



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-2178	RFP, BID, QUOTE OR RENEWAL #: 26-067-ANS	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$52,073.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$224,440.00
	CURRENT TERM TOTAL COST: \$52,073.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: MIDWEST VETERINARY SUPPLY, INC.	VENDOR #: 13975	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: Lauren Freak, Strategic Accounts Manager	VENDOR CONTACT PHONE: (612) 210-1201	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: lauren.freak@midwestvet.net	VENDOR WEBSITE: midwestvetsupply.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase order for the purchase of canine and feline pet food for Animal Services. Purina ProPlan offers an extensive variety of pet food and supplements including a robust selection of prescription diet for dogs and cats. Purina products are not available for direct purchase from the manufacturer and must be purchased from a distributor of veterinary supplies. Pricing was obtained by a request for bid sent to four distributors that were recommended by the manufacturer. This services agreement is for the initial 1-year term of a 4-year contract with three available 1-year options to renew. JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Purina ProPlan offers an extensive line of pet food that animals find highly palatable. By feeding the targeted recommended diet for shelter canines and felines entrusted in its care, Animal Services is able to maintain the highest level of care for shelter animals. Animal Services requires a pet food line that 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 medical condition, something that is becoming increasingly common. Purina ProPlan brand addresses all life stages and medical conditions, including acute illnesses. Because Purina ProPlan is made widely available for purchase from major pet supply retailers, veterinary hospitals and specialty pet food retailers, it is also easy for pet owners to continue feeding Purina ProPlan food once the animal leaves the shelter.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: MIDWEST VETERINARY SUPPLY, INC.	Vendor#: 13975	Dept: ANIMAL SERVICES	Division:
Attn: Lauren Freak, Strategic Accounts Manager	Email: lauren.freak@midwestvet.net	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 21467 Holyoke Avenue	City: Lakeville	Address: 2255 MANCHESTER RD	City: WHEATON
State: MN	Zip: 55044	State: IL	Zip: 60187
Phone: (612) 210-1201	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MIDWEST VETERINARY SUPPLY, INC.	Vendor#: 13975	Dept: ANIMAL SERVICES	Division:
Attn: Jo Anderson, Accounts Payable Supervisor	Email: epay@midwestvet.net	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: 21467 Holyoke Avenue	City: Lakeville	Address: 2255 MANCHESTER RD	City: WHEATON
State: MN	Zip: 55044	State: IL	Zip: 60187
Phone: 952-567-6249	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2026	Contract End Date (PO25): Aug 25, 2027

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1			Purina canine/feline pet food for shelter animals	FY26	1100	1300	52210		22,000.00	22,000.00
2	1			Purina canine/feline pet food for shelter animals	FY27	1100	1300	52210		30,073.00	30,073.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 52,073.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver feline and canine pet food and supplements for Animal Services.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Contract total adjusted to allow for expected increase in animal intake, manufacturer price increases, and purchase of alternate items to replace items marked as 'NO BID' on bid tab.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.