



DU PAGE COUNTY

Animal Services Committee

Final Summary

421 N. COUNTY FARM ROAD
WHEATON, IL 60187
www.dupagecounty.gov

Tuesday, March 19, 2024

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Brian Krajewski at 7:30 AM.

PRESENT: Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge

2. ROLL CALL

Member Patty Gustin also joined the meeting.

PRESENT: Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge

3. PUBLIC COMMENT

The following individuals gave public comment:

Sandy Woltman

Beth Hosler

Jamie Leinss-Doyle - read a written statement from Kathleen Stelford

Jamie Leinss-Doyle - read a written statement from Vicki Geisc-Weiland

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski informed the committee that Animal Services fields many calls regarding wildlife from residents. Because Animal Services does not house or rehabilitate wildlife, these calls are most often forwarded to Willowbrook Wildlife. Because so many residents are referred to Willowbrook Wildlife, Chair Krajewski will be requesting a meeting with the leadership of Willowbrook Wildlife, himself, Dr. Hanek and Laura to discuss current policies, in an effort to better understand current policy and better educate and direct the public on wildlife issues.

Member Garcia requested a summary of the meeting between Animal Services and Willowbrook Wildlife once the meeting has taken place.

Chair Krajewski confirmed that the National Therapy Animal Day proclamation will be on the County Board meeting agenda for Tuesday, April 23rd.

5. MINUTES APPROVAL

5.A. [24-0964](#)

Animal Services Committee - Regular Meeting - Tuesday, February 20, 2024

Attachments: [Summary Minutes Feb-2024.pdf](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Cynthia Cronin Cahill

6. BUDGET TRANSFERS

6.A. [24-0953](#)

Transfer of funds from 1100-1300-50000 (regular salaries) to 1100-1300-50040 (part time help), in the amount of \$35,000, to fund the re-classification of one full time position to a part time position for FY24. (Animal Services)

Attachments: [BT - AS - 03.19.24 Personnel](#)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Paula Garcia

7. ORDINANCE AMENDMENT

7.A. [AS-O-0001-24](#)

AS-O-0001-24 ORDINANCE -- An Ordinance amending various sections, including fees, of Chapter 5 of the DuPage County Code of Ordinances.

Attachments: [Chapter 5 ANIMALS](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Cynthia Cronin Cahill
SECONDER:	Sheila Rutledge

8. INFORMATIONAL

8.A. [24-0954](#)

Informational - Pursuant to FI-O-0056-22 and DT-R-0306C-22, one (1) vehicle replacement purchase order for FY24 for Animal Services has been issued to Haggerty Ford, Inc., for a total amount of \$59,851.00. (Animal Services)

Attachments: [PRCC AC 7-Transit Van - INFORMATIONAL ONLY](#)

RESULT:	ACCEPTED
MOVER:	Cynthia Cronin Cahill

SECONDER: Sheila Rutledge

9. ADMINISTRATIVE UPDATE

Dr. Hanek shared that construction is progressing very well. Estimated completion for the new space is July. Estimated completion of the entire facility and move-in is November.

Shelter populations are still being closely managed to keep populations low during construction. In the meantime, animal stress is being managed with extra enrichment, exercise and staff/volunteer time. For those animals that are really struggling, stress-reducing medications are given to help them cope. The intent is to provide the animal with the extra assistance needed to cope until they are settled into their new forever homes, at which time it is always the goal to slowly wean animals off of anxiety medications once they are in a stable, long term environment and no longer showing signs of stress.

Animal Services continues to work with the Sheriff's department to not only help Sheriff's animals and animals in the shelter, but to go out into the community to help animals suffering as a result of hoarding or neglect and to prosecute the individuals responsible.

Chair Krajewski added that staff will be working with Sheriff's deputies to train them on what to look for and how to identify cruelty/neglect when responding to animal welfare calls as these type of calls have increased significantly over the last few years.

10. DISCUSSION - DUPAGE WILDLIFE

Chair Krajewski invited Colleen Jacklich, a current Willowbrook Wildlife volunteer, to address the committee and share her thoughts on the issue of Willowbrook Wildlife's decision to no longer rehabilitate raccoons.

Chair Krajewski shared with the committee that up until 2002, the DuPage County Forest Preserve District was overseen by the DuPage County Board.

11. OLD BUSINESS

Chair Krajewski reminded committee members of the DuPage Animal Friends gala on Friday, April 12th and encouraged everyone to purchase their gala tickets.

12. NEW BUSINESS

13. ADJOURNMENT

With no further business, the meeting was adjourned.



Minutes

421 N. COUNTY FARM
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File #: 24-0964

Agenda Date: 3/19/2024

Agenda #: 5.A.



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Animal Services Committee

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Tuesday, February 20, 2024

7:30 AM

Room 3500A

1. **CALL TO ORDER**

7:30 AM meeting was called to order by Chair Krajewski at 7:30 AM.

2. **ROLL CALL**

PRESENT: Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Sheila Rutledge

3. **PUBLIC COMMENT**

No public comments were offered.

4. **CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**

Chair Krajewski reminded committee members of the DuPage Animal Friends gala on Friday, April 12th and requested the committee's assistance in promoting ticket sales and sponsorship.

5. **MINUTES APPROVAL**

5.A. [24-0714](#)

Animal Services Committee - Regular Meeting - Tuesday, January 16, 2024

Attachments: [Summary Minutes Jan-2024](#)

RESULT: APPROVED
MOVER: Dawn DeSart
SECONDER: Sheila Rutledge

6. **GRANTS**

6.A. [FI-R-0038-24](#)

Acceptance of the DuPage Animal Friends FY24 Unrestricted Grant, Company 5000, Accounting Unit 1310, \$50,000. (Animal Services)

Attachments: [DAFUNR24 Budget - Attachment I.pdf](#)
[DAFUNR24 Grant Agreement Letter Unrestricted Grant - Attachment II](#)

RESULT: APPROVED AND SENT TO FINANCE

MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

6.B. [FI-R-0039-24](#)

Acceptance and Appropriation of Interest Earned on Investment for the DuPage Animal Friends DAFUNR23 Unrestricted FY23 Grant, Company 5000, Accounting Unit 1310, \$1,200. (Animal Services)

Attachments: [5000-1310 DAFUNR23 Resolution Attachment I Budget](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Dawn DeSart

7. **ADMINISTRATIVE UPDATE**

Staff are preparing a construction update video to be shared publicly.

DAF gala ticket sales are currently 200 of the total goal of 500-600 tickets sold. Member DeSart reminded everyone that the event is a benefit for the capital campaign for which we are attempting to raise several million dollars for the new shelter.

Laura added that the DAF gala ticket price is in line with that of other area shelters and rescues. Anyone unable to afford the price of a gala ticket may volunteer for the event or bid on silent auction items remotely. For anyone unable to participate in the gala event, there are other upcoming fundraising opportunities to get involved in, such as Giving DuPage Days.

Member DeSart requested that everyone do what they can to drive ticket sales, sponsorships and big ticket in-kind silent auction items for the gala event (sporting event or concert tickets, memorabilia, etc.). Sponsorship packets are available in the County Board office or at the shelter.

Dog adoptions at the shelter have been terribly slow. Perfect Match fee-waived dog adoption promotion is in place through the end of February.

Staff are in the process of planning several summertime vaccine and microchip clinics with Hinsdale Humane Society, including one specifically geared toward veterans.

Staff are in the process of planning for the 2024 Specialty Veterinary Vehicle season, including planning for a few potential pre-season dates in response to the unseasonably warm winter.

Another free police department training is being planned for this year featuring our own content and DCAS educator to make it more relevant to DuPage County municipal partners. Last year’s police department training was very successful. PDs were outfitted with animal supplies,

microchip scanners, etc. It is our goal to be able to provide similar resources again this year.

The shelter population is currently around 100 animals. This is due in part to the time of year and also in part due to our population management practices in place to help staff navigate the disruptions caused by construction.

Member DeSart shared that NBC5 reporter Regina Waldroup had agreed to emcee the DAF gala event on April 12th. Regina is an avid animal lover and speaks at/supports animal-related causes.

8. OLD BUSINESS

Chair Krajewski mentioned that suggested language updating animal ordinance would be coming soon from ASA Prindle. Proposed amendments included changes to pricing for select services and feeding of wildlife.

9. NEW BUSINESS

Member Rutledge commented on Willowbrook Wildlife’s current policy on raccoons.

10. ADJOURNMENT

With no further business, the meeting was adjourned.



Budget Transfer

421 N. COUNTY FARM
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File #: 24-0953

Agenda Date: 3/19/2024

Agenda #: 6.A.



Animal Services Ordinance

421 N. COUNTY FARM
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WHEATON, IL 60187
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File #: AS-O-0001-24

Agenda Date: 3/19/2024

Agenda #: 11.A.

AMENDMENTS TO CHAPTER 5 OF THE DUPAGE COUNTY CODE ANIMAL AND RABIES CONTROL ORDINANCE

WHEREAS, the County of DuPage has established and maintains the Department of Animal Services (“Animal Services”) as its animal pound, pursuant to 55 ILCS 5/5-1070; and

WHEREAS, the County of DuPage has statutory authority to establish Animal Services ordinance that ensures public safety and rabies control pursuant to 510 ILCS 5/3 and 510 ILCS 5/5; and

WHEREAS, the County of DuPage and Animal Services wish to uphold the highest standards for public safety and to ensure compliance where rabies observation and reporting of animal bites are concerned;

WHEREAS, the County of DuPage has statutory authority to fix fees and charges for the services of Animal Services pursuant to 55 ILCS 5/5-1070, 510 ILCS 5/3, 510 ILCS 5/8 and 510 ILCS 5/10; and

WHEREAS, the County of DuPage and Animal Services wish to meet costs without increased funding from County taxes; and

WHEREAS, the County of DuPage aims to provide a high level of customer service and assist pet owners however possible while ensuring that fees are comparable to neighboring counties and sufficiently cover administrative costs

WHEREAS, the proposed amendments to the Animal and Rabies Control Ordinance are reflected in Exhibit A, attached hereto; and

WHEREAS, copies of the proposed amendments are available for review upon request at the DuPage County Animal Services Department to any interested party; and

WHEREAS, the proposed amendments to the Animal and Rabies Control Ordinance include the following amendments:

- Revision to Section 5-7, Stray Animals; and
- Revision to Section 5-33, Special Procedures For Groups of Unusual Biting Animals; and
- Revision to Section 5-52, Guidelines For Bite Victims; and
- Revision to Section 5-53, Guidelines For Medical Doctors And Associated Medical Personnel; and
- Revision to Section 5-54, Guidelines For Police Personnel; and
- Revision to Section 5-55, Guidelines For Veterinarians; and
- Revision to Section 5-71, Fees

WHEREAS, the Animal Services Committee of the DuPage County Board has reviewed and approved the amendments to Chapter 5 of the County Code.

NOW, THEREFORE, BE IT ORDAINED by the DuPage County Board, that the amendments to Chapter 5 of the County Code reflected in Exhibit A hereto, are hereby adopted; and

BE IT FURTHER ORDAINED that the amendments to Chapter 5 of the County Code reflected in Exhibit A hereto, shall be effective May 1st, 2024; and

BE IT FURTHER ORDAINED that the DuPage County Animal Services Department shall promptly post the as amended Ordinance on the County’s website; and

BE IT FURTHER ORDAINED that the County Clerk shall transmit certified copies of this Ordinance to State’s Attorney’s Office; one (1) copy to the Animal Services Department.

Enacted and approved this 26th day of March, 2024 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK

- D. If the animal confined is determined not to be infected with rabies at the end of the period of confinement it shall be released to the owner of such animal upon presenting proof of a current rabies inoculation certificate for cats and dogs and payment of any fee, charge or penalty including any fee for veterinary services. If the animal is not redeemed by the owner, the animal may be disposed of in accordance with Illinois State Law.
- E. Whenever a case of rabies has occurred in a locality, or whenever the proper officials of a government unit are apprehensive of the spread of rabies, the administrator shall act as directed by the rules and regulations of the Illinois Department of Agriculture.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-7: STRAY ANIMALS.

- A. Whenever an animal control warden observes or is informed that an animal is roaming freely and not under the control of the owner, the animal shall be immediately apprehended and impounded. Any person may apprehend a stray animal and inform the local police or the administrator so that the stray animal can be impounded.
 - 1. All stray animals impounded shall have a record. The record shall include the owner's name, address and telephone number, if known; species or breed, color, sex and physical condition of the animal; license or tag number, if known; and the time and date impounded.
 - 2. When owners of stray animals impounded are known, notice shall be given by mail to the last known address. Stray animals shall not be held less than seven (7) business days, with the exception of feral cats which shall not be held less than three (3) days. All reclaimed dogs and cats shall be implanted with a microchip approved by the administrator prior to release. All unclaimed apprehended animals shall be placed for adoption, humanely euthanized or otherwise disposed of in accordance with the Illinois state law.
 - 3. The stray animal owner is responsible for all costs relating to the apprehension and impoundment of the animal found not under control.
 - 4. Owners of any dog or cat adopted from DuPage County Animal Services shall have the animal examined by a veterinarian within ~~seven-fourteen (7) (14)~~ days of adoption and receive any necessary vaccinations and medications. The adopting owner shall not sell the animal nor use it in any way as a source of revenue. The adopting owner shall not give away or dispose of in any manner the animal within one (1) year of the date of adoption without the approval of the administrator.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-8: RESTRICTIONS ON CONTROLLED CATS AND DOGS.

- A. Cats and dogs shall not be permitted to enter any place where food is processed for human consumption. Guide dogs and guard dogs used in food establishments are exempt from this restriction.
- B. Cats and dogs, except guide dogs, shall not be present at or upon any school premises, public playground or public swimming pool unless official written permission has been granted by the public agency or its agent owning the property. At no time shall cats and dogs be permitted in any sand box or sand piles in which children play.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

on the DuPage County Rabies Observation and Confinement of Biting Animal Form. The form shall be mailed, emailed, or faxed to DuPage County Animal Services within twenty-four (24) hours of the examination.

- C. **Fifth day examination:** A fifth day examination is required for a biting animal not current on its inoculation for rabies. Veterinarians shall indicate on the DuPage County Rabies Observation and Confinement Release of Biting Animal Form if the biting animal owner did not return the not currently inoculated animal for examination on the day as directed in the rabies observation home confinement agreement with the notation "Failed to Return" placed thereon. The form shall be mailed, emailed, or faxed to DuPage County Animal Services within twenty-four (24) hours of the fifth day examination date.
- D. **Final veterinary examination; failure to return:** Ten (10) days after the bite, if known, or ten (10) days after the first examination, the veterinarian shall complete the DuPage County Rabies Observation and Confinement of Animal Bite Form. If an owner of a biting animal fails to return on the final day of the rabies observation period, the veterinarian shall return the signed form with the notation "Failed to Return" placed thereon. The form shall be mailed, emailed, or faxed to DuPage County Animal Services within twenty-four (24) hours of the final exam/release date.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020; Ord. No. AS-O-0047-21 , 6-22-2021)

5-33: SPECIAL PROCEDURES FOR GROUPS OF UNUSUAL BITING ANIMALS.

- A. **Family bites; family defined:** Owners of animals capable of transmitting rabies that have bitten members of the immediate family are encouraged to submit the biting animal for veterinary examination. Immediate family is defined as mother, father, children, husband or wife residing at the same address. The biting animal shall be confined so as not to expose people or other animals.
- B. **Caged animals:** Owners of caged rabbits, guinea pigs, hamsters, gerbils, rats and mice that have been owned over thirty (30) days shall not be required to obtain a veterinary examination when their caged animal has bitten a person, but shall report the health of the biting animal by telephone or in person to the DuPage County Animal Services on the first and tenth day following the bite.
- C. **Guard dogs:** Owners of guard dogs that have bitten a person in performance of guard duty and have been officially registered shall not be required to obtain a veterinary examination of the dog, but shall report the health of the biting animal by telephone or in person to the DuPage County Animal Services on the first and tenth days following the bite.
- D. **Large animals:** Cattle, sheep, swine and horses that have bitten a person shall be confined to the owner's property and examined by a veterinarian on the first and tenth days after a bite.
- E. **Stray animals:** Stray animals that have bitten a person shall be apprehended and held for ten (10) days or less. When the biting stray animal is not held for ten (10) days, it shall be humanely euthanized unless otherwise directed by the administrator.
- F. **Death before confinement period expires:** An animal that has bitten a person and dies, is accidentally killed or is humanely euthanized before the tenth day following the bite shall be reported to DuPage County Animal Services to determine if~~have~~ the head requires removed removal and ~~sent transport~~ to the local public health laboratory for rabies virus analysis (FRA test).

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-34: GUARD DOG REGISTRATION CERTIFICATES.

- A. **Eligibility; application form:** Owners of dogs used in commercial business for the purpose of patrol and protection may send a request to the DuPage County Animal Services for an application form for a "guard

4. Distemper inoculation fee for cats and dogs.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-38 through 5-50: RESERVED.

ARTICLE III. ANIMAL BITES

5-51: GUIDELINES FOR OWNERS OF BITING ANIMALS.

- A. **Law enforcement; legal requirements:** The DuPage County Animal Services is the organization that is given the authority to enforce the laws relating to biting animals. The basis for these laws is protection of the health of the bite victim through the control of rabies. The health of the biting animal is determined by an examination and through the observation of the biting animal by a veterinarian for ten (10) days following the bite.

A more direct and effective method of determining rabies in the biting animal is through the examination of the brain of the killed animal. This method is less than pleasing to most animal owners.

- B. **Report each bite:** Owners of biting animals, regardless of the reason for the bite, must recognize that all bites must be reported to protect the bite victim's health. All confirmed cases of rabies in man, with one (1) exception, have been fatal. All bite report forms are forwarded to the DuPage County Animal Services. When the department receives an animal bite report form without the additional veterinary health evaluation of the biting animal, the biting animal owner is contacted by telephone or by mail and informed of this requirement.
- C. **Exceptions:** Owners of biting caged rabbits, hamsters, guinea pigs, gerbils, rats and mice (if ownership can be established over thirty (30) days' duration) and biting registered guard dogs are only required to call the DuPage County Animal Services on the first and tenth day after the bite and report the health of the biting animal.
- D. **Death of biting animal:** Whenever a biting animal dies within ten (10) days of the bite, the head of the animal must be submitted to the local public health laboratory for rabies virus analysis. If the death of a biting animal other than a dog or a cat occurs for any unspecified reason within thirty (30) days of a bite, it is advisable for the animal owner to submit the animal head for laboratory evaluation.
- E. **Court appearances:** Owners of biting animals shall be required to appear in court for violation of the law whenever any of the following occur:
 1. If the biting animal is not currently vaccinated against rabies.
 2. If the biting animal is allowed to bite a person when under the ten-day home confinement.
 3. If the biting animal is not submitted for the required veterinary examination after the bite.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-52: GUIDELINES FOR BITE VICTIMS.

- A. **Home care of bite wounds; medical advice:** Awareness of the importance of the care of animal bite wounds will help prevent infection and rabies and relieve much of the anxiety about animal bites. It is essential that

all bite wounds receive immediate attention. An immediate thorough flushing of the wound with water while allowing the wound to bleed freely, followed by a scrubbing with soap or a good disinfectant agent will minimize serious side effects of a bite. Following the first aid treatment of the animal caused wound, medical advice should then be sought to determine the most effective final treatment.

- B. **Report all bites to local police; capture of the biting animal; scratches:** All bites (breaks in the skin) should be reported to the local police, but those bites caused by at large (stray) animals and high risk kinds (species) of wild animals, such as the skunk and bat, should be immediately reported to the local police while it is possible to capture the biting animal. Because of the risk involved, the at large (stray) or wild animal should be continually observed until it is captured by the local police or authorized officer. When a break in the skin is caused by an animal's nails or claws (scratch) without contamination by the animal's saliva, the police or other officer should be informed of this fact.
- C. **Reduce threat of rabies:** The threat of rabies to the life of the bite victim also will be minimized if the biting animal is captured and placed under observation of a veterinarian. The bite victim must recognize that the medical decision to administer antirabies injections (shots) is based mainly on these facts:
1. Capture and clinical evaluation of the health status of the biting animal by a veterinarian.
 2. Kind (species) of biting animal.
 3. Circumstances surrounding the biting incident.
 - a. Was the bite provoked?
 - b. Was the wound caused by the animal's nails or claws without contamination by the animal's saliva?

~~In addition the bite victim must understand that any break in the skin caused by an animal should not be regarded lightly. Death, except in one (1) instance, is the result of clinical rabies in persons.~~

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-53: GUIDELINES FOR MEDICAL DOCTORS AND ASSOCIATED MEDICAL PERSONNEL.

- A. **Requirement to report animal bites; contents of animal bite report form:** All medical personnel are required under the DuPage County Animal Services Ordinance to report all animal bites. Within DuPage County the animal bite incident is reported to the police or other authorized personnel in the area in which the biting animal owner lives. If the biting animal was a stray or wild animal, the bite report should be given to the police or other authorized personnel in the area in which the bite occurred. The animal bite report form requires this information:
1. Name, address and telephone number of the animal owner;
 2. Name, address and telephone number of the bite victim;
 3. Address ~~when~~ where the bite happened;
 4. Type, breed, sex and color of the biting animal;
 5. Rabies vaccination status of the biting animal including rabies vaccination tag number from the county where the animal resides;~~(DuPage County Rabies Vaccination Tag Number is necessary);~~
 6. ~~Community animal license number (not a DuPage County Requirement);~~
 - ~~76.~~ The name of the veterinarian who examined or will examine the biting animal;
 - ~~87.~~ Date the bite occurred;

~~98.~~ Notation if a ticket was issued for any violation, if known.

- B. **Rationale of treatment for bitten persons (as adapted from the U.S. Public Health Service):** Every exposure to possible rabies infection must be individually evaluated. Over five thousand (5,000) animal bites are reported each year in DuPage County. The following factors should be considered before antirabies treatment is initiated:
1. **Species of biting animal:** Carnivorous animals (within DuPage County - skunks, stray dogs and stray cats) and bats are more likely than other animals to be infected with rabies. Bites of rabbits, squirrels, hamsters, guinea pigs, gerbils, chipmunks, rats, mice or other rodents have never resulted in human rabies in the United States and almost never call for antirabies prophylaxis.
 2. **Circumstances of the biting incident:** An unprovoked attack is more likely to mean the animal is rabid. Bites inflicted on a person attempting to feed or handle an apparently healthy animal should generally be regarded as provoked.
 3. **Type of exposure:** Rabies is commonly transmitted by the inoculation of infectious saliva through the skin. The possibility that rabies infection will result from exposure to a rabid animal varies with the nature and extent of exposure. Two (2) categories of exposures should be considered:
 - a. Bite, any penetration of the skin; and
 - b. Nonbite; scratches, abrasions, open wounds or mucous membranes contaminated with saliva.
 4. **Vaccination status of the biting animal:** A properly immunized animal has only a small chance of developing rabies and transmitting the virus.
 5. **Presence of rabies in the area:** DuPage County is endemic for skunk and bat rabies. In most years cases are reported only in these species. However, within the County of DuPage only an occasional bat has been reported rabid. No human has died of rabies that was contracted within DuPage County.
- C. **Management of biting animal:** The DuPage County Department Animal Services is the department that administers the DuPage County Animal Services Ordinance. Each animal, except as noted below, that bites a person must be examined within twenty-four (24) hours of the bite and placed under observation of a veterinarian for ten (10) days. Owners of laboratory type animal pets (rabbits, guinea pigs, hamsters, gerbils, rats and mice) owned over thirty (30) days and registered guard dogs are required to call the DuPage County Animal Services on the first and tenth day following a bite. Strays or unwanted cats or dogs may be killed immediately and their heads submitted for rabies examination by fluorescent microscopy. Signs of rabies in wild animals cannot be interpreted reliably; therefore, any wild animal that bites or scratches a person shall be killed at once (without unnecessary damage to the head) and the brain examined for evidence of rabies.
- D. **Rabies case procedure:** Whenever a biting animal develops signs suggestive of rabies, the animal will be killed and the head removed and taken to the Illinois Public Health Laboratory or the Chicago Public Health Laboratory. In all cases positive for rabies the medical personnel or health facility reporting the bite will immediately be notified through a telephone call from the administrator.
- E. **Post exposure prophylaxis:** The latest recommendations for post exposure prophylaxis published by the United States public health service advisory committee on immunization practices is found in the "Morbidity And Mortality Weekly Report" of the U.S. Department of Health, Education and Welfare. The report is dated 31 December 1976, volume 25, number 51. If questions persist after reviewing these recommendations, consultation can be sought at the DuPage County Health Department.
- F. **Local treatment of wounds:** Immediate and thorough local treatment of all bite wounds and scratches is perhaps the most effective rabies preventive. The wound should be thoroughly cleansed with soap and water. When the wound treatment is under the direction of a physician, tetanus prophylaxis and control of bacterial infection should be given as indicated. Experimentally, the incidence of rabies in animals can be markedly reduced with local therapy alone.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-54: GUIDELINES FOR POLICE PERSONNEL.

- A. **Method of enforcement:** All police officers are sworn to uphold all federal, state and local laws. Within DuPage County the local police are usually designated to investigate each animal bite. In some communities special officers are assigned this duty.
- B. **Purpose of animal bite reports:** The purpose of the animal bite investigation is to determine if a bitten person has been exposed to rabies. The question of rabies exposure can best and most quickly be determined by killing the biting animal, removing the head and submitting it to an approved public health laboratory for rabies virus analysis. Killing of all biting animals, particularly domestic pets, is not generally acceptable. Therefore, the biting animal that is not killed and checked at the laboratory must be examined by a veterinarian within twenty-four (24) hours of the bite.
- C. **Animal bite procedure:**
1. Assist the bite victim to a medical facility or advise the victim to seek medical advice.
 2. Inform the owners of biting animals that the animal must be examined by a veterinarian within twenty-four (24) hours of the bite.
 3. Capture or keep under continuous surveillance all wild animals and all other biting animals that are at large (stray).
 4. Complete and mail within twenty-four (24) hours an animal bite report form to the DuPage Health Department and to the DuPage County Animal Services.
- D. **Contents of an animal bite report form:** Information required to complete the animal bite report form is as follows:
1. Name, address and telephone number of the animal owner;
 2. Name, address and telephone number of the bite victim;
 3. Address ~~when~~ where the bite happened;
 4. Type, breed, sex and color of the biting animal;
 5. Rabies vaccination status of the biting animal including rabies vaccination tag number from the county where the animal resides; (DuPage County Rabies Vaccination Tag Number is necessary);
 - ~~6. Community animal license number (not a DuPage County requirement);~~
 - ~~7.~~ The name of the veterinarian who examined or will examine the biting animal;
 - ~~8.~~ Date the bite occurred;
 - ~~9.~~ Notation if a ticket was issued for any violation, if known.
- E. **Facts about animal bites and rabies:** All animal bites involving a person should be reported, but this breakdown into high risk bites and low risk bites is intended to aid the police officer in determining the need for animal capture and the urgency for rabies treatment of a bitten person.
1. **High risk bites:** (Victims commonly receive shots.)
 - a. Stray (at large) animals where ownership is not known.
 - b. Wild animals. Within DuPage County the bat and the skunk are the species most often involved.
 - c. Sick animals not under the care of a veterinarian.

- d. Any pet animal that attacks a person for no known reason (unprovoked bite).
- 2. **Low risk bites:** (Victims rarely receive shots.)
 - a. Pet animals that bite as a result of an action of a person (provoked bite.)
 - b. Bites inflicted by rabbits, squirrels, guinea pigs, hamsters, gerbils, chipmunks, rats, mice and other rodents. Within the United States human rabies has never resulted from a bite from these animals.
 - c. Bites that in fact are wounds caused by the animal's claws or nails (scratches) without contamination by the animal's saliva.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-55: GUIDELINES FOR VETERINARIANS.

- A. **Vet exam required; exceptions:** All biting animals except those listed below must receive a veterinary examination within twenty-four (24) hours of a bite. Guard dogs registered with DuPage County Animal Services and laboratory type pet animals (rabbits, hamsters, guinea pigs, gerbils, rats and mice) owned over thirty (30) days are exempt from veterinary examination, but their owners must contact the department within twenty-four (24) hours after the bite.
- B. **Procedure for rabies observation home confinement agreement; special procedures:**
 - 1. Instruct the animal owner to read the "rabies observation home confinement agreement."
 - 2. Complete the forms.
 - ~~3. Have owners sign the "rabies observation confinement notice."~~
 - 43. Mail or email the rabies observation confinement notice within twenty-four (24) hours after the time of the examination.
 - 54. Mail or email the "rabies observation release notice" within twenty-four (24) hours of the date listed as the tenth day on the "rabies observation confinement agreement."
 - 65. Details regarding special procedures are incorporated in sections 5-32 and 5-33 of the DuPage County Animal Services Ordinance.
- C. **Rabies in animals:** Rabies in animals is sporadic and found mainly in bats. Whenever wild animals lose their natural fear of people in the wild state and are involved in an animal or person bite, rabies should be considered a possibility. Specific symptoms of rabies in wild animals are varied so that there is not one (1) reliable symptom to assist in the diagnosis. All biting wild animals should be killed, the head removed and sent to the public health laboratory for rabies virus analysis.

Symptoms of rabies in dogs and cats are more reliable and include the following: incoordination, lethargy, dilated pupils, futile attempts to eat and drink, excessive salivation with froth accumulation about the mouth, change in voice, change in disposition, restlessness, progressive aggression, paralysis and death. When rabies transmission is possible because of a bite, in most cases, the cat or dog is showing symptoms one (1) or two (2) days after the bite and is dead by the fifth day.

(2005 Code; Ord. No. AS-O-0094-20 , 11-24-2020)

5-56 through 5-70: RESERVED.

ARTICLE IV. FEES

5-71: FEES.

DEFINITIONS.

Financial hardship is defined as a circumstance where an individual's household annual income falls within one hundred twenty-five percent (125%) of the current year's national poverty level per the U.S. Department of Health and Human Services' guidelines, or the individual is receiving governmental, need-based assistance.

The following fees and charges for services of Animal Services shall apply:

GENERAL SERVICES:

1. Registration:

1-Year Registration tag per altered canine or feline 15.00
1-Year Registration tag per unaltered canine or feline \$40.00
3-Year Registration tag per altered canine or feline 40.00
3-Year Registration tag per unaltered canine or feline 90.00
State of Illinois Anna's Law Differential for intact animals (already included in above) 10.00
Registration tag, new resident with current out of county 6.00
Replacement tag 5.00

2. Impoundment:

Impoundment penalty per animal with valid identification 75.00
Impoundment penalty per animal without valid identification 100.00
Impoundment out of county fee with or without valid identification 125.00
Subsequent occurrence impoundment fee - within one year 100.00
Board for each impounded canine or feline per day 15.00
Board for each impounded other animal per day 15.00
Pick up per animal during hours 75.00
Pick up per animal after hours 100.00
Vaccination for distemper per animal 15.00
Vaccination for kennel cough complex per animal 15.00
Vaccination for rabies per animal 15.00
Other miscellaneous vaccination per dosage 15.00
Microchip implant for impounded animal 10.00
Microchip registration fee for impounded animal 10.00
Reclaim per feral/un-socialized feline Fee waived

EXHIBIT A

Public health euthanasia & biohazard disposal fee per animal (under 30 lbs.) 150.00

Public health euthanasia & biohazard disposal fee per animal (over 30 lbs.) 200.00

~~3. Euthanasia (no longer provide this service):~~

~~Euthanasia per dog, cat or other animal (under 30 lbs.) n/a~~

~~Euthanasia per dog, cat or other animal (over 30 lbs.) n/a~~

~~Euthanasia per animal, non-resident of County n/a~~

~~Euthanasia for small animals (rabbits, guinea pigs, hamsters, etc.) n/a~~

43. Adoption:

Adoption per feline <6 months of age 100.00*

Adoption per feline \geq 6 months to 10 years of age 50.00*

Adoption per feline >10 years of age or older 1.00*

Adoption for two felines <6 months of age adopted together 150.00*

Adoption per canine <6 months of age ~~200.00*~~ \$250.00*

Adoption per canine \geq 6 months to 6 years of age 100.00*

Adoption per canine >6 years of age or older 50.00*

Vaccination adoption animals See *

Microchip implant for non-impounded adoption animal See *

Adoption per small animal (no vaccination or microchip required; fee excludes ferrets, rabbits, exotic birds, reptiles) 5.00

Adoption per ferret, exotic bird, reptile 25.00

Adoption per rabbit 40.00

Adoption any feline >10 years or canine >6 years for senior citizen (65 and over, 1 per year) 1.00

Adoption per feral/un-socialized feline Fee Waived

Adoption per any animal classified as hospice only Fee Waived

Microchip registration fee (dogs & cats, add to above adoption fees incl'd 65+) 10.00

54. Relinquishment:

Surrender fee per ~~altered~~ canine or feline - county resident ~~25.00~~ 50.00

~~Surrender fee per unaltered canine or feline - county resident 35.00~~

Surrender fee per ~~altered~~ canine, ~~altered~~ feline or any other animal - non-county resident ~~50.00~~ 100.00

~~Surrender fee per altered canine, unaltered feline - non-county resident 60.00~~

Surrender fee per rabbits, ferrets, exotic birds, reptiles ~~10.00~~ 25.00

Surrender fee all other small animals ~~5.00~~ 10.00

Surrender fee per canine or feline under eight weeks 5.00

65. Microchipping (misc.):

Microchip implant for non-impounded animal for the general public 10.00

Microchip registration fee for non-impounded animal for the general public 10.00

~~76.~~ Rabies observation:

Rabies observation per animal, per exam 25.00

Rabies observation per canine (reclaimed animal - resident) 250.00

Rabies observation per canine (reclaimed animal - non-resident) 300.00

Rabies observation per feline (reclaimed animal - resident) 235.00

Rabies observation per feline (reclaimed animal - non-resident) 285.00

Rabies observation under 30 lbs. (surrendered animal) 150.00

Rabies observation over 30 lbs. (surrendered animal) 175.00

~~87.~~ Penalty:

General violation penalty 175.00

*Adoption payment may include any applicable microchip implant fee, vaccination fee(s), and/or rabies registration fee.

MUNICIPALITIES AND VETERINARY SERVICES

~~98.~~ ACO assists:

Pick-up per animal 75.00

Pick-up charge for group of small animals contained in single housing structure (excluding ferrets, rabbits, exotic birds, and reptiles) 75.00

Police department assist of 1 Animal Control Officer during business hours for up to 2 hours (M through F between 8:00 a.m. and 4:30 p.m.) 100.00

Additional Animal Control Officer during business hours for up to 2 hours (M through F between 8:00 a.m. and 4:30 p.m.) 25.00

Hourly rate for police department assist during business hours over 2 hours (per ACO/per hour, M through F between 8:00 a.m. and 4:30 p.m.) 25.00

Police department assist of 1 Animal Control Officer after hours for up to 2 hours (weekends, holidays and outside hours referenced above) 200.00

Additional Animal Control Officer after business hours for up to 2 hours (per ACO/per hour, weekends, holidays and outside hours referenced above) 50.00

Hourly rate for police department assist after business hours over 2 hours (per ACO/per hour, weekends, holidays and outside hours referenced above) 50.00

Tranquilized animal (non-euthanasia) 50.00

Cancelled calls during hours (once ACO is in the van, en route to call) 50.00

Cancelled calls after hours (once ACO is in the van, en route to call) 100.00

~~109.~~ Stray holding:

Boarding per animal, per day 15.00

Vaccination for distemper per dog or cat 15.00

Vaccination for kennel cough complex per dog 15.00

Vaccination for rabies 15.00

Other miscellaneous vaccinations per dosage 15.00

Euthanasia ~~per canine, feline, or other animal~~ & mass cremation under 30 lbs. 75.00

Euthanasia ~~per canine, feline, or other animal~~ & mass cremation over 30 lbs. 100.00

1110. Rabies observation and specimen:

Processing of any animal requiring rabies testing (already prepped) 125.00

Processing of any animal requiring rabies testing (requiring specimen and prep) 200.00

Specimen pick-up (charged in addition to processing fee)50.00

Rabies observation (includes euthanasia fee) under 30 lbs. 225.00

Rabies observation (includes euthanasia fee) over 30 lbs. 250.00

1211. Deceased on arrival:

Drop off D.O.A. canine, feline or other small animal 0-75 lbs. 25.00

Drop off D.O.A. canine or similar domestic large animal 76-125 lbs. 50.00

Drop off D.O.A. deer or similar large animal 125 lbs or larger 75.00

1312. Vet Services for Licensed Rescue and Animal Welfare Agencies:

Feral feline spay or neuter (in DuPage County) 30.00*

Feral feline spay or neuter (out of County) 60.00*

Friendly feline spay or neuter 30.00*

Canine spay (based on weight) 60.00 to 85.00*

Canine neuter (based on weight) 45.00 to 60.00*

Cryptorchid canine or feline neuter 10.00

Pregnant or In-Heat canine or feline spay 10.00

IV Fluids 10.00

Special surgical (i.e. tail amputation, mass removal, hernia repair) 45.00

Feline shave/comb matted fur 5.00

Dental routine/cleaning 100.00

Dental minor ~~50.00~~ 125.00

Dental major ~~100.00~~ 150.00

Pain medications/anti-inflammatory 30.00

Antibiotic (Convenia) 15.00

Microchip implant and optional registration 10.00

FIV/FELV snap 20.00

Vaccination FVRCP 15.00~~10.00~~

Vaccination rabies 15.00

Euthanasia & mass cremation (under 30 lbs.) ~~75.00~~25.00

Euthanasia & mass cremation (over 30 lbs.)~~100.00~~50.00

Basic examination 25.00

Sedation 40.00

Anesthesia (based on time)40.00 to 100.00

* Procedures include eartipping (ferals only), dewormer, revolution, cleaning of ears and wounds.

1413. Authority to reduce or waive fees: The Administrator, or his or her designee, shall have the power to temporarily reduce or waive a fee located in this section, including, but not limited to the following reasons:

- (a) An adoption program sponsored by the Animal Services Department, promoted to the public, intended to adopt as many animals that are currently the property of the County of DuPage within a predetermined specific period of time (example: "Clear the Shelter" event);
- (b) A microchip program sponsored by the Animal Services Department, promoted to the public, intended to microchip many animals owned by the public within a predetermined specific period of time;
- (c) A vaccine program sponsored by the Animal Services Department, promoted to the public, intended to vaccinate many animals owned by the public within a predetermined specific period of time;
- (d) Other veterinary wellness initiatives sponsored by the Animal Services Department and promoted to the public at large.
- (e) The individual certifies that they are experiencing financial hardship.

Such temporary reduction or waiver shall be reported to Committee Meetings of the County Board.

(2005 Code; Ord. JPS-O-0029-14, 11-25-2014; Ord. No. ACC-O-0009-17, 1-10-2017; Amd. of 7-17-2018; Ord. No. AS-O-0094-20 , 11-24-2020; Ord. No. AS-O-0046-21 , 6-22-2021)



Informational

421 N. COUNTY FARM
ROAD
WHEATON, IL 60187
www.dupagecounty.gov

File #: 24-0954

Agenda Date: 3/19/2024

Agenda #: 8.A.



**DUPAGE
COUNTY**

General
630-407-6900

Maintenance
630-407-6920

Permitting
630-407-6900

Trails/Paths
630-407-6900

DIVISION OF TRANSPORTATION

630-407-6900
Fax: 630-407-6901
dot@dupageco.org

www.dupageco.org/dot

MEMORANDUM

TO: Nick Kottmeyer, P.E., Chief Administrative Officer
Jeffrey Martynowicz, Chief Financial Officer

FROM: William C. Eidson, P.E. [REDACTED]
County Engineer/Acting Director of Transportation

DATE: February 15, 2024

RE: FY2022-2024 Vehicle Replacement

Attached is a purchase requisition for (1) one vehicle replacement for the DuPage County Animal Services. To meet the operational needs of this department, this vehicle has been requisitioned pursuant to FI-O-0056-22 and DT-R-0306C-22 approved by the County Board on December 12, 2023. This vehicle has been locally sourced and is available to purchase. I am requesting your signature approval for the Division of Transportation to process this purchase order for the FY2022/FY2023/FY2024 vehicle replacements. A copy of this packet will be forwarded to the department to be added to their next parent committee agenda as informational.

Approved [REDACTED]
Jeffrey Martynowicz
Chief Financial Officer

Date: 2/20/24

Approved [REDACTED]
Nick Kottmeyer, P.E.
Chief Administrative Officer

Date: 2-15-24

FY 2023

Exhibit A

Vehicle #	Make	Model	Department	Replacement Vehicle	Estimated Cost With SPC Discount	Estimated Cost Without SPC Discount
AC-8	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
AC-7	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
BZ-6	FORD	ESCAPE	Building zoning	Escape	\$ 30,000.00	\$ 37,500.00
BZ-11	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
CS-3	FORD	EXPLORER	Campus Security	Interceptor	\$ 45,500.00	\$ 57,000.00
H-42	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-46	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-106	FORD	F250	DOT	F250	\$ 56,000.00	\$ 71,000.00
H-113	FORD	F150	DOT	Explorer	\$ 45,500.00	\$ 57,000.00
H-123	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00
H-129	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$59,851.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$59,851.00
	CURRENT TERM TOTAL COST: \$59,851.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Haggerty Ford, Inc.	VENDOR #: 12084	DEPT: Animal Services	DEPT CONTACT NAME: Laura Flamion
VENDOR CONTACT:	VENDOR CONTACT PHONE: 630-231-3200	DEPT CONTACT PHONE #: 630-407-5806	DEPT CONTACT EMAIL: laura.flamion@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Each year as part of the budget process, the Division of Transportation will assess and recommend vehicles to be replaced for the upcoming fiscal year. Due to supply chain and reduced inventory, the County Board authorized the Division of Transportation to move forward with FY2023 through FY2026 vehicle replacement recommendations as soon as contract orders open. FY2022 replacement vehicles were previously requisitioned and ordered and then cancelled. DOT is purchasing comparable priced vehicles off dealers lot. Current PO's will be decreased/closed if applicable.			

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

SECTION 3: DECISION MEMO	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. The Division of Transportation chose Haggerty Ford, Inc. in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306C-22. Available cooperatives are no longer accepting new vehicle orders. Haggerty Ford, Inc. had the vehicles available and competitively priced.
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). 1. Award a contract to Haggerty Ford, Inc. This is the recommended option as Haggerty Ford, Inc. has provided pricing competitive to closed cooperatives and other area dealers.

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: Haggerty Ford, Inc.	Vendor#: 12030	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address: 330 East Roosevelt Rd.	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-231-3200	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 26, 2024	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen Black Curcio			

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	EA		AC - Transit T350 MR Cargo AWD	FY24	1100	1300	54120		59,851.00	59,851.00	
<i>FY is required, assure the correct FY is selected.</i>											Requisition Total	\$ 59,851.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. (1) Ford Transit T350 Cargo Van for the DuPage County Animal Services.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule (1) FY2023 - Transit Van
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Email copy of PO to DOTFinance@dupagecounty.gov; william.bell@dupagecounty.gov;laura.flamion@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement

ILLINOIS SECRETARY OF STATE—APPLICATION FOR VEHICLE TRANSACTION(S)

Application cannot be accepted with alterations (changes) or white-out

1. Type of transaction(s): <input type="checkbox"/> Title and Transfer <input checked="" type="checkbox"/> Title and Registration <input type="checkbox"/> Title Only <input type="checkbox"/> Duplicate Title <input type="checkbox"/> Corrected Title <input type="checkbox"/> Salvage Certificate <input type="checkbox"/> Junking Certificate <input type="checkbox"/> Plates Only <input type="checkbox"/> Sticker Only <input type="checkbox"/> Transfer Only <input type="checkbox"/> Corrected ID Card <input type="checkbox"/> Duplicate ID Card <input type="checkbox"/> Set of Plates Replacement <input type="checkbox"/> Sticker Replacement <input type="checkbox"/> Reclass of License Plates <input type="checkbox"/> Resale of License Plates <input type="checkbox"/> Other:	2. Current Plate Number _____	SIGNATURE ONLY DOCUMENT	
	3. Plate Type Requested MUNICIPAL		4. Exp. Month _____ Year _____
	5. OWNER INFORMATION		
	First _____ Last _____ Middle _____ DUPAGE COUNTY First _____ Last _____ Middle _____ Residence/Business Street Address 421 COUNTY FARM RD City _____ STATE _____ ZIP _____ WHEATON IL 60187		
6. Owner 1 DL/FEIN # _____ Owner 2 DL/FEIN # _____		 8805856397	
7. VEHICLE INFORMATION			
Vehicle Identification Number (VIN) 1FTBR2C89RKA03458 Year 2024 Make FORD Model TRANSIT Body Style VN Color WHI/WHI		VIN Second Stage Info. _____	
8. Purchase Date Month 01 Day 26 Year 2024 New <input checked="" type="checkbox"/> Used <input type="checkbox"/>	Rebuilt <input type="checkbox"/> Flood <input type="checkbox"/> Other Branded Title <input type="checkbox"/> State _____	MDV C.C. _____ Mobile Home Sq. Ft. _____ Rental <input type="checkbox"/> Leased <input type="checkbox"/>	
9. Current Odometer Reading (No Tenths) 7 <input checked="" type="checkbox"/> Actual <input type="checkbox"/> Not Actual <input type="checkbox"/> In Excess of Mechanical Limits <input type="checkbox"/> 2010 model year or older (mileage not required)	Check if G.V.W.R. Over 10,000 lbs. (odometer reading not required) Yes <input type="checkbox"/> Gross Weight: (RV, RT, TRK, BUS, TRLR, 9070) For Hire <input type="checkbox"/> # of Axles 2		
10. Surrender Title Number and State MCO State: _____	11. File Number _____	12. Unit Number _____	
13. MAIL TITLE TO (IF DIFFERENT THAN ABOVE)		14. VEHICLE INSURANCE INFORMATION (TRAILERS EXEMPT)	
Name _____ Street Address _____ City _____ State _____ ZIP _____		Insurance Company Name (Do not list agent) _____ Policy Number _____ Expiration Date _____	
15. FIRST LIENHOLDER		16. SECOND LIENHOLDER	
Name _____ Street Address _____ City _____ State _____ ZIP _____		Name _____ Street Address _____ City _____ State _____ ZIP _____	
17. TRANSFER INFORMATION		18. SELLER'S INFORMATION (INDIVIDUAL OR DEALERSHIP)	
Year _____ Make/Model _____ VIN _____	Name _____ Dealer # _____ Haggerty Ford Inc DL360 Street Address _____ 330 E ROOSEVELT RD City _____ State _____ ZIP _____ WEST CHICAGO IL 60185		
19. BENEFICIARY		20. REASON FOR REPLACEMENT PLATES/STICKER <input type="checkbox"/> Lost <input type="checkbox"/> Stolen <input type="checkbox"/> Destroyed <input type="checkbox"/> Requesting a Different Number <input type="checkbox"/> Respacing	
21. REASON(S) FOR CORRECTED OR DUPLICATE TITLE State all reasons for corrections or duplication.		24. AUDITOR'S USE ONLY TRP NUMBER 798AA921 Tax Form Number 976383901 \$ 173.00 Circle Quarter: 1st 2nd 3rd 4th	
22. Daytime Phone Number (optional) 630-386-7659		_____	
23. Signature(s) 1. _____ 2. _____		_____	
Your signature on the application authorizes the Secretary of State to lower the amount of your check if the fee submitted is greater than the fee required for mail-in transactions. I/We hereby affirm that the information is true and correct and, when applicable, will abide by the Mandatory Insurance Law requiring liability insurance throughout the registration period. If applying for a title for a motor vehicle model year 2011 or newer, I/We also acknowledge awareness of the odometer certification made by the seller.			

OFFICE USE ONLY Verified by CRT I.D. REMITTER/DRIVER SERVICES FACILITY STAMP.

8805856397

CUSTOMER RECEIPT

Date: _____

Control # _____



Illinois Department of Revenue

ST-556 Sales Tax Transaction Return

(R-01/15)
(For Vehicles, Watercraft, Aircraft, Trailers, and Mobile Homes)

Tax return no.: 976383901
Account ID: 3598-2926
Taxable location no.: 022-0024-4 001
Taxable location name: WEST CHICAGO
Dealer's license no.: DL360
Rev: 05
Form: 016

Do not write above this line.

NS CA ED RC TL

Taxpayer Name: Haggerty Ford Inc
Taxpayer DBA:
Taxpayer address: 330 E Roosevelt Rd
City, State, ZIP: West Chicago, IL 60185
Taxpayer phone number:

1 Write the buyer's name and address

Name(s) DUPAGE COUNTY
Street 421 COUNTY FARM RD City WHEATON State IL ZIP 60187

2 Describe the item sold

A Vehicle B Watercraft C Aircraft
 D Trailer E Mobile Home F _____
 New Used
Identification no. 1FTBR2C89RKA03458
Year 2024 Make FORD
Body style and model VN Transit

6 Write the price, and figure the tax (Round to nearest dollar)

You must complete Lines 1 and 2 even if no tax is due.
1 Total price (include accessories, federal excise taxes, freight and labor, dealer preparation, documentary fees, and dealer-reimbursed rebates or incentives) \$61,178.00
2 Total trade-in credit or value \$0.00
3 Amount subject to tax [Line 1 - Line 2] \$61,178.00
4 Tax [Line 3 X 0] (If you made this sale from a temporary sales location, see the instructions.) \$0.00
5 Use tax for certain districts - (see instructions)
Do not report home rule use tax below.
a. County _____
b. City _____
c. Township _____
6 Total tax [Line 4 + Line 5] \$0.00

3 Write the date of delivery 01/26/2024

(This return is due no later than 20 days after the date of delivery.)

4 Describe the trade-in, if any

Item traded in _____
Identification no. _____
Year _____ Make _____
Body style and model _____

5 Exempt or sale to a nonresident

If so, check the correct box below, and see instructions for Section 6.
 A Nonresident buyer (NOT an out-of-state dealer) See instructions.
drive-away permit no./lic. plate no. _____ state _____
 B Sold for resale to a DEALER _____
(Write either the Illinois dealer's Account ID or "Out-of-state dealer")
 C Exempt organization (government, school, religious, or charitable)
tax-exempt no. E-99974551
 D Sold to an interstate carrier for hire for use as rolling stock
Certificate of authority no. _____
 E Sold for rental use
buyer's account ID no. _____
 F Other (describe) _____

ATTACH PAYMENT HERE

Under penalties of perjury, we state that we have examined this return, including any schedules and statements, and to the best of our knowledge, it is true, correct, and complete. If the seller has taken a qualified trade-in, we also state that the buyer has properly assigned and surrendered the title of the trade-in to the seller.

Signature of buyer(s) [Signature] Date 01/26/2024
Signature of seller [Signature] Date 01/26/2024

This form is authorized as outlined by the Illinois tax laws and the Illinois Vehicle Code. Disclosure of this information is REQUIRED. Failure to provide information could result in penalties. This form has been approved by the Forms Management Center. IL-492-1556

Do not write below this line.

Date received by Illinois state government

Copy 3 - Purchasers
Signature Only Document

ARBITRATION AGREEMENT

In this Agreement, the term “you” refers to the Customer(s) signing below. The terms “we” and “us” or “Dealer” refer to **HAGGERTY**. This Agreement is part of your purchase Order for the Vehicle, is a material inducement for us to sell you the Vehicle, and shall survive the termination, expiration, or rescission of the Order and/or bill of sale, or any retail installment contract executed at the time you purchased the Vehicle.

You and we agree that if any Dispute arises, whether or not we have accepted the Order or completed the sale of the Vehicle, either you or we may demand in writing that the Dispute be arbitrated, in which case you and we agree that you and we will immediately stay any court proceedings and the plaintiff will submit the Dispute to binding arbitration by a single arbitrator under the “Supplementary Procedures for Consumer-Related Disputes” of the American Arbitration Association then in effect, in Chicago, Illinois. More information about the AAA can be found at www.adr.org. We believe arbitration is an impartial means of resolving disputes that is usually faster and less expensive than going to court. If for any reason the AAA cannot hear the dispute, you and we agree to proceed before any mutually-agreed arbitrator or, if unable to agree, before an arbitrator appointed by the Circuit Court of Cook County, Illinois. Each party shall be entitled to one substitution of arbitrator, without cause, as a matter of right. For any Dispute (or part of a Dispute) that is not subject to arbitration, you and we AGREE THAT ANY CLAIM SHALL BE BROUGHT IN THE PARTY'S INDIVIDUAL CAPACITY AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, THEREBY WAIVING THE RIGHT TO PARTICIPATE AS A CLASS REPRESENTATIVE OR CLASS MEMBER IN A CLASS ACTION relating in any way to a Dispute, WAIVE ANY RIGHT YOU OR WE MAY HAVE TO A TRIAL BY JURY and agree to have such matter tried by a court without a jury. You and/or we will continue to have the following rights: 1) right to file for bankruptcy in court; 2) right to enforce or dispute the security interest in the Vehicle, whether by repossession or through a court of law; 3) right to take legal action to enforce the arbitrator's decision; and 4) right to request that a court of law review whether the arbitrator exceeded its authority.

A “Dispute” is any controversy or claim that relates in any way to the Vehicle, including, but not limited to, claims relating to the negotiation or breach of the Order and/or bill of sale for the Vehicle; the application for, negotiation of, and financing for the Vehicle (whether or not you complete the purchase of the Vehicle or obtain financing from any particular lender); any dispute relating to any service contract, extended warranty, or other product purchased by you or provided to you at the time you purchased the Vehicle or within 30 days thereafter, and any question regarding whether a matter is subject to arbitration under these provisions.

The arbitrator's award shall be final and binding on all parties to the arbitration. Either party may enter judgment on the award in any court. If either you or we are required to enforce this Agreement in court, the prevailing party in such proceeding shall be entitled to its attorneys' fees and costs incurred in doing so. Nothing in this Agreement shall give the arbitrator any authority, power, or right to alter, change, amend, modify, add to, or subtract from the provisions of the documents executed at the time of the purchase of the Vehicle.

The parties agree that this Agreement shall be governed by the Federal Arbitration Act, 9 U.S.C. §1 *et seq.* The parties further agree that if any provisions of this Agreement are found to be invalid, the remainder of this Agreement will remain in full force and effect, and agree that this Agreement shall be binding upon the parties hereto and their respective heirs, executors, representatives, employees, affiliates, successors, and assigns, and is for the benefit of such parties and any third parties involved in the transaction (such as co-signers or service contract providers).

BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE READ THIS ARBITRATION AGREEMENT AND THAT YOU AGREE TO ITS TERMS AND CONDITIONS.


Customer

Dealer Representative

N/A
Customer
01/26/2024
Date