**Minutes of the Dog Shelter Tender Specification Subcommittee**

**Meeting held on15thApril 2021 via ZOOM**

**In Attendance:**

Cllr. Deirdre Heney (DH)

Cllr. Caroline Conroy (CC)

Cllr. Donna Cooney (DC)

Cllr. Cieran Perry (CP)

Sergeant Angela Bates (AB)

**Officials:**

Brendan Kenny, Deputy Chief Executive (BK)

Pat Teehan, A/Senior Executive Officer (PT)

**Apologies:**

Declan Ronan, Area Housing Manager

1. **Minutes/Matters Arising**

Minutes of the Meeting Held on 17th February (attached)

**Order:** Agreed

DH gave recap on progress of Dog Tender Specification Committee; she said work was ongoing with the tender document and it is hoped to be published tomorrow 16 April.

New Oversight Committee under Deputy Chief Executive's Dept. to be officially established once agreed by CPG and members of this Specification Committee.

1. **Prior Information Notice(PIN)**

Market consultation completed 26th March 2021.

Provision of Dog Warden Service removed as requested

DR and PT are assessing the content of the eight respondents including site visits where applicable.

**Order:** Evaluate and Report to Chairperson

1. **Invitation to Tender**

PT completed invitation to tender and forwarded to chair and sub-committee for sign-off. Requested additions to the specifications to be inserted where appropriate.

Sign off agreed as per revisions. All revisions subject to procurement regulations.

**Order:** Publish Invitation to Tender

1. **Animal Welfare Unit**

Control of Horses and Dogs renamed to Animal Welfare Unit to show new ethos and commitment by the Council to animal welfare.

Dog Wardens to be directly employed by the council will be the responsibility of the new unit.

1. **Evaluation of Tenders**

Valerie Reilly was put forward as a prospective evaluation member. Garda Gillian Duffy from Irishtown Garda Station was also recommended. Queries were raised regarding the evaluation process and members of the evaluation team.

PT suggested that a procurement specialist be engaged to oversee the evaluation process, Mark Bourke the Chief Quantity Surveyor from DCC, an independent practicing veterinarian surgeon and himself as the head of the section. C. P. requested and it was agreed that the members of the Committee meet the members of the evaluation committee, prior to evaluation.

**Order:** PT to contact prospective members and finalise evaluation team.

1. **Oversight Committee**

It has been suggested that all councillors be invited as members of the Committee.

It should also include:

Two Garda advisors

Animal welfare Organisation - My Lovely Horse Rescue (as advisory or member)

Department of Agriculture member

DCC Animal Welfare Management

**Order:** DH to provide information to BK on Garda contacts. PT to contact individual members as required.

Next Meeting: Zoom 09.30 Wednesday 12th May 2021