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Rockland County Solid Waste Management Authority

RFP 2026-12

REQUEST FOR PROPOSALS FOR THE OPERATION OF THE RG CARES ANIMAL SHELTER LOCATED AT 10 ECOLOGY ROAD IN HAVERSTRAW, NY

DATED OCTOBER 30, 2026

TO: **RECIPIENTS OF THE REQUEST FOR PROPOSALS**

FROM: **ROCKLAND GREEN**

DATE: **NOVEMBER 18, 2026**

SUBJECT: **ADDENDUM NUMBER 1**

This Addendum Number 1 shall be part of Request for Proposals No. 2026-12 for the Operation of the RG CARES Animal Shelter Located at 10 Ecology Road in Haverstraw, NY issued by Rockland Green on October 30, 2026 (the "RFP").

This Addendum Number 1 provides (I) a listing of the RG CARES Animal Shelter policies and procedures for incorporation into Appendix C of the RFP, and (II) Appendix I Form of Sanctuary Agreement for inclusion in the RFP.

I. LISTING OF THE RG CARES ANIMAL SHELTER POLICIES AND PROCEDURES

Rockland Green hereby provides as Attachment 1 to this Addendum, a listing of the RG CARES Animal Shelter policies and procedures for inclusion in Section I of Appendix C, on Page C-1 of the RFP.

II. APPENDIX I FORM OF SANCTUARY AGREEMENT

Rockland Green hereby incorporates Appendix I Form of Sanctuary Agreement, a new Appendix, into RFP. Appendix I will be added to the RFP immediately following Appendix H. The Form of Sanctuary Agreement will be used by the Operator in the event that an animal is transferred to a sanctuary by the Operator during the Term of the Contract.

Appendix I Form of Sanctuary Agreement is set forth in Attachment 2 to this Addendum.

ATTACHMENT 1
TO ADDENDUM 1 TO RFP 2026-12

LISTING OF THE RG CARES ANIMAL SHELTER POLICIES AND PROCEDURES

The list of the RG CARES Animal Shelter policies and procedures was not included in the original RFP. Accordingly, the following list of the RG CARES Animal Shelter's policies and procedures is to be incorporated into Section I (General) of Appendix C (SCOPE OF SERVICES), immediately following Item 2 on page C-1.

List of the RG CARES Animal Shelter Policies and Procedures

Intake, Handling & Transportation

1. RG CARES Animal Shelter Intake Protocol – Cats
2. RG CARES Animal Shelter Intake Protocol – Dogs
3. RG CARES Animal Shelter Intake Protocol – Exotics
4. RG CARES Animal Shelter Animal Handling Standard Operating Procedure
5. RG CARES Animal Shelter Policy for After-Hours Placement of Dogs by Local Law Enforcement
6. RG CARES Animal Shelter Transportation Guidelines
7. RG CARES Animal Shelter Emergency Plan

General Medical Care & Treatment Protocols

8. RG CARES Animal Shelter Physical Exam Form
9. RG CARES Animal Shelter Vaccination Protocol
10. RG CARES Animal Shelter Pain Management Standard Operating Procedure
11. RG CARES Animal Shelter Emergency Veterinary Care Protocol
12. RG CARES Animal Shelter Anesthesia and Surgery Standard Operating Procedure
13. RG CARES Animal Shelter No Kill Position on Euthanasia and Standard Operating Procedure
14. RG CARES Animal Shelter Veterinarian's Statement Animal Evaluation Form
15. RG CARES Animal Shelter Pre-Operative Care Protocol
16. RG CARES Animal Shelter Heartworm Treatment Protocol
17. RG CARES Animal Shelter Dermatophytosis (Ringworm) Policy
18. RG CARES Animal Shelter Common Neonatal Feline Medications Policy
19. RG CARES Animal Shelter Canine Intestinal Parasite Protocol
20. RG CARES Animal Shelter Canine Diarrhea Treatment Protocol
21. RG CARES Animal Shelter Feline Diarrhea Treatment Protocol
22. RG CARES Animal Shelter Ten-Day Post-Operative Care for a Recently Spayed or Neutered Animal

Infectious Disease, Isolation & Outbreak Control

23. RG CARES Animal Shelter Outbreak Management Standard Operating Procedure
24. New York State Department of Health Rabies Policies and Procedures: Guidance Regarding 14-day Confinement of Animals for Rabies Observation
25. RG CARES Animal Shelter Animal Shelter Rabies Vaccination Protocol
26. RG CARES Animal Shelter Canine Infectious Respiratory Disease Complex Protocol
27. RG CARES Animal Shelter Feline Panleukopenia Protocol
28. RG CARES Animal Shelter Feline URI Protocol
29. RG CARES Animal Shelter Canine Parvovirus Standard Operating Procedure
30. RG CARES Animal Shelter Canine Isolation Protocol and Set-Up Standard Operating Procedure
31. RG CARES Animal Shelter Preventing the Spread of Disease in Foster Homes

Behavioral Management & Handling

32. RG CARES Animal Shelter New Hire Training Standard Operating Procedure
33. RG CARES Animal Shelter Employee and Volunteer Vaccination Policy
34. RG CARES Animal Shelter Employee Training on Animal Well-Being
35. RG CARES Animal Shelter Ongoing Training of Staff and Personnel Policy
36. RG CARES Animal Shelter Animal Husbandry Protocol
37. RG CARES Animal Shelter Behavioral Enrichment Protocol
38. RG CARES Animal Shelter Daily Interaction Animal Log
39. RG CARES Animal Shelter Behavioral Assessment Standard Operating Procedure

Incident Reporting & Safety Compliance

40. RG CARES Animal Shelter Animal Bite and Scratch Protocol
41. Rockland County Department of Health Animal Bite Report
42. RG CARES Animal Shelter Employee Incident Report
43. RG CARES Animal Shelter Animal Incident Report
44. RG CARES Animal Shelter Aggressive History Waiver
45. RG CARES Animal Shelter Handling Aggressive Animals Waiver

Feeding and Food Storage

46. RG CARES Animal Shelter Cat Diet & Feeding Policy
47. RG CARES Animal Shelter Dog Diet & Feeding Policy
48. RG CARES Animal Shelter Food Storage and Safety Policy

Sanitation

49. RG CARES Animal Shelter General Sanitation Procedure
50. RG CARES Animal Shelter Sanitation Procedure - Cats
51. RG CARES Animal Shelter Sanitation Procedure - Dogs

52. RG CARES Animal Shelter Pest and Vermin Control Protocol

Adoption and Foster Placement

53. RG CARES Animal Shelter Adoption Plan Standard Operating Procedure
54. RG CARES Animal Shelter Adoption Packages
55. RG CARES Animal Shelter Standards for Fosters
56. RG CARES Animal Shelter Foster Manual
57. RG CARES Animal Shelter Foster Agreement

TNVR

58. RG CARES Animal Shelter Trap-Neuter-Vaccinate-Release Policy

Volunteers

59. RG CARES Animal Shelter Volunteer Manual

ATTACHMENT 2
TO ADDENDUM 1 TO RFP 2026-12

APPENDIX I
FORM OF SANCTUARY AGREEMENT

Appendix I Form of Sanctuary Agreement was not included in the original RFP. As such, Appendix I is included as part of this Addendum.

APPENDIX I

FORM OF RG CARES ANIMAL SHELTER SANCTUARY AGREEMENT

[*Name of sanctuary and sanctuary address*] (hereinafter "Sanctuary") has been approved by Rockland Green, also known as RG CARES (hereinafter "RG CARES") owner of the RG CARES Animal Shelter (located at 10 Ecology Road, Haverstraw, New York), as a Sanctuary for [*insert name of the animal*], subject to the terms of this RG CARES Animal Shelter Sanctuary Agreement (the "Sanctuary Agreement"). In consideration of Sanctuary as sanctuary for [*insert name of animal*], RG CARES will pay Sanctuary a onetime fee of [*dollar amount written in words*] dollars ($[*dollar amount written numerically*]).

SECTION 1: General Warranties of the Parties:

1. Every animal released from the RG CARES Animal Shelter (the "RG CARES Shelter) into a sanctuary program or facility will be spayed or neutered and will have received core vaccinations (DAPP, Bordetella, and Rabies). RG CARES staff, however, reserve the right to defer responsibility of these procedures to the Sanctuary if it is determined that administering the vaccine or test would be a safety risk for the animal or staff.
2. All medical records in the possession of RG CARES shall be made available to the Sanctuary for review and inspection at RG CARES.
3. All animals will be microchipped by the Operator prior to leaving RG CARES.
4. The ownership of any transferred animal from RG CARES will transfer to the sanctuary with full liability for any further costs associated with care and/or damage (physical, property or bodily) done by the transferred animal(s).
5. The Sanctuary and its representatives shall refrain from distributing inaccurate or disparaging information about RG CARES and its staff through email, social media or any other public form of communication.
6. If the Sanctuary has a question or concern regarding RG CARES's practices, the Sanctuary is welcome to address their concerns with the Shelter Manager. All animal(s) within the Sanctuary's care will be provided adequate food, clean water, shelter, safe containment, appropriate veterinary care and humane treatment always.
7. The Sanctuary will adhere to New York State Agricultural and Markets Law Article 26-C. "Regulations of Animal Shelters" and any future amendments thereto.
8. The Sanctuary, as determined by and agreed to by [ ] in his or her capacity and authority as [President and/or Director] of the Sanctuary, hereby agrees on behalf of himself or herself and all other agents and successors of the Sanctuary to indemnify and hold harmless RG CARES, its officers, employees, and agents from all losses, suits, damages, or costs arising from participation in the Sanctuary Agreement, including, but not limited to, personal injury, damage to property, damage or injury to pets, and all costs and fees accrued in the provision of care, maintenance, and medical care of the animals.

9. The following documents must be submitted to RG CARES prior to release of the animal to the sanctuary:

    a. This RG CARES Sanctuary Agreement fully executed by the sanctuary;

    b. A copy of Sanctuary's Internal Revenue Services' Non-Profit 501(c)3 determination letter;

    c. A Board of Directors Resolution from the Sanctuary authorizing the Sanctuary's representative to execute this Sanctuary Agreement and take possession of the animal; and

    d. A copy of the Sanctuary's New York State Department of Agricultural and Markets license pursuant to NY AML Art. 26-C sec. 421, (or compliance therewith).

SECTION 2: Warranties Specific to [*insert name of the animal*]

10. Sanctuary agrees that [*insert name of the animal*] will remain at the Sanctuary for the rest of his natural life and will not be adopted out.

11. Sanctuary agrees that [*insert name of the animal*] will not be euthanized unless euthanasia is specifically ordered by a court of competent jurisdiction, or, upon the medical determination of a licensed Veterinarian that failing to euthanize [*insert name of the animal*] would constitute animal cruelty.

12. Sanctuary agrees that as a result of [*insert name of the animal*]'s diagnosed advanced, widespread, arthritic, chronic and degenerative joint disease, a comprehensive, lifelong medical management plan (including structured pain control, joint supplementation, strict weight management, and carefully monitored physical activity) will be implemented and followed to preserve [*insert name of the animal*]'s mobility and quality of life.

13. Sanctuary agrees that [*insert name of the animal*] will be provided an indoor enclosure no smaller than 6'x6' and an outdoor covered enclosure no smaller than 6'x6' with an outdoor 60' x 40' exercise pen for [*insert name of the animal*]'s sole and exclusive use at all times.

In addition to the general warranty to abide by New York State Agricultural and Markets Law Article 26-C, "Regulations of Animal Shelters", the Sanctuary specifically agrees to abide by the following provisions of New York State Agricultural and Markets Law.

NYAGM Sec. 424. General facility standards:

1. All facilities and all interior components of each animal shelter shall be constructed of materials that ensure a sound physical structure, and shall be maintained so as to protect animals from injury, ensure containment of animals within the property, and restrict unauthorized entry of other animals and humans to the building.

2. Indoor building surfaces in direct contact with animals shall be constructed of materials that are non-porous, water resistant, non-toxic and able to withstand regular cleaning and disinfection. Adequate drainage shall prevent the accumulation of water or other liquids on floors.

3. Electrical power and running water shall be maintained to all parts of the facility that house animals, with written emergency plans for back-up sources or relocation of the animals to a safe environment in the event of outages lasting more than four hours.

5. Ambient temperatures in all indoor animal housing areas shall be routinely maintained between sixty and eighty degrees Fahrenheit.

6. Each animal shall be monitored and provided with an environment allowing maintenance of normal body temperature based on species, breed, body condition, medical condition, and age.

9. Each animal shelter shall provide separate housing areas, segregated by species and from uninfected, unexposed animals, for the housing of any animal with an infectious disease that may be transmitted within the shelter environment and requiring isolation as determined by a licensed veterinarian. Doors separating such rooms from the remainder of the facility shall be kept closed.

11.Each animal shelter shall provide animal housing areas that provide adequate lighting and a means to maintain diurnal light cycles pursuant to an established schedule. All animals shall have a minimum of eight hours each of light and darkness within a twenty-four-hour cycle.

NYAGM Sec. 425. Animal housing:

1. Each licensed animal shelter shall provide each animal in its custody or possession with a suitable primary enclosure that meets the requirements prescribed in this section.

2. Unsupervised tethering for periods exceeding thirty minutes is prohibited.

3. Animal housing shall meet the following requirements:

> *(a) materials used in housing construction shall be non-porous, water-resistant, non-toxic, and able to withstand regular cleaning and disinfection;*
>
> *(b) drainage shall prevent accumulation of water or other liquids on floors; and*
>
> *(c) housing shall be structurally sound, in good repair and maintained in a safe, working condition to properly confine animals, prevent injury, keep animals safe from predation, keep other animals out, and allow animals to remain dry and clean.*

4. Wire or slat-bottom cages are prohibited unless a solid tray is provided for the cage bottom to prevent injury to the animal.

8. Animals that are poorly socialized, fearful, or aggressive towards other animals or that are ill, injured, or within a week of whelping or queening shall be housed individually in a suitably sized, enriched primary enclosure.

> *(a) Littermates under the age of twelve weeks may be co-housed in an isolation area if all individuals are infected with the same infectious, contagious, parasitic or communicable disease.*

10. All primary enclosures shall provide sufficient space to allow each animal, regardless of species, to:

> *(a) make all normal postural adjustments;*
>
> *(b) fully stretch its body and have sufficient room to circle, lie down, and stand upright without the head or tail touching the sides of the enclosure even with the presence of water and food bowls, beds, litter boxes, and other normal cage objects; and*
>
> *(c) allow animals to sit, sleep and eat away from areas of their enclosure where they defecate and urinate*

16. Outdoor primary enclosures shall comply with all housing requirements prescribed in this section and shall provide the following:

(a) protection from the elements at all times;

(b) adequate drainage to prevent the accumulation of excess water in or around the enclosures;

(c) a moisture-proof, insulated shelter structure large enough to simultaneously accommodate all animals in the enclosure, unless immediate entry to an indoor portion of the enclosure is accessible;

(d) security from unauthorized entry of other animals into the enclosure;

(e) a separate, shaded area sufficient to simultaneously accommodate all animals, except when animals have immediate access to an indoor portion of the enclosure;

(f) clean dry bedding at all times and a heat source when the outdoor temperature falls below fifty degrees fahrenheit; ...

I have read this RG CARES ANIMAL SHELTER SANCTUARY AGREEMENT and agree to be bound by the warranties and representations contained within.

[*Insert Name of Sanctuary*]	RG CARES
_____	_____
[Name, title]	[Name, title]
_____	_____
Date	Date