

REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

consent
AS 1/20
CB 1/27 Date: Jan 6, 2026
File ID #: LS# 24-3058

Purchase Order #: 7383-1-SERV	Original Purchase Order Date: Dec 15, 2024	Change Order #: 3	Department: Animal Services
Vendor Name: ZOETIS US LLC		Vendor #: 26603	Dept. Contact: Kristie Lecaros
Action Requested and Reason for Change Order Request: Extend contract to February 28, 2026 (cumulative total of 76 days). Decrease Line 1 by \$156.95 for a new line total of \$20,029.69 Decrease Line 3 by \$2,496.99 for a new line total of \$4,316.37 Increase Line 2 by \$2,653.94 for a new line total of \$4,653.94 No change in contract amount.			

IN ACCORDANCE WITH 720 ILCS 5/33E-9

- ☐ (A) Were not reasonably foreseeable at the time the contract was signed.
- ☒ (B) The change is germane to the original contract as signed.
- ☐ (C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

A	Starting Contract Value	\$29,000.00
B	Net \$ Change for Previous Change Order	\$0.00
C	Current Contract Amount (A + B)	\$29,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$0.00
E	New Contract Amount (C + D)	\$29,000.00
F	Cumulative Change Order Amount (B + D)	\$0.00
G	Cumulative Percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	0.00%

DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

- ☐ Cancel Entire Order ☐ Close Contract ☐ Contract Extension (≤ 59 Days) ☐ Update Budget Code
- ☐ Change Budget Code From: _____ to: _____
- ☐ Increase/Decrease Quantity From: _____ to: _____
- ☐ Price Shows: _____ should be: _____ ☒ Move Funds Between Lines
- ☐ Decrease Remaining Encumbrance and Close Contract ☐ Increase Encumbrance and Close Contract ☐ Decrease Encumbrance ☐ Increase Encumbrance

DECISION MEMO REQUIRED - Check Applicable Box(es) and Fill In All Answers Below

- ☒ Contract Extension Greater Than 59 Days From Dec 14, 2025 to: Feb 28, 2026 ☐ Cancel Contract
- ☐ Cumulative Increase Greater Than \$10,000 (Row 'F' Above) ☐ Other - Explain In Summary Explanation Box Below

Summary Explanation - Provide a summary of the action. Explain why it is necessary and what is to be accomplished.

Funds remain on original contract due to 3 months of no purchasing while Animal Services was without a full time veterinarian. By utilizing the Zoetis Shelter Program, Animal Services realizes significant savings by buying direct from the manufacturer. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics or animal hospitals, requiring them to purchase from a 3rd party reseller (i.e. Covetrus). Purchasing direct from Zoetis represents an annual cost savings of approximately 42% over the next competitively priced reseller (Covetrus).

Original Source Selection/Vetting Information - Describe method used to select source; for instance, bid, RFP, sole source, etc.

Waiver of County Bid Rules Request and Decision Memo.

Animal Services is enrolled in the Zoetis Shelter Program which allows Animal Services to purchase pharmaceuticals, vaccinations, medical supplies, and preventative treatments direct from the manufacturer. There is not another pharmaceutical company with a program like this one available for the supplies that Animal Services requires. By utilizing the Zoetis Shelter Program, the department realizes significant savings by buying direct from the manufacturer. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics or animal hospitals, requiring them to purchase from a 3rd party distributor like Covetrus. The average percentage saved over the next competitively priced reseller (Covetrus) for the current PO is 42%. A spreadsheet showing the actual savings for the period from May 2024 - November 2024 was provided. There is no change to the original contract total and funds are available in the Animal Services FY26 budget.

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

1. Approve the Change Order as-is and continue to save 42% off retail price on Zoetis products
2. Do not approve the PO and pay full marked-up price for the same product(s) through a third party distributor like Covetrus after the current contract expires, and until a new contract is put in place.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number

Purchasing pharmaceuticals, vaccinations and medical supplies through the Zoetis Shelter Program provides Animal Services with an annual savings of approximately \$11,000 for 1100-1300-52300.

APPROVALS - Initials Only

KAL 2803 Jan 6, 2026

Prepared By

Phone Ext.

Date

Recommended for Approval

Phone Ext.

Date

Reviewed by Procurement Officer

Date

Completed by Buyer

Date