



Decision Memo

Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Aug 25, 2023

MinuteTraq (IQM2) ID #: 23-1743

Department Requisition #: _____

Requesting Department: Animal Services	Department Contact: Kristie Lecaros
Contact Email: kristie.lecaros@dupageco.org	Contact Phone: 630-407-2800
Vendor Name: Hill's Pet Nutrition	Vendor #: 11778

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approval of a contract increase of \$8,700.00 to contract #6434-0001-SERV with Hill's Pet Nutrition to allow for the payment of existing invoices and the continued purchase of regular and prescription pet food for shelter animals for the remainder of FY2023.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Animal Services requires a change order to add funds to the FY23 portion of the Hill's Pet Nutrition purchase order #6434-1-SERV. Since this purchase order took effect on June 22, 2023, Animal Services has exhausted the funds budgeted for FY23 (line 1). This is due to several factors including: industry-wide price increases of up to 30% on pet food products since 2022 making it difficult to budget; an increase in general and high-volume animal intake; an increase in the number of animals confiscated and sheltered due to hoarding and cruelty/neglect cases. One recent case included 30 emaciated dogs in very poor health which required extensive medical care, treatment (including prescription diet food), and longer stays while staff worked to get them healthy enough for adoption/transfer.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This change order will allow Animal Services to continue purchasing pet food from Hill's Pet Nutrition and feed the recommended diet for shelter canines and felines entrusted to our care, making possible the highest level of care for shelter animals. Hill's offers veterinary prescription diets in order to care for the many animals coming into the shelter with chronic conditions or who present acutely with a condition, something that is becoming increasingly common. Hill's Prescription Diet brand addresses all medical conditions along with acute illnesses. Hill's Shelter Program sells food to government and non-profit animal shelters at deep discounts, and provides sample bags of food for new adopters at no cost, allowing for an easy transition from shelter to home for both the pet and the adopter. Because Prescription Diet is widely available for purchase from many veterinary hospitals and specialty pet food retailers, it is also easy for pet owners to continue feeding Prescription Diet once the animal leaves the shelter.

Source Selection/Vetting Information - Describe method used to select source.

LOWEST RESPONSIBLE QUOTE/BID #23-1743

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve the Change Order as requested.
2. Do not approve the Change Order, purchase pet food from a distributor at higher cost and forego necessary prescription food needed to treat the community's pets.
3. Do not approve the Change Order and greatly diminish the quality of care and treatment provided for the community's pets.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This change order will be funded by the Animal Services FY23 budget 1100-1300. A budget transfer has been initiated to move available funds to the FY23 52210 (Food & Beverage) budget line for the requested contract increase.