

**Contract No.** \_\_\_\_\_

**Contract Description:** **Animal Shelter Management Services**

**PROFESSIONAL SERVICES CONTRACT**

**THIS PROFESSIONAL SERVICES CONTRACT** ("Contract") is made at Nevada City, California, as of July 1, 2024 by and between the County of Nevada, ("County"), and Sammie's Friends ("Contractor") (together, "Parties", individual "Party"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed One Million and One-Hundred Thousand Dollars (\$1,100,000).**
3. **Term** This Contract shall commence on July 1, 2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: June 30, 2025.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract above and beyond those spaces and substances defined in Exhibit A-2 (Use of Shelter Facilities).
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party. See Notice to Cure Clause in Section 21.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages  **shall apply**  **shall not apply** to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.

Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the industry standards observed by other shelters in the geographical area practicing the profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.

Contractor's personnel, when on County's premises and when accessing County network remotely, shall comply with County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by County's Chief Information Officer or his/her designee.

14. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
  - Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable

prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.

- Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
  - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
  - County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
15. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
16. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
17. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
18. **Political Activities** Contractor shall in no instance expend County funds or use County resources derived from this Contract on any political activities.
19. **Financial, Statistical and Contract-Related Records:**
- 20.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.
  - 20.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.

20.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

20. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, with a written Notice to Cure. The Contractor will have thirty (30) calendar days from receipt of such notice to cure such default.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving thirty (30) calendar days written notice to Contractor.
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **one hundred and twenty (120) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include handwriting, typewriting, printing, photostating, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of

the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

21. **Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the "works made for hire." Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.
22. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
23. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.
25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 20, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
27. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with all federal, state, and local laws, codes, ordinances, rules and regulations which relate to, concern or affect the services or type of services to be provided by this Contract.
28. **Subrecipient** This contract  shall not  shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.  
[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)



29. **Additional Contractor Responsibilities**

- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

30. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

**COUNTY OF NEVADA:**

Nevada County  
Information and General Services Department  
Address: 950 Maidu Avenue, Ste. 130  
City, St, Zip Nevada City, CA 95959  
Attn: Elise Strickler  
Email: Elise.Strickler@nevadacountyca.gov  
Phone: 530-265-1705

**CONTRACTOR:**

Name of firm  
Sammie's Friends  
Address 14647 McCourtney Road  
City, St, Zip Grass Valley, CA 95949  
Attn: Fran Cole  
Email: Fran@sammiesfriends.org  
Phone: 530-557-9073

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.



## EXHIBIT A

### SCHEDULE OF SERVICES

Contractor agrees that it will, at all times, during the term of this Agreement, provide the County with animal shelter services. Contractor will provide each service listed in this Exhibit A at no additional cost to the County.

Contractor agrees to operate and maintain the shelter located at 14647 Mccourtney Road, Grass Valley, California ("Shelter") and shall accept for the confinement, disposal, and handling of any and all animals, including but not limited to: strays, impounds, animals acquired through the Public Administrative process, animals held as evidence, animals to be held in quarantine, owner turn-ins, animals that may be picked up by Nevada County Animal Control (NCAC), Sheriff's Office or delivered to said Shelter, and deceased domestic animals that the public or Caltrans picks up.

Contractor shall comply with all applicable state and federal laws, Nevada County Ordinances and Nevada County Animal Control Regulations during the term of this Agreement. The contractor agrees to provide the following services to animals from the unincorporated areas of Nevada County:

#### I. Shelter Services

- a. Contractor shall provide animals housed at the Shelter with adequate nutrition, water, shelter, space, care, treatment, and transportation.
- b. All Shelter services must be provided in accordance with The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters.
- c. Contractor shall provide humane treatment of all animals while in the Shelter and must provide basic first aid services including licensed veterinary care and Canine Distemper, Infectious Hepatitis, Parainfluenza, and Parvovirus (DHPP) / Feline Viral Rhinotracheitis, Calicivirus, and Panleukopenia (FVRCP) vaccinations at the Contractor's expense. Veterinary services provided must meet federal and state statutory and regulatory requirements for the practice of veterinary medicine, including, but not limited to, the California Business and Professions Code, commencing with Section 4800, and the California Code of Regulations, commencing with Section 2000 of Title 16. Pursuant to California Code of Regulations Section 2035 of Title 16, Division 20. The primary veterinarian or Contracted Veterinarian as hired by Sammies shall be responsible for determining the competency of all veterinary tech employees, registered or otherwise, involved in the veterinary care of animals at the Shelter and shall make all decisions related to diagnoses, treatment, management, and future disposition of all animal patients while under the care of veterinarian. Any delegation of animal health care tasks by the supervising veterinarian to employees shall be provided in accordance with California law. To lower the cost of veterinary care for the Shelter, the Contractor should use selected veterinarians who offer discounted rates or veterinarians who perform services without charge.
- d. In accordance with Hayden's law, the Contractor must spay/neuter each animal prior to adoption.
- e. Contractor agrees to vaccinate every animal upon intake in line with The Association of Shelter Veterinarians' Guidelines for Standards of Care.

- f. Owner turn-ins ("OTI") by members of the public wishing to relinquish their animals to the Shelter will be required to follow the Contractor's OTI process (Attachment B). This includes spay or neuter their animal, permitting time for posting the re-homing need on social media for at least 7 days, and scheduling a behavior assessment with a licensed behaviorist. These steps are for the evaluation and guidance of the Shelter team and will be used as guidelines to help steer conversations, while understanding extreme circumstances will require alternate considerations. Only if an animal is deemed an extreme threat to other animals and/or people, in consultation with Animal Control and in line with the criteria shown in the Shelter's euthanasia policy, the Shelter will not accept these animals and will provide resources for that owner to pursue euthanizing that animal. The Shelter shall maintain a list of all requested OTI's within the current year in their Shelter software system and will be made available for the County and other shelters to view, if requested. List must include name of owner, owner address, phone number, date (XX/XX/XXXX) of requested OTI, reason for OTI, type of animal and breed, and if the animal poses a danger to humans or animals. The Contractor will only accept OTI's when they have the capacity to do so.
- g. The Shelter shall accept seized or stray "other" animals, including but not limited to livestock, birds, rodents, snakes, and exotic animals; however, the OTI process will be applied when the "other" animal has a current owner and is pending space and/or foster availability.
- h. Contractor will provide NCAC personnel with 24/7 access to the Shelter for the purpose of housing an animal secured after hours.
- i. All animals shall have County-approved disposition/identification cards attached to the kennels or cages. The cards will indicate, at a minimum, the color, sex, age, information, date the animal was received and a file reference number.
- j. Contractor shall be responsible for the humane euthanasia of any animal using methods conforming to the State of California's euthanasia policy and the Contractor's Euthanasia Policy (Exhibit A-1). If euthanasia is required for reasons of public safety or welfare for animals that are irremediably suffering from injury or illness Euthanasia will be accomplished by lethal injection. Contractor is responsible for provision of euthanasia solution. Euthanasia solution and administration shall be provided at no additional cost to the County.
- k. Contractor will purchase and maintain an adequate inventory of all consumable supplies and equipment necessary to conduct Shelter operations including but not limited to, kennels, bedding, cleaning supplies, travel crates, trash cans, animal food, and food containment (storage and feeding).

## II. Policies and Procedures:

- a. Contractor shall provide the County with a written copy of an '**adoption policy**' that will be align with current industry adoption best practices that will seek humane, compatible, and permanent homes for animals. Contractor will maintain a documented adoption procedure and maintain complete records of all adoption attempts and placements.
- b. Contractor must provide a written '**at-risk dog policy**' as well as a '**bite mitigation policy**' to the County that is in line with current industry standards. These policies must indicate how Shelter staff are ensuring the safety of the public and staff from potentially aggressive animals.

- c. A minimum of 28 separate dog kennels and 37 separate cat cages must be available and maintained at the Shelter. Cat cages must be separated from dog kennels. All quarters must be sanitized and cleaned daily or more frequently as aligned with the sanitation provisions as shown in The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters
- d. The Contractor will collect and properly dispose of all animal refuse, manure, or other animal waste in and around the facility as needed throughout the day. All fecal matter in drains should be removed and cleaned daily. Animal refuse, manure, and animal waste shall be removed from the site and taken to an approved facility.
- e. Every effort should be made to ensure same species animals are separated by sex. On occasion, altered animals previously housed together peacefully will be allowed to share quarters with prior approval of the Deputy Executive Director of the Shelter.
- f. Hold-stray animals shall be clearly identified on their kennels to avoid confusion between hold-stray animals and adoption animals.
- g. Quarantine kennels will be separate from all other kennels.
- h. The Contractor shall be responsible for the enforcement of the quarantine for a ten-day (10-day) period of any animal which has bitten a person and shall document and monitor all animals under quarantine in accordance with state and federal law, Nevada County Ordinances and Nevada County Animal Control Regulations.
- i. Contractor shall notify the County in writing whenever an animal on the premises is known to be aggressive and must report all bites to the County within 24 hours. Aggressive behavior refers to any behavior connected with an impending attack including, but not limited to, growling, snarling, baring teeth, lunging, nipping, hissing, or biting.
- j. Contractor shall immediately report to NCAC the illegal, unauthorized, or accidental release of any animal from the Shelter and shall immediately take any actions reasonably necessary to ensure the safe return of the animal to the Shelter.
- k. In accordance with Public Health regulations, Contractor will properly store all animal carcasses until such time as the carcasses are removed from the Shelter.
- l. Contractor must, at all times, maintain a clean and sanitary environment that aligns with industry best practices and in accordance with The Association of Shelter Veterinarians' Guidelines for Standards of Care in Animal Shelters.
- m. Contractor will ensure that all Shelter staff are trained a minimum bi-annually based on their respective job classifications in accordance with industry standards. These trainings should cover bite mitigation, adoption best practices, and customer service. Training for each staff member should be documented by Shelter Management and shared with the County at its request.
- n. During the term of the Contract, the Contractor must not rescue any animals from other entities unless it is in the form of a trade, and it is beneficial for the Contractor to do so.

### **III. Shelter Hours:**

- a. Contractor shall keep the Shelter open to the public at least six days per week for 24 hours per week. The Contractor has the right to determine the hours each day that the Shelter will be open to the public. Hours of operations must be consistent and posted on the front door of the Shelter and Shelter website.
- b. The Shelter may be closed to the public on Sundays and County holidays.
- c. County recognizes that, on occasion, circumstances beyond the control of the Contractor may arise that require reduced service hours. When these events occur,

the Contractor will notify the public via recorded phone message to the Shelter phone number and signage at the Shelter of the date and time that the Shelter will reopen. Any altered hours of operation shall be first reviewed and approved by the County.

- d. The Contractor must notify the County within 24 hours of any unscheduled closure and report the reason(s) for the closure and projected time the Shelter will reopen to the public.

#### **IV. Records, Inventory and Reports:**

- a. The Contractor must report the number of animals housed at the Shelter at the start of the business day of July 1, 2024, to ensure the County has the base number of animals housed at the start of the contract.
- b. Contractor shall maintain complete records of all animals delivered to the Contractor by NCAC, an owner, other government Agency or a member of the public. At the end of each calendar year, the Contractor shall transfer all such records to the Contract Administrator who will be responsible for document retention in accordance with the County's document retention policy. All such documents and records shall remain the property of Nevada County and any other use, release, outside of providing shelter services pursuant to this contract, shall require the prior approval of the County. Records should be maintained in an electronic format. Contractor shall maintain records per the County retention policy.
- c. Contractor shall maintain and submit to the County a detailed inventory of all animals delivered to the Contractor by the **15th** of each month. The detailed inventory shall include but not limited to the following:
  1. Type of animal, breed, sex, license tag number (if available), microchip information (if available), date the animal was received, from whom the animal was received (designated as: Owner, County, other government agency, member of public), owner's name, address, and government identification (if available), and the final disposition of the animal, date of disposition, any associated fees collected and any spay and neuter vouchers issued. The report will also include service information, euthanasia, licenses issued, impounds, and other programmatic statistics that may be identified by the County. The report shall be in the form set forth in Exhibit B.
- d. County and Contractor agree that any new software system to be implemented will be reviewed by both Parties in an attempt to meet the needs of both Parties. If the system is to be used by both Parties, that the system meets the needs of both Parties in terms of capabilities, cost, and confidentiality. Any new software systems shall be approved by the County prior to purchase and/or implementation.
- e. Contractor shall fully cooperate in the performance of an annual Financial Agreed Upon Procedure (AUP) as prescribed by the Auditor-Controller in collaboration with the Contract Administrator. This may be done in conjunction with the annual financial audit for cost effectiveness. The AUP must be performed by a Certified Public Accountant, licensed and in good standing with the State of California.
- f. As a minimum requirement, Contractor shall conduct a financial statement audit every year. Audits must be performed by a Certified Public Accountant, licensed and in good standing with the State of California.
- g. Contractor shall provide the most recent copy of the Contractor's IRS Form 990 and annual financial statements. These statements are due to the County within fifteen (15) days of filing the IRS Form 990.

- h. Contractor shall report all revenues derived by the County Fee Schedule adopted by the Board, to be included with the monthly Shelter Report. This information can be provided in a different form agreed upon by both Parties.

**V. Volunteer Program:**

- a. Contractor may operate a volunteer program. The Contractor must properly screen and train volunteers assisting at the Shelter. All volunteers must be supervised by an employee of the Contractor designated to perform this supervision. All volunteers shall execute, as a condition of their participation, a waiver of County liability, in the form and content acceptable and approved by the County.
- b. The volunteer program is operated under Sammie's Friends. The County is not responsible for the recruitment, supervision, and/or oversight of the volunteers.

**VI. Foster Care Program:**

- a. The Contractor shall operate a foster care program in alignment with a foster care placement program. The purpose of this program shall be to improve animal care, giving certain animals a better chance of adoption, and lift the spirits of staff and volunteers.
- b. To the extent possible, all animals in the care of Contractor shall be made available for foster care.
- c. Contractor shall submit foster animal data including audit and evaluation mechanisms of both the animals in foster and the foster care provider with the required monthly report. Reporting shall also include length of stays in foster care.

**VII. Collection of County Fees:**

- a. Contractor may collect license and impound fees and other fines on behalf of the County and as directed by the County and in accordance with the requirements set forth by the County Auditor- Controller, according to the adopted County fee schedule set by the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- b. Contractor may sell and issue dog licenses to the citizens residing in the unincorporated areas of the County in accordance with the NCAC procedure for issuing licenses and the adopted County fee schedule set by the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- c. Contractor shall collect the requisite sums for rabies vaccination where required and license fee for all dogs returned to owner or adopted if their dog is four months of age or older, according to the adopted County fee schedule set the Board of Supervisors which may be periodically amended by the Nevada County Board of Supervisors.
- d. Contractor may present any proposed changes to the County fee schedule, together with appropriate justification for the changes, to the Contract Administrator, for review and recommendation to the Nevada County Board of Supervisors.

### **VIII. County Responsibilities:**

- a. County shall provide Contractor with full use of the Shelter facilities located at 14647 Mccourtney Rd., Grass Valley, CA 95949. The Shelter facilities are comprised of a 3,294 square foot building ("Building"), a 2160 square foot modular office/cat facility, and the grounds appurtenant to the Building (the Building and additional structures and property used for shelter services under this contract are collectively known as the "Premises") to the extent such grounds are used for and necessary to the operation of the Building. Contractor shall comply with all terms and conditions regarding its use of the Shelter facilities as set forth in Exhibit A-2 attached hereto and incorporated herein by reference.
- b. If an animal has been at the Shelter for longer than 6 months, the County may, at its own cost, hire an outside behavioralist to evaluate said animals for a second opinion and recommendations.
- c. County may provide all templates required by Contractor for intake, medical treatment, adoption, redemption, rescue, and spay and neuter certificates for the Shelter. If specific reporting and documentation procedures are required, County shall provide training on these procedures.
- d. County shall retain the duties and financial responsibilities for removal and transport of animal carcasses from the Shelter.
- e. NCAC shall retain the duties related to the testing for rabies in animals that show signs of the disease, as required by State Law, subject to the Nevada County Public Health policy.
- f. Certain equipment used in the operation of the Shelter shall remain in the Shelter for use by Contractor. Maintenance and replacement of said equipment is addressed in Attachment A and is the responsibility of the Contractor.
- g. NCAC will coordinate with Contractor to assure that animals brought in by NCAC will be accommodated and housed properly at the Shelter. If animals are brought into the Shelter that exceed the Shelter's kennel capacity, NCAC will work collaboratively with the Contractor to find alternative proper and safe placements for said animals within the Shelter.
- h. If NCAC requires an alternative veterinarian other than the Contractor's chosen veterinarian, the County will be responsible for those costs.
- i. The Contractor must provide proper board and care for animals that are being housed as evidence in a criminal case. The County shall be responsible for the costs associated with the board and care for such animals, not to exceed \$25,000 for the term of the Contract. These costs include the Kennel Fee of \$15.00 a day derived from the County Fee Schedule, as well as any reasonable veterinary and medical costs that are required by the Contract (spay/neuter, vaccinations, etc.). These charges will start to accrue as of the first boarding day for the animal and will continue until the animal or animals are released, surrendered, or to become property of the Shelter. The Contractor will be responsible for the costs that exceed the \$25,000 that the County will not cover. See Exhibit B for invoicing requirements.

### **IX. Disaster Preparedness:**



- a. In the event of a declared emergency under County direction, the Contractor shall maintain responsibility for evacuation of Shelter animals. Any County requests for emergency response will be forwarded by telephone, text and/or electronic mail directly to the Deputy Executive Director. Any Shelter emergency will be immediately relayed by telephone, text, and/or electronic mail to the County Contract Administrator and Director of Emergency Services. The Contractor must maintain an emergency response plan and Shelter evacuation plan. This plan must be provided to County Contract Administrator upon request. All emergency responses must be approved by the County Director of Emergency Services. Contractor understands that in addition to the County of Nevada, emergency and disaster preparedness applies to City of Grass Valley and City of Nevada City. The County's existing plan accounts for the entire pet population not just pets at the Shelter.

**X. Miscellaneous:**

- a. The County reserves the right to make inspections of the Shelter at any time, with or without notice, to assure compliance with the scope of work, terms, and conditions of the contract and to ensure the animals are cared for in a humane manner.
- b. County and Contractor agree to act in a professional and collaborative manner at all times.
- c. County will pay University of California Davis Veterinary Medicine, Shelter Medicine Program to provide a program review of Shelter operations every three years, beginning three years after the effective date of this contract. The review findings will be used as a tool to enhance and protect the health of Shelter animals and enhance Shelter operations.

## EXHIBIT A-1

### SAMMIE'S EUTHANASIA POLICY

Sammie's Friends in conjunction with Nevada County Animal Control (NCAC) collectively referred to as "We" provides shelter services that are dedicated to saving and improving the lives of pets through adoptions, spay/neuter services, humane education programs and behavior modification/socialization programs. We believe animals should be adopted into suitable homes as soon as possible. We strongly maintain the approach that all adoptable animals will be given the opportunity to find permanent homes and every effort will be made to maintain or improve their quality of life until they are placed.

No adoptable animal will be euthanized solely to make room at the Shelter.

All euthanasia cases will be conducted in accordance with all applicable state and local laws.

Two circumstances will be considered cause for euthanasia.

A. Sick or Injured Animals with consideration to the animal's welfare, quality of life, and the available options and cost for care and treatment.

B. Animals with Severe Behavioral Issues with consideration of the safety of humans and other animals, as well as the welfare of the aggressive animal itself

#### **A. Sick or injured animals**

Euthanasia for animals that are ill, in pain, or injured will be considered, after evaluation and medical consultation with a licensed veterinarian.

In cases of emergency when a veterinarian recommends an animal be euthanized immediately, a trained staff member will approve and administer the euthanasia.

#### **B. Animals with Severe Behavioral Issues**

Each animal must be evaluated for suitability for adoption before it is made available for adoption.

The evaluation will consider the following factors:

- Credible reports of behavior history.
- Observations of current behavior.
- The likelihood that any behavior problems can be corrected with reasonable shelter resources. Sammie's Friends will take financial responsibility to obtain outside resources as deemed necessary on a case-by-case basis.
- All dogs will be evaluated by trained staff and or animal behaviorist.

Criteria for determining suitability for adoption include the animal's history and current propensity for aggression towards humans and other animals.

All evaluations will be made by trained staff in consultation with a professional animal behaviorist.

If an animal is considered possibly unadoptable, an evaluation will take place to determine if a program can be developed for behavior correction and/or modification and re-evaluation. The

trained staff will follow the progress of the animal and do follow-up assessments weekly to identify progress or lack thereof.

If rehabilitation attempts are exhausted and it is concluded that an animal cannot be safely placed, euthanasia will be considered as a last resort. This decision will be made after the behavior correction/modification program has been completed and no longer than 12 mos. from the start of the behavioral correction program. All Parties concerned in the animal's case will be interviewed and the final decision will be made by the Shelter Director.

Sammie's Friends shall post on the bulletin board of the Animal Shelter lobby a list of any animals that the Shelter intends to euthanize, not less than ten days in advance of the intended euthanasia. If the animal to be euthanized has been deemed by the Shelter Director to be unadoptable due to behavioral or temperamental defects that pose a health or safety risk, any 501(c)(3) animal rescue or adoption organization wishing to receive the animal must sign an agreement that the organization will indemnify and hold Sammie's Friends, its officers, and employees harmless from any liability to that organization or third Parties that may subsequently receive or come into contact with the animal and provide the County with evidence of satisfactory liability and bite insurance. Sammie's Friends may waive the requirement of liability or bite insurance on a case-by-case basis and with written approval from the County Risk Manager.

Any 501(c)(3) animal rescue or adoption organization that wishes to be informed of the scheduled euthanasia of an animal that has requested to be notified of such and provides a current email address shall receive notification by email of scheduled euthanasia by the Animal Shelter not less than ten days in advance. In certain circumstances, unadoptable animals may be surrendered to a sanctuary or placed in another situation as deemed appropriate with minimal fee allowance not to exceed \$2,000 per transfer.

All euthanasia decisions and activities must be reported to Sammie's Friends Board of Directors at the next scheduled Board Meeting.

## EXHIBIT A-2

### USE OF SHELTER FACILITIES

**1. Use:**

Contractor shall use the Premises for the operation of contracted animals shelter services and no other purposes.

**2. Precluded Uses:**

Contractor shall not do or permit anything to be done in or around the premises nor bring or keep anything inside the premises that will in any way increase the potential for a fire (including permit any waste in or around Premises), affect insurance policy coverage, or cause cancellation of insurance coverage of the Premises.

Contractor shall comply with laws, statutes, ordinance, or governmental regulations pertaining to the use of the Premises. This also will apply to any improvements or changes to the Premises. Violation of any laws, statutes, ordinances, or governmental regulations during the term of this agreement shall be grounds for termination of said agreement.

**3. Alterations and Additions:**

Contractor shall be allowed to make reasonable improvements and alternations to the interior of the Premises with written consent of the County Contract Administrator. Such alterations and improvements shall be made at Contractors sole expense. Contractor shall not make any structural changes to the Building or Premises without prior written consent of County Contract Administrator. If Contractor erects signs to direct the public on the Premises, said signs must be approved in writing in advance by the County Contract Administrator and in compliance with all state and County regulations.

**4. Maintenance and Repairs:**

County shall at its own expense, keep and maintain the Premises in good condition. County shall be responsible for the maintenance and any repairs of the exterior roof, exterior sidewalls (including windows), common areas, the main plumbing and electrical systems, central heating, and any structural members of the Building.

Contractor shall, at its own expense, keep the interior of the Building in good and clean condition. This includes all janitorial services, pest control services, and maintenance or repair of all items of personal property and equipment installed by Contractor. Contractor shall also, at its own expense, maintain and repair all appliances on the Premises that may be owned by the County.

Contractor shall, at its own expense, maintain and keep clean and free of animal waste, the grounds surrounding the Shelter, including but not limited to landscape maintenance and irrigation requirements. Contractor will keep the grass on Premises cut to avoid rodent harborage. Contractor will ensure all leaking faucets, fixtures and hoses are turned off, repaired, and reported to mitigate rodent infestation, as well as manage onsite waste in a way to avoid eyesore, unpleasant smells, and rodent infestation. Additionally, Contractor

will ensure that the snow and ice removal is completed on all parking areas, sidewalks, walkways, and entrance areas on Premises during regular business hours.

Contractor shall return the Premises to County in the same condition as it was delivered to Contractor, apart from ordinary wear and tear.

The Contractor shall maintain the Shelter in a clean and sanitary condition to control the growth or presence of bacteria, disease, and unpleasant odors. Policies and procedures for disease control and sanitation should be based on standards and/or guidelines commonly employed in public animal shelter operations. Policies and procedures in this area may include beneficial standards and/or guidelines derived from reputable animal care organizations including, but not limited to, the following: Humane Society of the United States, American Humane Association, and American Veterinary Medical Association. Contractor shall submit policies and procedures for disease control and sanitation if requested by County Contract Administrator.

**5. Utilities:**

Contractor is responsible for the costs of all water, gas, heating, light, power, trash services, telephone, internet, and other utilities and services supplied specifically to the Premises so long as said utility services are separately metered. All utilities that are not separately metered to the Premises shall be paid for by the County.

**6. Parking and Common Areas:**

Contractor agrees to comply with rules and regulations for parking as County may adopt from time to time for the orderly and proper operation of common and parking areas. Such rules may include but are not limited to the restricting of employee or volunteer parking to a limited designated area and the regulation of the removal and disposal of Contractor's refuse and other rubbish.

**7. Taxes:**

During the Term, Contractor shall pay all tax bills without abatement, deduction, or offset for all real and personal property taxes, possessory interest taxes, general and special assessments, and other charges (including any increase caused by a change in the tax rate or by a change in assessed valuation).

**8. Entry:**

County and County's agents shall have the right to enter the Premises without notice for the purpose of inspecting the premises but will give notice prior to making alterations, repairs, improvements, or additions to the Premises or to the Building as County deems necessary or desirable.

**9. Damage or Destruction of Premises:**

If the Premises are damaged or destroyed in whole or in part by fire or other casualty, County shall repair and restore Premises to good tenantable condition or provide a relocation plan.

County shall commence and complete all work required to be done with reasonable promptness and diligence unless the delay in performance results from a fire, flood, storm, labor disputes, shortage of materials or transportation facilities, governmental regulations, war, Acts of God, or other causes beyond County's reasonable control. If the County does not commence the repair or restoration within sixty (60) days after damage or destruction occurs, or if repair or restoration will require more than 120 days to complete, County and Contractor will work cooperatively on a relocation plan for Shelter facilities to a new location or by mutual agreement, the Parties may terminate the agreement. If the Premises are more than 50% destroyed, County may elect to not repair the premises and upon written notice to the Contractor, may relocate the Shelter facilities and/or terminate the agreement without further liability to the Contractor.

**EXHIBIT B**

**SCHEDULE OF CHARGES AND PAYMENTS**

**Maximum Limit & Fee Schedule**

Contractor’s compensation shall be paid at the schedule shown below.

For the Services provided as set forth in Exhibit “A” above, the annual maximum contract amount will be \$1,100,000. Payment will be made monthly per the Payment Schedule below.

In the event that spay and neuter costs show a consistent increase during the contract period by over 50% of the current average cost per animal (both dogs and cats) from the current cost rate of spay and neuter services at the initiation date of this contract, the County will pay these additional costs that exceed the total spay and neuter budget line item up to a maximum of \$50,000. The average cost at the initiation of the contract for each animal is listed below. If these costs are exceeded per the Sammie’s Friends budget allocation for the spay and neuter services and the Contractor can provide supporting documentation to substantiate the 50% increase, a budget amendment will be taken to the Board of Supervisors for review and approval.

Animal	Spay	Neuter
Dog	\$331	\$269
Cat	\$288	\$328

**Invoices**

The Contractor must submit an invoice to the County by the 15th of each month preceding the month of services. Monthly invoices submitted to the County should include the period during which the costs were incurred and the following backup to account for the invoice total and supporting documentation:

- A payroll report that includes staff positions, hours worked, and hours paid accompanied by signed staff timesheets.
- Any invoices or receipts for services paid during the invoiced month of services.
- A financial report that includes monthly and annual (year to date) profit and loss (revenue and expenditure) information for the entire Shelter operations.
- Monthly animal intake and outcome reports (per Exhibit “A”, and as noted in below in the monthly reporting examples).
- Year to date summary of shelter activity including total time each animal spends in the Shelter, status, and length of time of animals in foster homes, as well as intake and outcome information.
- A monthly list of animals that have been at the Shelter longer than six months.

When the Contractor is submitting a reimbursement invoice for costs associated with NCAC seized animals that are being held for evidentiary cases, the Contractor must include the following supporting documentation:

- The intake report (if the County doesn’t already have it) to verify the intake date.

- Invoices for any medical or vet care for the animals.
- The release documents from NCAC when the animal is released, surrendered, or becomes property of the Shelter.

The Contractor may submit invoices to the County before the animal is released to relieve the financial burden of housing such animals. There will be no payment schedule for these invoices. The County will be invoiced only when these situations occur and no more than monthly. The billing for evidentiary animals will account for no more than \$25,000 of the annual 1,100,000 contract amount. Any costs the Shelter incurs for such animals that exceeds the \$25,000 is the responsibility of the Contractor.

The County will review submitted invoices and backup documentation within seven business days of receipt. Should the County discover more than five errors in the invoice or supporting documentation, the County will halt review and return the documents to Contractor for correction. The County will have seven business days to review revised submissions. The County may request additional back-up documentation if necessary. If requested additional information is not provided in a timely manner, future invoice payments may be delayed. If the County anticipates withholding a payment, County will notify Contractor. Both County and Contractor shall work in good faith to resolve any issues in a timely manner.

Contractor must provide a copy of its audited financial statement and most recent IRS 990 form to County by December 31st each year.

Submit all invoices to:

Nevada County  
 Information and General Services  
 Address: 950 Maidu Ave  
 City, St, Zip: Nevada City, CA 95959  
 Attn: IGS Admin  
 Email: IGSadmin@nevadacountyca.gov  
 Phone: 530-265-1238

**Payment Schedule**

The monthly payments will be made in 11 equal installments and 1 payment of the remaining amount of the contract, which shall be due payable within 30 days of approved invoice. The total monthly billing will account for \$1,075,000 of the annual \$1,100,000 contract amount. Payment Schedule below is inclusive of costs required to run the shelter. The monthly fee is inclusive of services described in Exhibit A Schedule of Services, as well as standard animal care expenses, staffing, animal care and support materials such as bedding, food and nutrition and overhead costs.

<b><u>Payment Schedule</u></b>		
<b><u>Payment Allocation Date</u></b>	<b><u>Month Billed</u></b>	<b><u>Monthly Amount</u></b>
<b><u>07/01/2024</u></b>	<b><u>July 2024</u></b>	<b><u>\$89,584</u></b>
<b><u>07/15/2024</u></b>	<b><u>August 2024</u></b>	<b><u>\$89,584</u></b>
<b><u>08/15/2024</u></b>	<b><u>September 2024</u></b>	<b><u>\$89,584</u></b>
<b><u>09/15/2024</u></b>	<b><u>October 2024</u></b>	<b><u>\$89,584</u></b>



<u>10/15/2024</u>	<u>November 2024</u>	<u>\$89,584</u>
<u>11/15/2025</u>	<u>December 2024</u>	<u>\$89,584</u>
<u>12/15/2025</u>	<u>January 2025</u>	<u>\$89,584</u>
<u>01/15/2025</u>	<u>February 2025</u>	<u>\$89,584</u>
<u>02/15/2025</u>	<u>March 2025</u>	<u>\$89,584</u>
<u>03/15/2025</u>	<u>April 2025</u>	<u>\$89,584</u>
<u>04/15/2025</u>	<u>May 2025</u>	<u>\$89,584</u>
<u>05/15/2025</u>	<u>June 2025</u>	<u>\$89,576</u>
<b>Total - \$1,075,000</b>		

Unless otherwise agreed to by the County, all payments owed by the County to Contractor under this Contract shall be made by Automated Clearing House (ACH). In the event County is unable to release payment by ACH the Contractor agrees to accept payment by County warrant.

**Sammie's Annual Budget**

Account	FY 23-24* Budget	Annualized Actual	FY 24-25 Budget
<b>Income</b>			
Total 400 Adoption Program	\$ 73,083.00	\$ 51,435.72	\$ 70,000.00
Total 401 Shelter Income	\$ 78,045.00	\$ 31,823.40	\$ 45,000.00
Total 402 Donations & Store	\$ 282,264.00	\$ 296,944.18	\$ 392,000.00
Total 403 Municipal	\$ 1,016,425.77	\$ 1,016,425.77	\$ 1,075,000.00
Total 404 County Case Expenses			\$ 25,000.00
<b>Total Income</b>	<b>\$ 1,449,817.77</b>	<b>\$ 1,396,629.07</b>	<b>\$ 1,607,000.00</b>
<b>Expenses</b>			
66002 Salary and Wages	\$ 440,500.00	\$ 388,378.80	\$ 509,760.00
66001 Management & Support Salary and Wages	\$ 167,708.00	\$ 167,708.00	\$ 130,938.92
66100 Executive Salary and Wages	\$ 77,000.00	\$ 77,000.00	\$ 135,692.31
65090 Medical benefits	\$ 43,125.00	\$ 19,858.80	\$ 22,000.00
65200 Work Comp Insurance	\$ 28,750.00	\$ 28,772.40	\$ 28,000.00
66009 Employer Tax Expense	\$ 60,758.00	\$ 56,482.09	\$ 70,000.00
Medical		\$ (9,184.69)	\$ (10,551.54)
<b>Total Salaries</b>	<b>\$ 685,208.00</b>	<b>\$ 633,086.80</b>	<b>\$ 776,391.23</b>
<b>Total other expenses</b>	<b>\$ 132,633.00</b>	<b>\$ 95,928.60</b>	<b>\$ 109,448.46</b>
<b>Total 66000 Payroll Expenses</b>	<b>\$ 817,841.00</b>	<b>\$ 729,015.40</b>	<b>\$ 885,839.69</b>
60156 Spay		\$ 76,617.71	\$ 75,000.00
60157 Neuter		\$ 61,970.05	\$ 61,000.00
<b>Total 60155 Spay/Neuter Expense</b>	<b>\$ 99,122.00</b>	<b>\$ 138,587.76</b>	<b>\$ 166,305.31</b>

Account	FY 23-24* Budget	Annualized Actual	FY 24-25 Budget
<b>Total 60155 Spay/Neuter Expense</b>	\$ 99,122.00	\$ 138,587.76	\$ 166,305.31
60555 Food	\$ 69,000.00	\$ 53,082.59	\$ 55,000.00
62122 Grooming	\$ 479.00	\$ 783.60	\$ 1,000.00
65999 Litter	\$ 3,833.00	\$ 3,632.94	\$ 4,000.00
66600 Animal Medical Expense	\$ 220,417.00	\$ 198,240.07	\$ 200,000.00
66601 Medicine	\$ 46,288.00	\$ 60,145.79	\$ 60,000.00
69050 Pet Supplies		\$ 3,770.04	\$ 4,500.00
66603 Medical Supplies	\$ 2,396.00	\$ 6,147.96	\$ 7,000.00
<b>Total Animal Expense</b>	\$ 342,413.00	\$ 325,802.99	\$ 331,500.00
62110 Accounting Fees	\$ 38,333.00	\$ 44,486.40	\$ 30,000.00
62112 Animal Rehabilitation	\$ 38,333.00	\$ 34,920.00	\$ 30,000.00
62150 Outside Contract Services	\$ 16,771.00	\$ 4,246.80	\$ 4,500.00
<b>Total 62100 Contract and Services</b>	\$ 93,437.00	\$ 83,653.20	\$ 64,500.00
65100 Insurance		\$ -	\$ 16,500.00
65102 Fire and Property		\$ 221.80	\$ 300.00
65120 General Liability, Auto Liability		\$ 525.56	\$ 600.00
<b>Total 65100 Insurance</b>		\$ 747.36	\$ 17,400.00
65501 Maintenance Supplies		\$ 4,246.52	\$ 4,500.00
62116 Bank Charges and CC Processing fees		\$ 3,310.07	\$ 3,500.00
65000 Supplies-General		\$ 24,629.69	\$ 25,000.00
65020 Postage, Mailing Service		\$ 96.83	\$ 100.00
65121 Licenses and Fees		\$ 624.00	\$ 700.00
66701 Miscellaneous Expense		\$ 762.11	\$ 875.00
66703 Employee Training/Meals		\$ 1,360.93	\$ 1,500.00
66777 Dues and Subscriptions		\$ 4,451.94	\$ 4,500.00
668801 Office Supplies		\$ 4,704.34	\$ 4,500.00
68000 Advertising and Promotion		\$ 179.80	\$ 200.00
68006 Event Expense		\$ 121.70	\$ 200.00
69063 Internet		\$ 2,806.20	\$ 1,680.00
69066 Telephone		\$ 13,264.45	\$ 6,000.00
<b>Total 66800 Operating Expenses</b>	\$ 63,442.00	\$ 62,053.30	\$ 88,055.00
69061 Garbage		\$ 8,437.00	\$ 9,000.00
69062 Gas & Electric		\$ 29,640.12	\$ 30,000.00
69064 Propane		\$ 3,961.34	\$ 4,000.00
<b>Total 69060 Utilities</b>	\$ 31,146.00	\$ 42,038.46	\$ 43,000.00
69119 Fuel		\$ 1,994.58	\$ 1,500.00

Account	FY 23-24* Budget	Annualized Actual	FY 24-25 Budget
69119 Fuel		\$ 1,994.58	\$ 1,500.00
69220 Auto Repair and Maintenance		\$ 138.53	\$ -
69222 Auto Insurance		\$ 3,903.66	\$ 4,000.00
69224 Auto Registration		\$ 366.00	\$ 400.00
<b>Total 69115 Automobile Expenses</b>	\$ 4,792.00	\$ 6,402.77	\$ 5,900.00
<b>Total Operating costs</b>	\$ 634,352.00	\$ 663,532.36	\$ 721,160.31
<b>Total Expenses</b>	\$ 1,236,568.00	\$ 1,444,906.44	\$ 1,607,000.00

### Sammie's Staffing Schedule

Position	Funding Source	Role	M	T	W	TH	F	SA	SU	Weekly Totals
Executive Director	70% County 30% Sammies	Executive	8	8	8	8	8	8		28
Deputy Executive Director	70% County 30% Sammies	Executive	8	8	8		8	8	8	28
Operations Manager	70% County 30% Sammies	Management		4	4	4	8	8	8	22.75
Accounting Specialist	30% County 70% Sammies	Management	8	8	8	8	8	8		12
Marketing Specialist	50/50	Management	8	8	8	8	8			16.25
Shelter Manager	100% County	Management		8	8	8	8	8	8	40
Feline Supervisor	100% County	Staff		8	8	8	8	8	8	40
Kennel Supervisor	100% County	Staff		8	8	8	8	8	8	40
Registered Vet Tech	100% County	Staff	2	2	2	2	2	2		10
Adoption Specialist	100% County	Staff				8	8	8	8	32
Veterinarian Coordinator	100% County	Staff	8	8	8	8	8	8		40
Canine Training Assistant	100% County	Staff	6	6			8			20
Front Office Support	100% County	Staff				8				8
Kennel Support	100% County	Staff	8	8	8	8	8	8	8	56
Kennel Attendant	100% County	Staff	8	8	8	8	8	8	8	56
Kennel Attendant	100% County	Staff	8	8	8	8	8	8	8	56
Community Outreach/Livestock	100% County	Staff	8	8	8					24
Feline Attendant 1	100% County	Staff	8	8	8	8	8	8	8	56
Feline Attendant 2	100% County	Staff	8	8	8	8	8	8	8	56
Total Hours a week										650.8
FTE Equivariant										16.27

The County is not obligated to pay for the salary and benefit costs for additional positions or hours worked in excess of this schedule.

If the Contractor desires modifications either to the staffing schedule or to shift budget among major expenditure categories (such as Salaries & Benefits and Services & Supplies) in excess of 10% of the attached Budget, Contractor must provide a written request to the County in advance for approval, with justification for the desired change. The County can accept the change at its discretion if there is no modification to exceed the contract amount.

# Monthly Reporting

## Monthly Financial Reporting

Revised July 16th 2023 - April 2024 Monthly Shelter Budget Report				
	FY 23-24*	July-April Monthly	July-April Actual	Difference
<b>Income</b>				
400 Adoption Program				
40001 Adoptions				
41002 Rabies Shot				
41006 Microchip				
Total 400 Adoption Program	73,083	60,373	39,414	20,959
401 Shelter Income				
40000 Shelter Fees 2018				
40002 Kennel Fees				
40003 Owner Turn-In Fees				
40004 Quarantine Fees				
40007 IAL Fees				
Total 401 Shelter Income	10,962	9,056	5,511	3,545
Total 402 Donations	67,083	55,417	32,942	22,475
Total 403 Municipal	987,083	815,417	815,417	0
Total 409 Sales	3,724	3,076	1,131	1,945
Total Cost of Goods Sold	8,960	7,402	939	6,463
Gross Profit	1,132,976	935,937	893,476	42,461
<b>Expenses</b>				
<b>1 Class I</b>				
66000 Payroll Expenses				
65090 Medical benefits	43,125	35,625	16,549	19,076
65200 Work Comp Insurance	28,750	23,750	23,977	227
66002 Salary and Wages	440,500	363,891	323,649	40,243
66009 Employer Tax Expense	60,758	50,192	48,142	2,050
66100 Salary				
Executive Director	77,000	63,609	62,192	1,416
Shelter Management	167,708	138,542	122,883	15,659
Total 66000 Payroll Expenses				
Total 1 Class I	817,842	675,608	597,392	78,216
<b>2 Class II</b>				
60155 Spay/Neuter Expense				
60156 Spay				
60157 Neuter				
Total 60155 Spay/Neuter Expense	99,122	81,883	110,877	28,994
62100 Contract and Services				
62110 Accounting Fees	38,333	31,667	37,072	5,405
62112 Animal Rehabilitation	38,333	31,667	29,100	2,567
Total 62100 Contract and Services	76,667	63,333	66,172	2,838
65500 Maintenance	16,771	13,854	5,539	10,315
66610 Direct Animal Costs for Operati				
60555 Food	69,000	57,000	40,652	16,348
62122 Grooming	479	396	653	257
65999 Litter	3,833	3,167	3,027	139
66600 Animal Medical Expense				
66601 Medicine	46,288	38,238	43,641	5,404



Monthly Payroll Report

\*Employee names have been redacted but should be included in the monthly payroll report to the County.

Name	Position	Total Hours	Net Hours	Total Gross pay	Gross Pay	Percentage
	Feline Attendant 1	245.88	245.88	\$4,024.40	\$4,024.40	
	Kennel Attendant	6.4	6.4	\$205.86	\$205.86	
	Adoption Specialist	141.21	141.21	\$2,613.79	\$2,613.79	
	Executive Director	240	168	\$12,692.31	\$8,884.62	70%
	Registered Vet Tech	7.75	7.75	\$224.75	\$224.75	
	Feline Supervisor	243.33	243.33	\$5,328.55	\$5,328.55	
	Front Office Support	8.12	8.12	\$147.24	\$147.24	
	Front Office Support	47.5	47.5	\$1,187.50	\$1,187.50	
	Kennel Attendant	31.95	31.95	\$546.39	\$546.39	
	Kennel Attendant	47.28	47.28	\$807.42	\$807.42	
	Adoption Specialist	190.48	190.48	\$3,470.67	\$3,470.67	
	Shelter Manager	268.97	268.97	\$7,159.20	\$7,159.20	
	Kennel Supervisor	215.75	215.75	\$4,779.03	\$4,779.03	
	Community Outreach/Livestock	186.88	186.88	\$3,573.62	\$3,573.62	
	Feline Attendant 1	57.38	57.38	\$977.59	\$977.59	
	Kennel Attendant	140.4	140.4	\$2,398.70	\$2,398.70	
	Deputy Executive Director	200	140	\$8,173.08	\$5,721.16	70%
	Kennel Attendant	230.6	230.6	\$3,957.44	\$3,957.44	
	Marketing Specialist	130.6	65.3	\$2,612.00	\$1,306.00	50%
	Feline Attendant 1	135.2	135.2	\$2,366.01	\$2,366.01	
	Kennel Attendant	62.2	62.2	\$1,095.68	\$1,095.68	
	Feline Attendant 1	176.95	176.95	\$3,021.33	\$3,021.33	
	Kennel Attendant	47.95	47.95	\$839.13	\$839.13	
	Operations Manager	235.39	235.39	\$6,244.79	\$6,244.79	
<b>Total</b>		<b>3298.17</b>	<b>3100.87</b>	<b>\$78,446.48</b>	<b>\$70,880.86</b>	

# Monthly Intake Reports

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
Animal ID	Animal Name	Animal Nbr	Animal Nbr	Intake Date	Contact List	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Cont	Intake Date	OTI FEE	Discounts	Intake Month	
1	Moira AKA A	01-975	975	1/1/2024	Animal Cont	AC - Stray	Nevada City	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/Tan		Moira AKA A	1/1/2024			1	
2	Bodhi	01-976	976	1/4/2024	Animal Cont	AC - Stray	Nevada City	F	Labrador Ret Dog	9.8102E+14	Y			Redeemed	Beige		Bodhi	1/4/2024			1	
3	Jillian aka In	01-977	977	1/4/2024	Animal Cont	AC - Stray	Nevada City	F	Labrador Ret Dog	9.8102E+14	Y			Redeemed	Tan/Black		Jillian aka In	1/5/2024			1	
4	Millie	01-977	977	1/2/2024	Animal Cont	AC - Stray	Nevada City	F	Labrador Ret Dog	9.8102E+14	Y			Redeemed	Black		Millie	1/7/2024			1	
5	Hero	01-978	978	1/3/2024	Animal Cont	AC - Stray	PERN VALLE	M	Labrador Ret Dog	9.8102E+14	N			Redeemed	Black/White		Hero	1/9/2024			1	
6	Chocolate	01-978	978	1/3/2024	Animal Cont	AC - Stray	PERN VALLE	M	Labrador Ret Dog	9.8102E+14	N			Redeemed	Grey/White/Tan		Chocolate	1/9/2024			1	
7	Jack	01-980	980	1/4/2024	Animal Cont	AC - Stray	Nevada City	M	Bulldog	9.8102E+14	N			Redeemed	Grey/Tan/White		Jack	1/9/2024			1	
8	Root Beer	01-980	980	1/4/2024	Animal Cont	AC - Stray	Nevada City	M	Bulldog	9.8102E+14	N			Redeemed	Black/White		Root Beer	1/16/2024			1	
9	Loyle aka Di	01-982	982	1/16/2024	Animal Cont	AC - Stray	Nevada City	F	Alaskan Hus Dog	9.8102E+14	N			Redeemed	White/Black/Red		Loyle aka Di	1/22/2024			1	
10	Ripple	01-982	982	1/22/2024	Animal Cont	AC - Stray	Nevada City	F	Beagle	9.8102E+14	N			Redeemed	Black/Tan		Ripple	1/28/2024			1	
11	Shelby	01-984	984	1/31/2024	Animal Cont	AC - Stray	Nevada City	F	Beagle	9.8102E+14	N			Redeemed	Black/Brown		Shelby	1/31/2024			1	
12	Onyx	01-984	984	1/31/2024	Animal Cont	AC - Stray	Nevada City	M	Rottweiler Dog	9.8102E+14	N			Redeemed	Black		Onyx	1/31/2024			1	
13	Paco	01-984	984	1/28/2024	Animal Cont	AC - Stray	Grass Valley	M	Cane Corso Dog	9.8102E+14	N			Redeemed	Black/White		Paco	1/28/2024			1	
14	Pico	01-984	984	1/28/2024	Animal Cont	AC - Stray	Grass Valley	M	Pit Bull	9.8102E+14	N			Redeemed	Black/White		Pico	1/28/2024			1	
15	Bowling Ball	01-9786	9786	1/10/2024	Animal Cont	AC - Stray	Nevada City	F	Pit Bull	9.8102E+14	Y			Redeemed	Black/Tan		Bowling Ball	1/10/2024			1	
16	Song 1	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 1	1/27/2024			1	
17	Song 2	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 2	1/27/2024			1	
18	Song 3	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 3	1/27/2024			1	
19	Song 4	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 4	1/27/2024			1	
20	Song 5	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 5	1/27/2024			1	
21	Song 6	01-983	983	1/27/2024	Animal Cont	AC - Stray	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White		Song 6	1/27/2024			1	
22	Charlee	01-9808	9808	1/16/2024	Brighton Gre Owner/Guardian Surrende		Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/Tan		Charlee	1/16/2024			1	
23	Tank	01-9823	9823	1/22/2024	Animal Cont	AC - Stray	Grass Valley	M	DWH	9.8102E+14	Y			Redeemed	Black/Tan		Tank	1/22/2024			1	
24	Forrest	01-9828	9828	1/26/2024	Jennifer Blah Owner/Guar	Chicago	Chicago	M	DWH	9.8102E+14	Y			Redeemed	Black/Tan		Forrest	1/26/2024			1	
25	Goblin	01-9838	9838	1/30/2024	Tyler Hughes Owner/Guar	Chicago	Chicago	M	DWH	9.8102E+14	Y			Redeemed	Black/Tan		Goblin	1/30/2024			1	
26	Baby Girl	01-9786	9786	1/11/2024	Animal Cont	Owner/Guar	Grass Valley	F	German Shep Dog	9.8102E+14	Y			Redeemed	Brown Tabby		Baby Girl	1/30/2024	\$25.00		1	
27	Green	01-9785	9785	1/11/2024	Animal Cont	Owner/Guar	Grass Valley	F	German Shep Dog	9.8102E+14	Y			Redeemed	Black/Tan		Green	1/30/2024			1	
28	Gyro aka Her	01-9761	9761	1/29/2024	Animal Cont	Owner/Guar	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/Tan		Gyro aka Her	1/30/2024			1	
29	Critux	01-9837	9837	1/29/2024	Animal Cont	Owner/Guar	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/Tan		Critux	1/30/2024			1	
30	Padfoot	01-9813	9813	1/18/2024	Animal Cont	Owner/Guar	Grass Valley	M	German Shep Dog	9.8102E+14	Y			Redeemed	Black/White,Beige		Padfoot	1/30/2024			1	
31	Kong	01-9839	9839	1/20/2024	Animal Cont	Owner/Guar	Grass Valley	M	Pit Bull	9.8102E+14	Y			Redeemed	Tan/Brindle		Kong	1/30/2024			1	
32	Holiday	01-9769	9769	1/21/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black		Holiday	1/30/2024			1	
33	Holiday	01-9793	9793	1/21/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black		Holiday	1/30/2024			1	
34	Salt	01-9866	9866	1/16/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black/White		Salt	1/30/2024			1	
35	Pepper	01-9807	9807	1/16/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black/White		Pepper	1/30/2024			1	
36	Sheep Puppy 1	01-9768	9768	1/5/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black/White		Sheep Puppy 1	1/30/2024			1	
37	Sheep Puppy 2	01-9768	9768	1/5/2024	Animal Cont	Owner/Guar	Grass Valley	F	DH	9.8102E+14	Y			Redeemed	Black/White		Sheep Puppy 2	1/30/2024			1	

January 2024 Intake Report Ends

Monthly Outcome Reports

\*Names and addresses of adopters have been redacted from reports for privacy but should be included in the monthly reports to the County.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	T	U	V	W
Animal ID	Animal Name	Animal Breed	Animal Type	Outcome Date	Outcome Type	Gender	Spayed	Neutered	Chip Number	Outcome Contact	Outcome Co	Outcome Co Rabies	Outcome Co Rabies Fee	Adoption Fee	Adoption Fee Discounts	Impound Fee	Microchip Fee	Collar & Leash Fee	Rabies Fee		
1	9219 Buck	Pit Bull	Male	1/9/2024	Adoption	M	Y	Y	9156+14	City	City	City	City	1/9/2024	469	\$500.00	\$15.00	\$15.00	\$10.00	\$10.00	
2	9517 Lilly (Salem)	Pit Bull	Female	1/26/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	10/27/2023	88	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
3	9519 Larry	Maltipoo	Male	1/8/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/09/2023	63	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
4	9565 Curly	Maltipoo	Female	1/23/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	1/25/2023	72	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
5	9610 Scripps aka I	rottweiler	Male	1/23/2024	Adoption	M	Y	Y	9123+14	X	X	X	X	1/29/2023	71	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
6	9611 Jada	Boxer/Pit Bull	Female	1/23/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/24/2023	63	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
7	9641 Diamond	Shepherd/Mix	Female	1/20/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/14/2023	59	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
8	9690 Badline	Labrador Ret	Female	1/17/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/13/2023	37	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
9	9737 Mayzee aka:	Mix	Female	1/8/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	1/27/2023	18	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
10	9752 Rurhie	Coonhound F	Female	1/14/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/30/2023	17	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
11	9751 Gyro aka Her	Shetland Hus M	Male	1/12/2024	Adoption	M	Y	Y	9123+14	City	City	City	City	1/15/2023	9	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
12	9756 Jeeves	Hound, Mix	Male	1/29/2024	Adoption	M	Y	Y	9123+14	X	X	X	X	1/10/2024	18	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
13	9820 Claude	Shetland Hus M	Male	1/29/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/19/2024	16	\$100.00	\$35.00	\$15.00	\$10.00	\$10.00	
14	9821 Molly City O	DSH	Female	1/17/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/19/2024	168	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
15	9825 Castain Chur	DSH	Female	1/17/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/26/2023	168	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
16	9851 Chew-zit	DSH	Female	1/5/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	11/29/2023	58	\$25.00	\$35.00	\$15.00	\$10.00	\$10.00	
17	9671 Big Jake	DSH	Male	1/3/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/7/2023	37	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
18	9690 Bug	DSH	Male	1/5/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/7/2023	32	\$25.00	\$35.00	\$15.00	\$10.00	\$10.00	
19	9700 Tinsel	DSH	Female	1/2/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	12/16/2023	22	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
20	9703 One Eyed W	DSH	Female	1/4/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/16/2023	20	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
21	9728 Rec Clanton	DSH	Female	1/15/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	5/31/2023	30	\$40.00	\$35.00	\$15.00	\$10.00	\$10.00	
22	9734 Alamo	DSH	Female	1/17/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	12/21/2023	28	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
23	9744 Zephyr	DSH	Female	1/13/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	12/26/2023	22	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
24	9748 Riecky	DSH	Female	1/9/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	12/27/2024	21	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
25	9750 Levi	DSH	Male	1/4/2024	Adoption	M	Y	Y	9123+14	City	City	City	City	1/4/2024	7	\$40.00	\$35.00	\$15.00	\$10.00	\$10.00	
26	9759 Luna	DSH	Female	1/12/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/20/2024	13	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
27	9362 Lamb	DSH	Female	1/3/2024	Adoption	F	Y	Y	9123+14	City	City	City	City	1/23/2024	1	\$80.00	\$35.00	\$15.00	\$10.00	\$10.00	
28	9365 Padfoot	DSH	Female	1/31/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/23/2024	27	\$25.00	\$35.00	\$15.00	\$10.00	\$10.00	
29	9379 Milly Cyrus	DSH	Female	1/15/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/8/2024	10	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
30	9381 Carrot Top	DSH	Female	1/15/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/8/2024	8	\$40.00	\$35.00	\$15.00	\$10.00	\$10.00	
31	9396 Steve O	DSH	Male	1/23/2024	Adoption	M	Y	Y	9123+14	City	City	City	City	1/8/2024	15	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
32	9399 Ranger	DSH	Male	1/20/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/13/2024	7	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
33	9800 Kong	DSH	Male	1/22/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/13/2024	11	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
34	9811 Comet	DSH	Male	1/25/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/16/2024	7	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
35	9813 Padfoot	DSH	Male	1/25/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/16/2024	7	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
36	9814 Bayou Billy	DSH	Male	1/26/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/15/2024	7	\$15.00	\$35.00	\$15.00	\$10.00	\$10.00	
37	9815 Whoochie D.	DSH	Female	1/27/2024	Adoption	F	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/20/2024	7	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	
38	9822 Jack Black	DSH	Male	1/31/2024	Adoption	M	Y	Y	9123+14	Valley	Valley	Valley	Valley	1/24/2024	9	\$60.00	\$35.00	\$15.00	\$10.00	\$10.00	



Monthly Outcome Reports Cont.

M	N	O	P	Q	R	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI			
1	Outcome Co	Outcome, Co	Rabies	Total Time Sr	Admission Fee	Discounts	Impound Fe	Microchip II	Collar & Le	Rabies Fee	1 Kennel Fee	Un, Altered U	1 Kennel Fee	Outcome, Mc	Days in Care	License Fee	Discounts	X1 License Fee	OTTI Fee	Lonely Heart	Discount	Total Fees	1AL Fee	Month & Year
2	1	Nevada City	1/9/2024	169	\$50.00		\$45.00	\$15.00		\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$99.00	\$0.00	Jul-23
3	1	Box Elder	10/27/2023	88	\$100.00	\$50.00	\$45.00	\$10.00		\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$75.00	\$0.00	Oct-23
4	1	Grass Valley		63	\$100.00		\$15.00			\$0.00	\$0.00	\$0.00	\$0.00	1 no								\$115.00	\$0.00	Nov-23
5	1	Grass Valley	12/29/2023	77	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Nov-23
6	1	Nevada City	11/05/2023	74	\$100.00	\$100.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$49.00	\$0.00	Nov-23
7	1	COLLIER	11/29/2023	63	\$100.00	\$50.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$75.00	\$0.00	Nov-23
8	1	Grass Valley	11/14/2023	59	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Nov-23
9	1	Grass Valley	12/13/2023	37	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Dec-23
10	1	Nevada City	12/27/2023	18	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Dec-23
11	1	Grass Valley	12/30/2023	17	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Dec-23
12	1	Nevada City	5/15/2023	9	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Jan-24
13	1	Grass Valley	11/10/2024	18	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$149.00	\$0.00	Jan-24
14	1	Ferris	1/19/2024	16	\$100.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$125.00	\$0.00	Jan-24
15	1	Grass Valley	8/4/2023	168	\$60.00	\$25.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$60.00	\$0.00	Jul-23
16	1	Grass Valley	8/26/2023	160	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Aug-23
17	1	Grass Valley	11/20/2023	50	\$25.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Nov-23
18	1	Grass Valley	12/7/2023	37	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Nov-23
19	1	Grass Valley	12/7/2023	32	\$25.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Dec-23
20	1	Browns Valle	12/16/2023	22	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$185.00	\$0.00	Dec-23
21	1	Grass Valley	12/16/2023	20	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
22	1	Grass Valley	5/31/2023	30	\$40.00	\$30.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Dec-23
23	1	Grass Valley	12/21/2023	28	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
24	1	Palm Valley	12/23/2023	22	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
25	1	Nevada City	12/26/2023	14	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
26	1	Meyers	12/27/2024	21	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
27	1	Nevada City	1/4/2024	7	\$40.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Jan-24
28	1	Nevada City	1/4/2024	7	\$40.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Jan-24
29	1	Grass Valley	12/30/2023	13	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Dec-23
30	1	Nevada City		1	\$60.00	\$85.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$0.00	\$0.00	Jan-24
31	1	Grass Valley	1/23/2024	27	\$15.00	\$36.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$14.00	\$0.00	Jan-24
32	1	Grass Valley	1/8/2024	10	\$60.00	\$30.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Jan-24
33	1	Grass Valley	1/8/2024	8	\$40.00	\$30.00	\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$100.00	\$0.00	Jan-24
34	1	Roseville	1/8/2024	45	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
35	1	Grass Valley	1/13/2024	7	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
36	1	Grass Valley	1/13/2024	11	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
37	1	Grass Valley	1/16/2024	7	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
38	1	Alburn	1/18/2024	7	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
39	1	Millbrae	1/8/2024	7	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
40	1	Grass Valley	1/19/2024	7	\$15.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$40.00	\$0.00	Jan-24
41	1	Grass Valley	1/20/2024	7	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24
42	1	Grass Valley	1/24/2024	9	\$60.00		\$15.00			\$10.00	\$0.00	\$0.00	\$0.00	1 no								\$85.00	\$0.00	Jan-24

## EXHIBIT C

### INSURANCE REQUIREMENTS

The Contractor understands and agrees the County has elected to self-insure for third party animal bites in accordance with California Government Code Section 990. The County agrees to name Contractor as an Additional Covered Party under any memorandum of coverage the County participates in for excess coverage. All claims for third party animal bites arising from shelter operations will be adjudicated under the Government Tort Claims Act; claims against the County for third party animal bites should be presented as a government claim to the Clerk of the Board Eric Rood Administrative Center 950 Maidu Avenue, Suite 200 Nevada City, CA 95959. (Gov. Code Section 900, et. Seq.) Internet link: <https://www.mynevadacounty.com/869/Filing-Claims-Against-the-County>

**Insurance.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions)** Insurance covering animal rescue, sheltering, and training errors and omissions with animal bailee coverage, and with limits no less than **\$1,000,000** per occurrence or claim, **\$1,000,000** aggregate.
5. **Director and Officers (D&O)** Liability Insurance covering breach of fiduciary duty, misrepresentation of company assets, misuse of company funds, fraud, failure to comply with workplace laws, theft of intellectual property, and lack of corporate governance with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County.

#### **Other Insurance Provisions:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of Contractor including

materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)

2. **Primary Coverage** For any claims related to this contract, **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to County.
4. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the insurer.
5. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
6. **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by County. County may require Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.
7. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the State with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to County.
8. **Verification of Coverage** Contractor shall furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
9. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
10. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
11. **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all

policies shall be Occurrence Liability policies, or all shall be Claims Made Liability policies, if approved by County as noted above. In no cases shall the types of policies be different.

12. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.
13. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.
14. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada  
950 Maidu Ave.  
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

## EXHIBIT E

### LIQUIDATED DAMAGES

31. **Liquidated Damages**

County and Contractor agree that damages to County due to Contractor's delay in timely providing services in accordance with the aforesaid Exhibit A and Contract Termination Date are impractical and difficult to ascertain. Therefore, a daily amount of \$4,403 as Liquidated Damages shall be assessed against Contractor—not as a penalty, but as and for damages to County due to delays in providing services not in accordance with Exhibit A or later than the Contract Termination Date (herein "Delay"). County may offset Liquidated Damages against amounts owing to Contractor, including retention sums.

To the extent that any Delay is a result of matters or circumstances wholly beyond the control of Contractor, County may excuse said Liquidated Damages; provided however, that County may condition such excuse upon Contractor having given prompt notice to County of such Delay immediately by telephone and thereafter by written explanation within a reasonable time. The time for Contractor's performance shall be extended by the period of Delay, or such other period as County may elect in its sole discretion.

**SUMMARY OF CONTRACT**

**Contractor Name** Sammie's Friends

**Description of Services** Animal Shelter Management Services

**SUMMARY OF MATERIAL TERMS**

**Max Annual Price:** \$1,100,000.00

**Contract Start Date:** 7/1/2024

**Contract End Date:** 6/30/2025

**Liquidated Damages:** \$4,403.00 per day

**INSURANCE POLICIES**

**FUNDING:**

Commercial General Liability (\$2,000,000)	Click or tap here to enter text.
Automobile Liability (\$1,000,000)	Click or tap here to enter text.
Worker's Compensation (Statutory Limits)	
Professional Liability (\$1,000,000)	
Director and Officers (D&O) (\$2,000,000)	

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: N/A

**NOTICE & IDENTIFICATION**

**COUNTY OF NEVADA:**

Nevada County  
Information and General Services  
Department  
Address: 950 Maidu Avenue  
City, St, Zip Nevada City, CA 95959  
Attn: Elise Strickler  
Email: Elise.Strickler@nevadacountyca.gov  
Phone: 530-265-1705

**CONTRACTOR:**

Sammie's Friends  
Address 14647 McCourtney Road  
City, St, Zip Grass Valley, CA 95949  
Attn: Fran Cole  
Email: Fran@sammiesfriends.org  
Phone: 530-557-9073

**Contractor is a:** (check all that apply)

- Corporation:  Calif.,  Other,  LLC,
- Non-Profit  Corp
- Partnership:  Calif.,  Other,  LLP,  Limited
- Person:  Indiv.,  Db,  Ass'n  Other

**EDD Worksheet Required**

Yes  No

**ATTACHMENTS**

- Exhibit A:** Schedule of Services
- Exhibit A-1:** Sammie's Euthanasia Policy
- Exhibit A-2:** Use of Shelter Facilities
- Exhibit B:** Schedule of Charges and Payments

- Exhibit C:** Insurance Requirements
- Exhibit D:** Liquidated Damages
- Attachment A:** Nevada County Inventory
- Attachment B:** Sammie's OTI Policy

## Attachment A

### Nevada County Inventory

#### Nevada County Animal Control Inventory

<p>Front Office (Canine):</p> <ul style="list-style-type: none"> <li>- Fire alarm control panel</li> <li>- Fire extinguisher (in breezeway)</li> </ul>	<p>Canine Kennels (Canine):</p> <ul style="list-style-type: none"> <li>- 21 Metal Kennels</li> </ul>
<p>Staff Break Room (Canine):</p> <ul style="list-style-type: none"> <li>- Lockers</li> </ul>	<p>Kitchen (Canine):</p> <ul style="list-style-type: none"> <li>- Large whiteboard</li> <li>- Fire extinguisher</li> </ul>
<p>Vet Room (Canine):</p> <ul style="list-style-type: none"> <li>- Weigh scale</li> <li>- IV stand</li> <li>- Metal tables</li> <li>- 2 wall safes (North wall)</li> <li>- Eye wash station</li> </ul>	<p>Sally Port/ Rear Shelter (Canine):</p> <ul style="list-style-type: none"> <li>- Assorted portable dog kennels</li> <li>- 4 metal kennels</li> <li>- Freezer</li> <li>- 2 fenced paddocks</li> <li>- Portable generator</li> </ul>
<p>Red Key Room (Canine):</p> <ul style="list-style-type: none"> <li>- Fire extinguisher</li> <li>- Eye wash station</li> </ul>	<p>Other:</p> <ul style="list-style-type: none"> <li>- Horse trailer</li> </ul>
<p>Feline Facility:</p> <ul style="list-style-type: none"> <li>- 43 cat kennels</li> <li>- Assorted portable cat kennels</li> <li>- Front desk and cubicle shell</li> <li>- 2 fire extinguishers (room 1 and far back room)</li> <li>- 2 wall safes in vet room</li> <li>- Water softener in laundry room</li> <li>- Eye wash station in back bathroom</li> </ul>	

#### Nevada County Information and General Services Inventory

<p>Canine Kennels and Crates:</p> <ul style="list-style-type: none"> <li>- 4 10 ft. x 10 ft. kennels</li> <li>- 8 6 ft. x 5 ft. x 10 ft. kennels (constructed as 5 ft. x 5 ft., currently 12 panels unused)</li> <li>- 7 4.5 ft. x 4.5 ft kennels</li> <li>- 15 XL crates</li> <li>- 15 L crates</li> </ul>	<p>Other:</p> <ul style="list-style-type: none"> <li>- 10 kuranda dog beds</li> <li>- Laundry boat</li> <li>- 3 10 ft. x 13 ft. shade covers</li> <li>- 6 metal trash bins</li> <li>- 12 Dewalt two-way radios</li> <li>- 10 XL construction vests</li> <li>- 2 UV lights</li> <li>- Conex 1 &amp; 2 (West side of building)</li> <li>- Conex 3 (between paddocks)</li> </ul>
---	---

## Attachment B

### Sammie's Friends Owner Turn In (OTI) Policy

If room and space is available at Sammie's Friends Animal Shelter, the shelter will accept OTI's, if the animals meet requirements laid down by the shelter.

#### OTI Dog Requirements:

- a. Owners must complete an Owner Surrender Request Form, which is located on the website. If they have not done so before coming in, they will be asked to complete it at the Shelter. This does not and will not guarantee the shelter will accept the surrender.
- b. Owner and dog MUST reside in Nevada County limits. We do not accept surrenders from dogs outside the County or in City Limits. They are referred to shelters in their area for help.
- c. Shelter management will review the form and decide whether the dog is eligible. See deciding factors below.
- d. Dogs will be considered for surrender, as long as space allows, if the dog has never bitten a human, whether it be a family member or a stranger.
- e. Dogs will be considered for surrender, as long as space allows, if the dog has never bitten other animals, such as: another dog, cat, livestock, etc.
- f. Dogs will be assessed by trained staff or behaviorist before they are accepted for intake. This will help assist the decision whether dogs can be surrendered.

#### OTI Dog Denials:

- a. Dogs that have bitten a human, family member or stranger will not be accepted. The level of bite or incident does not apply. This is for liability reasons for shelter.
- b. Dogs that have bitten or killed other animals, such as: dogs, cats, livestock, etc. will not be accepted as surrenders. This is for liability reasons for shelter.
- c. Dogs fail assessment done by trained staff or behaviorist. This is up to the discretion of staff and behaviorist.
- d. If the owner and dog reside outside of Nevada County limits. Shelter will ONLY accept surrenders from owners and dogs of Nevada County.
- e. If Shelter does not have space to intake surrender.

#### OTI Cat Requirements:

- a. Owners must complete an Owner Surrender Request Form, which is located on the website. If they have not done so before coming in, they will be asked to complete it at the Shelter. This does not and will not guarantee the Shelter will accept the surrender.
- b. Shelter Management will review the form and decide whether or not the cat is eligible. The deciding factor is space.



- c. Unlike dogs, we will and can take cats with bite reports, they will just need to be documented. Cats can be adopted out as “Barn Cats” and live strictly outside.

OTI Cat Denials:

- a. If the Owner or cat reside outside of Nevada County. The shelter will not accept cats or any animals outside of Nevada County.
- b. Shelter does not have space to intake surrender.

Approvals for OTI's:

If the Shelter can accept Owner Turn In's the owner must pay an OTI fee. Those fees are listed in the County Fee Schedule.

The above costs help go toward the care of animals moving forward until we find them forever home. Once Owner Turn In has been accepted and OTI fees have been paid, ask the owner to fill out an intake interview. This really helps us dive deep into the history of the pet so can better understand them and place them in the right home.