



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, January 21, 2025

7:30 AM

Room 3500A

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI
5. MINUTES APPROVAL
 - 5.A. [25-0182](#)
Animal Services Committee - Regular Meeting - Tuesday, November 19, 2024
6. PROCUREMENT REQUISITIONS
 - 6.A. [25-0320](#)
Decrease and close purchase order 6589-0001 SERV, issued to Covetrus North America LLC, in the amount of \$11,976.95. Contract has expired. (Animal Services)
 - 6.B. [AS-P-0002-25](#)
Recommendation for the approval of a contract to Midwest Veterinary Supply, Inc., for the purchase of a Cold Laser Therapy System, for Animal Services, for the period of January 29, 2025 through January 28, 2026, for a contract total amount not to exceed \$33,919.42; per lowest responsible quote #24-104-ANS.
 - 6.C. [25-0217](#)
Recommendation for the approval of a purchase order issued to Lombard Veterinary Hospital, to provide no-cost spay/neuter for eligible DuPage County residents, for Animal Services, for the period January 22, 2025 through November 30, 2025, for a contract total not to exceed \$23,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

6.D. [25-0219](#)

Recommendation for the approval of a purchase order issued to Carriage Animal Hospital, to provide no-cost spay/neuter for eligible DuPage County residents, for Animal Services, for the period of January 22, 2025 through November 30, 2025, for a contract total not to exceed \$26,000. Per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

6.E. [AS-R-0001-25](#)

Correction of a Scrivener's Error in Resolution AS-CO-0002-23.

7. GRANTS7.A. [FI-R-0020-25](#)

Acceptance and appropriation of interest earned on investment for the DuPage Animal Friends Unrestricted PY24 Grant, Company 5000 - Accounting Unit 1310, \$1,428. (Animal Services)

8. FINANCE RESOLUTION8.A. [FI-R-0012-25](#)

Additional appropriation for the Animal Services Fund, Company 1100 - Accounting Unit 1300, \$3,066,910. (Animal Services)

8.B. [FI-R-0013-25](#)

Additional appropriation for the Animal Services Fund, Company 1100 - Accounting Unit 1300, \$87,750. (Animal Services)

9. ADMINISTRATIVE UPDATE**10. OLD BUSINESS****11. NEW BUSINESS****12. ADJOURNMENT**



Minutes

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

File #: 25-0182

Agenda Date: 1/21/2025

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, November 19, 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

Member Cronin Cahill arrived at 7:31 AM. Member Eckhoff arrived at 7:32 AM.

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski remarked that DuPage Animal Friends did a great job hosting “Yappy Hour” on November 2nd. The event was well attended, shelter animals were present, and raffle ticket sales were very successful.

The DAF calendars are now available for sale for \$20 each with proceeds going to DAF. Calendar models were winning bidders of the gala silent auction in April. Photographer Zack Winnie donated his time and services hosting a photo shoot with each winning bidder and compiling images for the calendar. Calendar months will again be auctioned off at the next DAF gala in April 2025.

Save the Date for the DAF Gala on April 25, 2025 at the Sheraton Naperville Lisle. More info to come.

5. MINUTES APPROVAL

5.A. [24-3056](#)

Animal Services Committee - Regular Meeting - Tuesday, October 15, 2024

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

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

6. PROCUREMENT REQUISITIONS

6.A. [24-3057](#)

Recommendation for the approval of a contract purchase order issued to PetHealth Services USA, Inc., for annual software licensing and maintenance of PetPoint shelter data management system, and the purchase of 24PetWatch microchips, for Animal Services, for the period of December 1, 2024 through November 30, 2025, for a total contract amount of \$22,600. Per 55 ILCS 5/5-1022(c) not suitable for competitive bids. (Sole Source -this is proprietary and copyrighted software that is not sold or marketed by any business partners or third party software vendors.)

- Attachments:** [Pethealth Services - Procurement Review Comprehensive Checklist \(PRCC\)](#)
 [Pethealth Services - Sole Source Letter](#)
 [Pethealth Services Pricing 2024-2025.pdf](#)
 [Pethealth Services - Vendor Ethics](#)

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

6.B. [24-3058](#)

Recommendation for the approval of a contract purchase order issued to Zoetis US LLC, to provide veterinary pharmaceuticals and medical supplies through the Zoetis for Shelters Program, for DuPage County Animal Services, for the period of December 15, 2024 through December 14, 2025, for a total contract amount of \$29,000. Waiver of County Bid Rules Request.

- Attachments:** [Zoetis - Procurement Review Comprehensive Checklist \(PRCC\)](#)
 [Zoetis - Price Comparison](#)
 [Vendor Ethics Placeholder](#)

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

6.C. [AS-P-0002-24](#)

Recommendation for the approval of a purchase order to Spay Illinois Pet Well Clinics, to provide no-cost spay/neuter for eligible DuPage County residents and backup veterinary medical services, for Animal Services, for the period December 1, 2024 through November 30, 2025, for a contract total not to exceed \$31,000; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines

the veterinarian used. Total contract amount is established from FY2024 PPF program expense and will vary based on FY2025 program utilization by DuPage County residents.

- Attachments:** [SPAY IL - Procurement Review Comprehensive Checklist \(PRCC\)](#)
- [SPAY IL - Vendor Ethics Disclosure](#)
- [SPAY IL - Reimbursement Schedule for Participating Vets.pdf](#)

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

6.D. [AS-P-0003-24](#)

Recommendation for the approval of a contract to MAVRON, Inc., to provide vehicle upfit of two Ford Transit vans, for Animal Services, for the period of November 27, 2024 through November 26, 2026, for a contract total amount not to exceed \$87,745.20; per lowest responsible bid #24-115-ANS.

Laura explained that two new Ford Transits were purchased earlier this year. However, they will need to be upfitted with cages and other equipment to make them ideal for animal transport. The transits are replacing ACO vans that were well beyond their life expectancy and no longer safe to drive.

- Attachments:** [MAVRON 24-115-ANS - PRCC](#)
- [MAVRON 24-115-ANS - Pricing Pages](#)
- [MAVRON 24-115-ANS - Bid Tabulation](#)
- [MAVRON 24-115-ANS - Ethics Disclosure](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

7. **ORDINANCE AMENDMENT**

7.A. [AS-O-0002-24](#)

AS-O-0002-24 ORDINANCE -- Ordinance amending Chapter 5, Section 5-71, of the DuPage County Code of Ordinances to amend the Animal and Rabies Control Ordinance.

- Attachments:** [Chapter 5 Article IV ANIMALS](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Sheila Rutledge
SECONDER:	Paula Garcia

8. BUDGET TRANSFERS

8.A. [24-3054](#)

Transfer of funds from 1100-1300-54020 (building construction), 1100-1300-50050 (temporary salaries), and 1100-1300-50080 (salary & wage adjustments), to 1100-1300-54010 (building improvements), 1100-1300-50010 (overtime), 1100-1300-51000 (benefit payments), and 1100-1300-53130 (public liability insurance), in the amount of \$4,121,000, to match shelter renovation project contract coding, and cover the cost of employee overtime, benefit payments, and insurance for FY24. (Animal Services)

Attachments: [BT - AS - 11.26.24 Building Improvements and Personnel](#)

RESULT:	APPROVED AND SENT TO FINANCE
MOVER:	Paula Garcia
SECONDER:	Cynthia Cronin Cahill

9. ADMINISTRATIVE UPDATE

Animal population is currently 138 animals. The shelter is experiencing longer lengths of stay (LOS) for small animals with guinea pig LOS currently at 90 days and rabbit LOS at 74 days. LOS for dogs and cats is currently around 45 days.

Animal adoption fees are currently 50% off. Senior pets that are adopted receive one month of free pet food.

Staff, cats, and small animals will begin moving into their permanent locations in the new shelter addition beginning on Monday, November 25th. The shelter will be closed to the public from November 25th - November 29th. The shelter will reopen to the public from the new Manchester entrance on Saturday, November 30th. Public communications will be sent via email and social media. Due to issues with arranging off-site boarding, dogs will remain on-site for the remainder of the project. Animal Services is continuing to ask that shelter/rescue partners continue to assist with accepting owner surrendered pets so that Animal Services can focus on maintaining space available for stray animals.

Intake diversion strategies have so far been successful. YTD January - November 18th intake is 1,713 compared to 2,047 intakes the same period last year.

Bite cases are down 7% over this time last year. Dangerous dog cases are also down. Laura attributed this to the public outreach and education on bite prevention and safety around animals that Animal Services is actively doing with the public, as well as 1:1 counseling with owners of animals involved in bites to prevent reoccurrence.

Laura fielded questions pertaining to animal bites and dangerous/vicious declarations. Severity of the bite, the degree to which it was or was not difficult to separate the offending animal from

the victim, whether the bite was provoked or unprovoked, the environment the bite took place in, are some of the many factors that go into determining whether or not an animal is declared dangerous. Per state law, an animal must be declared dangerous three times before a vicious dog investigation can be opened; with the vicious dog investigation opened up simultaneously with the third dangerous investigation.

Laura addressed questions regarding the increase in owner surrendered animals. Owner surrender requests are on the rise across the country. The increase can mostly be attributed to the increase in cost of living, the increase in veterinary care costs and the lack of affordable vet care, the lack of pet-friendly housing, landlord breed restrictions, and expensive pet deposits for renters with pets. The hope once construction is completed is to hire a second staff veterinarian and to offer affordable veterinary wellness services to the public in areas that are not already being serviced.

Laura recommended that everyone subscribe to and follow both Animal Services and DuPage Animal Friends on social media and email to receive all the latest event details and information.

10. OLD BUSINESS

No old business was discussed.

11. NEW BUSINESS

No new business was discussed.

12. ADJOURNMENT

With no further business, the meeting was adjourned.



Change Order

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

File #: 25-0320

Agenda Date: 1/21/2025

Agenda #: 6.A.

Consent
AS 1/21
CB 1128



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

Date: Jan 6, 2025

MinuteTraq (IQM2) ID #: AS-P-0049-23

Purchase Order #: 6589-0001 SERV	Original Purchase Order Date: Sep 14, 2023	Change Order #: 3	Department: Animal Services
Vendor Name: WA BUTLER COMPANY DBA COVETRUS NORTH AMERICA LLC	Vendor #: 39918		Dept Contact: Kristie Lecaros

Background and/or Reason for Change Order Request: This PO expired on 09/13/24 but is still open in Infor with \$11,976.95 remaining on the purchase order. No future invoices will be applied to this PO. Please decrease encumbrance and close expired PO# 6589-0001-SERV.

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	\$76,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$76,000.00
D	Amount of this Change Order <input type="checkbox"/> Increase <input checked="" type="checkbox"/> Decrease	(\$11,976.95)
E	New contract amount (C + D)	\$64,023.05
F	Percent of current contract value this Change Order represents (D / C)	-15.76%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	-15.76%

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: _____ to: _____
- Increase/Decrease quantity from: _____ to: _____
- Price shows: _____ should be: _____
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days)/Decrease contract expiration from: _____ to: _____
- Increase equal to or greater than \$2,500.00, or equal to or greater than 10%, of current contract amount
- OTHER - explain below:

<u>KAL</u>	2803	Jan 6, 2025	<u>OKD</u>	2806	1-7-2025
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
			<u>[Signature]</u>		<u>1/8/2025</u>
Buyer	Date	Procurement Officer	Date		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date		



Animal Services Requisition \$30,000 and Over

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

File #: AS-P-0002-25

Agenda Date: 1/21/2025

Agenda #: 6.B.

AWARDING RESOLUTION ISSUED TO
MIDWEST VETERINARY SUPPLY, INC.
TO PROVIDE A COLD LASER THERAPY SYSTEM
FOR ANIMAL SERVICES
(CONTRACT TOTAL AMOUNT \$33,919.42)

WHEREAS, quotes have been accepted and evaluated in accordance with County Board policy; and

WHEREAS, the Animal Services Committee recommends County Board approval for the issuance of a contract to Midwest Veterinary Supply, Inc., to provide a cold laser therapy system, for the period of January 29, 2025 through January 28, 2026, for Animal Services.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide a cold laser therapy system, for the period of January 29, 2025 through January 28, 2026 for DuPage County Animal Services per quote #24-104-ANS, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Midwest Veterinary Supply, Inc., 21467 Holyoke Ave, Lakeville, Minnesota 55040, for a contract total amount of \$33,919.42.

Enacted and approved this 28th day of January, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



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#: AS-P-0002-25	RFP, BID, QUOTE OR RENEWAL #: 24-104-ANS	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$33,919.42
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$33,919.42
	CURRENT TERM TOTAL COST: \$33,919.42	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: MIDWEST VETERINARY SUPPLY INC	VENDOR #: 13975	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: LAUREN FREAK	VENDOR CONTACT PHONE: 612-2101201	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 #:	
<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.). CTS Duo+ Companion Laser Therapy System to include jump start program kit, doggles kit and 5-year warranty per lowest responsible quote.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Animal Services aims to provide the highest quality veterinary care for its animals. To this end, Animal Services is seeking to purchase a cold laser for the newly renovated veterinary/medical space to treat shelter animals. Cold laser therapy is proven to stimulate healing and reduce inflammation in animals suffering from osteoarthritis, muscular strain/sprain, bone fracture, tendon injury, and any case where an animal is experiencing musculoskeletal pain. Laser therapy is also useful in accelerating the healing of wounds and post-operative incisions. Cold laser therapy is painless and easy to perform. Cold laser therapy system is funded by a grant from DuPage Animal Friends.			

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	Email: LAUREN.FREAK@MIDWESTVET.NET	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 21467 HOLYOKE AVE	City: LAKEVILLE	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: MN	Zip: 55044	State: IL	Zip: 60187
Phone: 612-210-1201	Fax: 952-894-5407	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: ACCOUNTS RECEIVABLE	Email: EPAY@MIDWESTVET.NET	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: PO BOX 856500	City: MINNEAPOLIS	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: MN	Zip: 55485	State: IL	Zip: 60187
Phone: 952-567-6249	Fax: 612-255-3287	Phone: 630-407-2800	Fax: 630-407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 29, 2025	Contract End Date (PO25): Jan 28, 2026

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		CTS DUO+ COMPANION LASER THERAPY SYSTEM	FY25	5000	1310	54110	DAFCAP2	33,919.42	33,919.42
										Requisition Total	\$ 33,919.42

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.

Limitations on the Authority of the County of DuPage to Contract

The County of DuPage ("County") is a non-home rule unit of local government under the Constitution and laws of the State of Illinois. Pursuant to Section 7 of Article VII of the Illinois Constitution of 1970, counties and municipalities which are not home rule units have only the powers granted to them by law and the powers set forth in the state constitution. Accordingly, and unlike Cook County and many of Illinois's larger municipalities, every action DuPage County takes must be tied to a specific constitutional or statutory grant of authority or be necessarily inferred from that specifically granted authority. Any action the County takes in excess of that authority is *ultra vires* and void *ab initio* as a matter of law.

During the course of the procurement process, vendors frequently provide standard form contracts or propose exceptions that contain terms which, though commercially reasonable in a particular industry, are outside of the County's authority to agree to. The most common areas of conflict involve proposed provisions that require the County to provide a vendor with an indemnity, exclude the state's attorney's participation in the selection and control of outside counsel, or provide for more aggressive payment and interest terms than are permitted by law.

Indemnification

DuPage County has no authority to provide an indemnity to a vendor. As noted above, the County has only those powers conferred by the Illinois Constitution or state law or which can be necessarily inferred from those powers. While state law does require the County to indemnify its officers and employees and authorizes it to indemnify a limited number of other governmental entities, the legislature has not authorized counties to indemnify private vendors. Moreover, the Illinois Constitution requires that all expenditures of public funds be for public purposes. In an indemnity agreement, the indemnifying party agrees to be liable for the costs associated with the defense of the other party. If the indemnified party is not a public entity, then an indemnification agreement would impermissibly require an expenditure of public funds the benefit of that private party and not for the public. Finally, an indemnity contract is an extension of the public credit and an agreement to undertake a liability. Such an extension of credit requires an appropriation for that purpose sufficient to cover the obligation at the time of contract formation.

Choice of Counsel, Waiver of Defenses

Under Illinois law, the state's attorney shall "defend all actions and proceedings brought against his county." Historical and judicial precedents along with various opinions of Illinois's attorneys general, interpret this language to mean that the state's attorney is the exclusive legal representative of his county. The state's attorney will generally appoint any attorney recommended to him by an indemnifying party or its insurance carrier who meets his approval as a "special" assistant state's attorney for the purposes of the litigation. While the state's attorney must retain the right to approve outside counsel and control the litigation, he will not interfere unreasonably with the indemnifying party's attorney selection or legal strategy (or those of its insurance carrier). The County has no authority to retain or permit counsel to represent its interests nor can it contract away the duties of the state's attorney. For this reason, the County also cannot contractually waive any defenses, privileges or immunities which may be available to it in litigation.

Payment Terms

The provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et. seq.* apply to all purchases made by DuPage County. The Act provides that the County must approve or disapprove of an invoice for goods or services within 30 days of the presentation of the invoice or delivery of the goods or services – whichever is later. The County then has 30 days after approval to pay any portion of the invoice which it has not disapproved. Interest, when permitted under the Act, accrues on a monthly basis at 1%. While the County may not offer payment or interest terms which are more generous to the vendor than authorized by the Act, the parties may agree to provide an incentive for more rapid payments.

The above list is not exhaustive, but it does address the most common areas of concern during the contract negotiation phase. Accordingly, all prospective offerors are on notice that the County is without the authority to accept nor will it respond to any exceptions which purport to impose a duty on the County to indemnify a vendor, abridge the duties of the state's attorney, waive any legal privilege, defense, or immunity available to it, or obligate it to payment and interest terms other than as permitted by the Local Government Prompt Payment Act. Further all prospective offerors are on notice that any such provision in any standard form contract is unenforceable and void as a matter of law whether or not approved by the County.

Please acknowledge your Acceptance of the Limitations on the Authority of the County of DuPage to Contract as stated above. Your signature below shall establish your consent to a contract subject to such limitation on the County's authority to contract. This page must also be incorporated as an exhibit to any contract the County will be asked to sign.

ACCEPTANCE

Receipt of the above ACCEPTANCE is hereby acknowledged by:

Midwest Veterinary Supply, Inc.
(Contractor)

This 30th day of October, 2024

By: Colleen Sachse

Title: Bid and Pricing Specialist

SECTION 7 - BID FORM PRICING

F.O.B.: All goods shall be shipped F.O.B. Destination, delivered and installed.

NO	ITEM	UOM	PRICE
1	CTS Duo+ Companion Laser Therapy System	LS	\$ 33,669.42
2	Jump Start Program Kit including Doggles Kit	LS	Included at no cost \$
3	4 Year Warranty with Loaner Provision	LS	Included at no cost \$
4	Additional Year of Warranty Coverage (CTS-DUO only)	LS	Included at no cost \$
GRAND TOTAL			\$33,919.42 (includes shipping)
GRAND TOTAL Thirty three thousand nine hundred and nineteen dollars and forty two cents (In words)			

SECTION 8 - BID FORM SIGNATURE PAGE

The Contractor agrees to provide the service, and/or supplies as described in this solicitation and subject, without limitation, to all specifications, terms, and conditions herein contained. Bidder shall acknowledge receipt of each addendum issued in the space provided on the bid form.

X



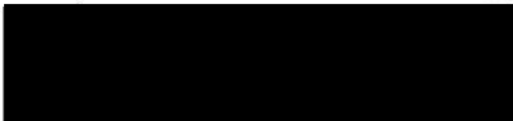
Bid and Pricing Specialist

(Signature and Title)

CORPORATE SEAL
(If available)

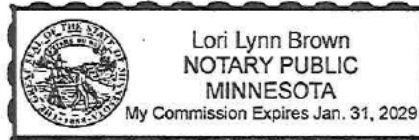
BID MUST BE SIGNED AND NOTARIZED (WITH SEAL) FOR CONSIDERATION

Subscribed and sworn to before me this 31 day of October AD, 2024



My Commission Expires: Jan 31, 2029

(Notary Public)



SEAL

**SECTION 9 - MANDATORY FORM
COMPANION THERAPY LASER SYSTEM 24-104-ANS**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Name of Bidder	Midwest Veterinary Supply, Inc.		
Main Business Address	21467 Holyoke Avenue		NS
City, State, Zip Code	Lakeville, MN, 55044		
Telephone Number	952-894-4350	Email Address	mvsbids@midwestvet.net
Bid Contact Person	Colleen Sachse		

text h

The undersigned certifies that he is:

- the Owner/Sole Proprietor
 a Member authorized to sign on behalf of the ~~Partnership~~ Corporation
 an Officer of the Corporation
 a Member of the Joint Venture

Herein after called the Bidder and that the members of the Partnership or Officers of the Corporation are as follows:

Jeff Burkhamer
(President or Partner)

Paul Crary
(Vice-President or Partner)

Scott Davis
(Secretary or Partner)

Scott Davis
(Treasurer or Partner)

Further, the undersigned declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Procurement Officer, DuPage County, 421 North County Farm Road, Wheaton, Illinois 60187, and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including

Addenda No. __, ____, ____, and ____ issued thereto.

Further, the undersigned proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus, and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

Further, the undersigned certifies and warrants that he is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or by-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate.

Further, the undersigned certifies that the Bidder is not barred from bidding on this contract as a result of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33 E-4, bid rigging or bid-rotating, or as a result of a violation of 820 ILCS 130/1 et seq., the Illinois Prevailing Wage Act.

The undersigned certifies that he has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

If a Corporation, the undersigned, further certifies that the recitals and resolutions attached hereto and made a part hereof were properly adopted by the Board of Directors of the Corporation at a meeting of said Board of Directors duly called and held and have not been repealed nor modified, and that the same remain in full force and effect. (Bidder may be requested to provide a copy of the corporate resolution granting the individual executing the contract documents authority to do so.)

Further, the Bidder certifies that he has provided equipment, supplies, or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option.

Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule (subject to unit quantity adjustments based upon actual usage).

CONTRACT ADMINISTRATION INFORMATION:

CORRESPONDENCE TO CONTRACTOR:		REMIT TO CONTRACTOR:	
NAME	Lauren Freak	NAME	Wells Fargo NA
CONTACT		CONTACT	Accounts Receivable
ADDRESS	21467 Holyoke Avenue	ADDRESS	PO Box 856500
CITY ST ZIP	Lakeville, MN, 55044	CITY ST ZIP	Minneapolis, MN 55485
TX	612-210-1201	TX	952-567-6249
FX	952-894-5407	FX	612-255-3287
EMAIL	lauren.freak@midwestvet.net	EMAIL	epay@midwestvet.net
COUNTY BILL TO INFORMATION:		COUNTY SHIP TO INFORMATION:	
DuPage County Animal Services 120 North County Farm Road Wheaton, IL 60187 TX: (630) 407-2800		DuPage County Animal Services 120 North County Farm Road Wheaton, IL 60187 TX: (630) 407-2803 EMAIL: kristie.lecaros@dupageco.org	

ALL MATERIALS MUST BE BID AND SHIPPED F.O.B. DESTINATION, DELIVERED AND INSTALLED
(FREIGHT INCLUDED IN PRICE)

JOINT PURCHASING AGREEMENT

JOINT PURCHASING:

OTHER TAXING BODIES: Based on County Board Resolution IR-084-76.

Would your firm be willing to extend your bid to other taxing bodies in DuPage County such as school districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

YES NO

State any other requirements that they would have to meet beyond that of our Bid invitation and specification.

None

NOTE: The County of DuPage would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County of DuPage contract number. The invoicing and payments would be entirely between the other taxing bodies and the Contractor. If the County of DuPage accepts this bid, the procedure to handle joint purchases would be developed by the County of DuPage with the Contractor and distributed to the taxing bodies by the County of DuPage.

SECTION 10 - REFERENCES

The bidder must list three (3) references, listing firm name, address, telephone number and contact person to whom they have provided similar equipment, material, or services for a period of not less than six (6) months.

COMPANY NAME:	City of El Paso
ADDRESS:	300 N. Campbell, El Paso, TX 79901
CONTACT PERSON:	Michael Newsom
TELEPHONE NUMBER:	915-212-5463

COMPANY NAME:	Jefferson Parish
ADDRESS:	200 Derbigny St. Suite 4400, Gretna, LA 70053
CONTACT PERSON:	Doris Abraham
TELEPHONE NUMBER:	504-364-2690

COMPANY NAME:	City of Grand Prairie
ADDRESS:	2222 W Warrior Trail, Grand Prairie, TX 75052
CONTACT PERSON:	Angi Mize
TELEPHONE NUMBER:	972-237-8262



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 COMPANION THERAPY LASER SYSTEM
 24-104-ANS
 BID TABULATION



			Midwest Veterinary Supply, Inc.
NO.	ITEM	UOM	PRICE
1	CTS Duo+ Companion Laser Therapy System	LS	\$ 33,669.42
2	Jump Start Program Kit including Doggles Kit	LS	No charge
3	4 Year Warranty with Loaner Provision	LS	No charge
4	Additional Year of Warranty Coverage (CTS-DUO only)	LS	No charge
GRAND TOTAL			\$ 33,669.42

NOTES
 1. LiteCure, LLC d/b/a Companion Animal Health has been deemed non-responsive due to not providing required documents.

Bid Opening 11/8/24 @ 11:00 AM	DW,BR
Invitations Sent	10
Total Vendors Requesting Documents	1
Total Bid Responses	2



Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 1/7/2025

Bid/Contract/PO #: 24-104-ANS

Company Name: <u>Midwest Veterinary Supply, Inc.</u>	Company Contact: <u>Colleen Sachse</u>
Contact Phone: <u>952-894-4350</u>	Contact Email: <u>mvsbids@midwestvet.net</u>

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email
<u>Colleen Sachse</u>	<u>952-894-4350</u>	<u>mvsbids@midwestvet.net</u>
<u>Lauren Freak</u>	<u>617-710-1701</u>	<u>lauren.freak@midwestvet.net</u>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature: _____
 Printed Name: Colleen Sachse
 Title: Bid and Pricing Specialist
 Date: 1/7/2025

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)



Animal Service Requisition under \$30,000

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

File #: 25-0217

Agenda Date: 1/21/2025

Agenda #: 6.C.



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#: 25-0217	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$23,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,000.00
	CURRENT TERM TOTAL COST: \$23,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: LOMBARD VETERINARY HOSPITAL	VENDOR #: 10375	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: JEANNE DAVIS, BUSINESS MANAGER	VENDOR CONTACT PHONE: (630) 620-7090	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: INFO@LOMBARDVET.COM	VENDOR WEBSITE: LOMBARDVET.COM	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Animal Services incurs costs ranging from \$250.00 - \$400.00 per client to provide no cost spay/neuter services to qualified DuPage County residents receiving benefits through the Illinois LINK or Social Security Disability programs. Per the State of IL, Animal Services collects Pet Population Fund (PPF) differential fees that are restricted for this service. Animal Services partners with multiple DuPage County veterinary hospitals/clinics to provide vaccinations and surgery. Qualified residents are given a PPF voucher for a no cost spay/neuter and are provided with a list of veterinarians participating in the program. Residents select a veterinarian of their choosing from the list to perform the spay/neuter (participation in the program is open to any DuPage County vet hospital/clinic). Lombard Veterinary Hospital, a PPF partner, is one of the most frequently used vet clinics by program participants. There is no way for staff to predetermine the volume any one PPF partner vet will have in a given year. The requested Contract Total is based on FY24 expenditure and program usage with Lombard Veterinary Hospital.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Lombard Veterinary Hospital is a PPF partner and actively promotes the DCAS no-cost spay/neuter program to DuPage County residents. Resident participation in the program reduces the number of unwanted pets in DuPage County, reduces the number of animals entering the shelter system, and ensures that pets of residents in financial need are vaccinated against rabies and microchipped for faster identification.</p>			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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: LOMBARD VETERINARY HOSPITAL	Vendor#: 10375	Dept: ANIMAL SERVICES	Division:
Attn: JEANNE DAVIS, BUSINESS MANAGER	Email: INFO@LOMBARDVET.COM	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNT Y.GOV
Address: 244 E ST CHARLES RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 620-7090	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: LOMBARD VETERINARY HOSPITAL	Vendor#: 10375	Dept: ANIMAL SERVICES	Division:
Attn: ACCOUNTS RECEIVABLE	Email: INFO@LOMBARDVET.COM	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNT Y.GOV
Address: 244 E ST CHARLES RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 620-7090	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): Jan 22, 2025	Contract End Date (PO25): Nov 30, 2025

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		PPF	Reimbursement for no cost spay/neuter surgery via restricted PPF account	FY25	1100	1300	53075		17,000.00	17,000.00
2	1		PPF	Reimbursement for no cost vaccinations/pre-surgery exams/microchip	FY25	1100	1300	53070		6,000.00	6,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 23,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a purchase order to Pet Population Fund program partner, Lombard Veterinary Hospital to provide no-cost spay/neuter for eligible DuPage County residents, and backup shelter veterinary services, for the period January 22, 2025 through November 30, 2025 for a contract total not to exceed \$23,000.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids as citizen determines the veterinarian used. Total contract amount is established from FY2024 expenses and will vary based on FY2025 program utilization by DuPage County citizens.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Account Code 53075 funded by state mandated restricted Pet Population Fees. PPF Program vaccines are funded by Animal Services operational budget Account Code 53070.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



ANIMAL SERVICES

Pet Population Fund (PPF) Low Income Spay/Neuter Program

DuPage County Animal Services works with local veterinarians to help families participating in the food stamp program and/or receiving Social Security Disability (SSDI) Benefits throughout Illinois to sterilize their pets. Participation in the program is voluntary. Any DuPage County veterinarian who chooses to participate in the program must abide by the program standards and be licensed in good standing to practice veterinary medicine in Illinois.

PPF Reimbursement Schedule

Service	Fee
Cat Neuter	\$150.00
Cat Spay	\$200.00
Dog Neuter	\$200.00
Dog Spay	\$300.00
Vaccinations/Microchip/ SNAP Test/Fecal	\$100.00

Highlights of the program:

- ❖ There is no cost to the client to participate in this program.
- ❖ Clients are approved for participation in the program by DCAS and are given a voucher to bring with them to the spay/neuter appointment with the participating veterinary hospital of their choosing.
- ❖ Vaccinations, microchipping, and fecal exam must be completed the day of surgery for full reimbursement.
- ❖ All medical records and vaccination certificates must match the information on the voucher. If they do not match, then the clinic may not receive a reimbursement for that client/service.
- ❖ Original dated invoice with the voucher number will be sent to DCAS for reimbursement showing a minimum of client's name and contact information, pet's name and information (including microchip number), all services performed, invoice number, date of appointment and total due for reimbursement.
- ❖ Rabies Vaccination Certificates are sent to DCAS, along with the invoice, for issuing of rabies tag to the client (veterinary hospitals do not issue rabies tags to PPF clients directly).





Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: 1/8/25

Bid/Contract/PO #: _____

Company Name: <u>LOMBARD VETERINARY HOSPITAL LLC</u>	Company Contact: <u>Georgianne L Ludwig DVM</u>
Contact Phone: <u>630-627-7090</u>	Contact Email: <u>info@Lombardvet.com</u>

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of \$25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

NONE (check here) - If no contributions have been made

Recipient	Donor	Description (e.g. cash, type of item, in-kind services, etc.)	Amount/Value	Date Made

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

NONE (check here) - If no contacts have been made

Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid	Telephone	Email

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:

<http://www.dupageco.org/CountyBoard/Policies/>

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature _____

Printed Name Georgianne L Ludwig

Title owner

Date 1/8/2025

Attach additional sheets if necessary. Sign each sheet and number each page. Page _____ of _____ (total number of pages)



Animal Service Requisition under \$30,000

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

File #: 25-0219

Agenda Date: 1/21/2025

Agenda #: 6.D.



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#: 25-0219	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$26,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$26,000.00
	CURRENT TERM TOTAL COST: \$26,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CAC VETERINARY ACQUISITION LLC DBA CARRIAGE ANIMAL CLINIC	VENDOR #: 27641	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: JILL JOHNSON	VENDOR CONTACT PHONE: (630) 495-3623	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: jill.johnson@nva.com	VENDOR WEBSITE: CARRIAGEVET.COM	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Animal Services incurs costs ranging from \$250.00 - \$400.00 per client to provide no cost spay/neuter services to qualified DuPage County residents receiving benefits through the Illinois LINK or Social Security Disability programs. Per the State of IL, Animal Services collects Pet Population Fund (PPF) differential fees that are restricted for this service. Animal Services partners with multiple DuPage County veterinary hospitals/clinics to provide vaccinations and surgery. Qualified residents are given a PPF voucher for a no cost spay/neuter and are provided with a list of veterinarians participating in the program. Residents select a veterinarian of their choosing from the list to perform the spay/neuter (participation in the program is open to any DuPage County vet hospital/clinic). Carriage Animal Hospital, a PPF partner, is one of the most frequently used vet clinics by program participants. There is no way for staff to predetermine the volume any one PPF partner vet will have in a given year. The requested Contract Total is based on FY24 expenditure and program usage with Carriage Animal Hospital.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Carriage Animal Hospital is a PPF partner and actively promotes the DCAS no-cost spay/neuter program to DuPage County residents. Resident participation in the program reduces the number of unwanted pets in DuPage County, reduces the number of animals entering the shelter system, and ensures that pets of residents in financial need are vaccinated against rabies and microchipped for faster identification.</p>			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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: CAC VETERINARY ACQUISITION LLC DBA CARRIAGE ANIMAL CLINIC	Vendor#: 27641	Dept: ANIMAL SERVICES	Division:
Attn: JILL JOHNSON	Email: jill.johnson@nva.com	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNT Y.GOV
Address: 244 W ROOSEVELT RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 495-3623	Fax: (630) 385-0304	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CAC VETERINARY ACQUISITION LLC DBA CARRIAGE ANIMAL CLINIC	Vendor#: 27641	Dept: ANIMAL SERVICES	Division:
Attn: ACCOUNTS RECEIVABLE	Email:	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNT Y.GOV
Address: 244 W ROOSEVELT RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 495-3623	Fax: (630) 385-0304	Phone: 630-407-2800	Fax: 630-407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 22, 2025	Contract End Date (PO25): Nov 30, 2025

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		PPF	Reimbursement for no cost spay/neuter surgery via restricted PPF account	FY25	1100	1300	53075		19,000.00	19,000.00
2	1		PPF	Reimbursement for no cost vaccinations/pre-surgery exams/microchip	FY25	1100	1300	53070		7,000.00	7,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 26,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a purchase order to Pet Population Fund program partner, Carriage Animal Hospital to provide no-cost spay/neuter for eligible DuPage County residents, and backup shelter veterinary services, for the period January 22, 2025 through November 30, 2025 for a contract total not to exceed \$26,000.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids as citizen determines the veterinarian used. Total contract amount is established from FY2024 expenses and will vary based on FY2025 program utilization by DuPage County citizens.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Account Code 53075 funded by state mandated restricted Pet Population Fees. PPF Program vaccines are funded by Animal Services operational budget Account Code 53070.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



ANIMAL SERVICES

Pet Population Fund (PPF) Low Income Spay/Neuter Program

DuPage County Animal Services works with local veterinarians to help families participating in the food stamp program and/or receiving Social Security Disability (SSDI) Benefits throughout Illinois to sterilize their pets. Participation in the program is voluntary. Any DuPage County veterinarian who chooses to participate in the program must abide by the program standards and be licensed in good standing to practice veterinary medicine in Illinois.

PPF Reimbursement Schedule

Service	Fee
Cat Neuter	\$150.00
Cat Spay	\$200.00
Dog Neuter	\$200.00
Dog Spay	\$300.00
Vaccinations/Microchip/ SNAP Test/Fecal	\$100.00

Highlights of the program:

- ❖ There is no cost to the client to participate in this program.
- ❖ Clients are approved for participation in the program by DCAS and are given a voucher to bring with them to the spay/neuter appointment with the participating veterinary hospital of their choosing.
- ❖ Vaccinations, microchipping, and fecal exam must be completed the day of surgery for full reimbursement.
- ❖ All medical records and vaccination certificates must match the information on the voucher. If they do not match, then the clinic may not receive a reimbursement for that client/service.
- ❖ Original dated invoice with the voucher number will be sent to DCAS for reimbursement showing a minimum of client's name and contact information, pet's name and information (including microchip number), all services performed, invoice number, date of appointment and total due for reimbursement.
- ❖ Rabies Vaccination Certificates are sent to DCAS, along with the invoice, for issuing of rabies tag to the client (veterinary hospitals do not issue rabies tags to PPF clients directly).



A signed Vendor Ethics Disclosure has been requested from the vendor.



Animal Services Resolution

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

File #: AS-R-0001-25

Agenda Date: 1/21/2025

Agenda #: 6.E.

**CORRECTION OF A SCRIVENER'S ERROR
IN RESOLUTION AS-CO-0002-23**

(Under the administrative direction of
The DuPage County Facilities Management Department)

WHEREAS, the DuPage County Board heretofore adopted Resolution AS-CO-0002-23 on November 28, 2023 increasing a contract with RWE Design Build from \$10,967,013 to \$13,455,911 for the Animal Services Facility addition; and

WHEREAS, a scrivener's error occurred omitting the extension of the contract from November, 30, 2024 to November 30, 2025 in resolution AS-CO-0002-23.

NOW, THEREFORE, BE IT RESOLVED that Resolution AS-CO-0002-23, be changed to reflect the extension of the contract with RWE Design Build to November 30, 2025.

Enacted and approved this 28th day of January, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK



Finance Resolution

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

File #: FI-R-0020-25

Agenda Date: 1/21/2025

Agenda #: 7.A.

ACCEPTANCE AND APPROPRIATION OF INTEREST EARNED ON INVESTMENT
FOR THE DUPAGE ANIMAL FRIENDS UNRESTRICTED PY24 GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310
\$1,428

(Under the administrative direction of Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Unrestricted PY24 Grant, pursuant to Resolution FI-R-0038-24 for the period December 1, 2023 through November 30, 2024; and

WHEREAS, the County of DuPage has invested cash balances in accordance with the DuPage Animal Friends grant requirements and has earned interest income in the amount \$1,428 (ONE THOUSAND, FOUR HUNDRED TWENTY-EIGHT AND NO/100 DOLLARS) during the term of the award, to be used for the support of the DuPage County Animal Friends Unrestricted PY24 Grant; and

WHEREAS, no additional County funds are required to appropriate this interest earned; and

WHEREAS, the DuPage County Board finds that the need to appropriate said interest creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the interest income earned in the amount \$1,428 (ONE THOUSAND, FOUR HUNDRED TWENTY-EIGHT AND NO/100 DOLLARS) be and is hereby accepted; and

BE IT FURTHER RESOLVED by the DuPage County Board that the additional appropriation on the attached sheet (Attachment) in the amount of \$1,428 (ONE THOUSAND, FOUR HUNDRED TWENTY-EIGHT AND NO/100 DOLLARS) be made and added to the DuPage Animal Friends Unrestricted PY24 Grant, Company 5000 - Accounting Unit 1310, for the period of December 1, 2023 through November 30, 2024; and

BE IT FURTHER RESOLVED by the DuPage County Board, that should local funding cease for this grant, the Animal Services Committee shall review the need for continuing the specified program; and

BE IT FURTHER RESOLVED, that should the Animal Services Committee determine the need for other funding is appropriate, it may recommend action to the County Board by resolution.

Enacted and approved this 28th day of January, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ATTACHMENT I

ADDITIONAL APPROPRIATION FOR THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT PY24
COMPANY 5000 – ACCOUNTING UNIT 1310
\$1,428

REVENUE

45000-0000 - Investment Income \$ 1,428

TOTAL ANTICIPATED REVENUE \$ 1,428

EXPENDITURES

CONTRACTUAL

53070-0000 - Medical Services \$ 1,428

TOTAL CONTRACTUAL \$ 1,428

TOTAL ADDITIONAL APPROPRIATION \$ 1,428



Finance Resolution

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

File #: FI-R-0012-25

Agenda Date: 1/21/2025

Agenda #: 8.A.

ADDITIONAL APPROPRIATION FOR
THE ANIMAL SERVICES FUND
COMPANY 1100 - ACCOUNTING UNIT 1300
\$3,066,910

WHEREAS, appropriations for the ANIMAL SERVICES FUND for Fiscal Year 2025 were adopted by the County Board pursuant to Ordinance FI-O-0010-24; and

WHEREAS, due to delays created by supply chain interruptions impacting the Animal Services Shelter Renovation & Expansion Project, there is a need for an additional appropriation in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 in the amount of \$3,066,910 (THREE MILLION, SIXTY-SIX THOUSAND, NINE HUNDRED TEN AND NO/100 DOLLARS); and

WHEREAS, there is sufficient revenue and unappropriated cash in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 to support an additional appropriation of \$3,066,910 (THREE MILLION, SIXTY-SIX THOUSAND, NINE HUNDRED TEN AND NO/100 DOLLARS); and

WHEREAS, the need to provide an additional appropriation in the amount of \$3,066,910 (THREE MILLION, SIXTY-SIX THOUSAND, NINE HUNDRED TEN AND NO/100 DOLLARS) in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that an additional appropriation (Attachment) in the amount of \$3,066,910 (THREE MILLION, SIXTY-SIX THOUSAND, NINE HUNDRED TEN AND NO/100 DOLLARS) in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 is hereby approved and added to the Fiscal Year 2025 Appropriation Ordinance.

Enacted and approved this 28th day of January, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ADDITIONAL APPROPRIATION FOR
THE ANIMAL SERVICES FUND
COMPANY 1100, ACCOUNTING UNIT 1300
\$3,066,910

REVENUE SOURCE

46008-0000 – Donations \$750,000

TOTAL REVENUE SOURCE \$750,000

FUNDING SOURCE

30000-0000 – Fund Balance – Unassigned \$2,316,910

TOTAL FUNDING SOURCE \$2,316,910

TOTAL REVENUE & FUNDING SOURCE \$3,066,910

EXPENDITURES

CAPITAL OUTLAY

54010-0000 – Building Improvements \$2,728,476

54090-0000 – Furniture & Furnishings \$159,391

54100-0000 – IT Equipment \$29,043

54110-0000 – Equipment & Machinery \$150,000

TOTAL CAPITAL OUTLAY \$3,066,910

TOTAL ADDITIONAL APPROPRIATION \$3,066,910



Finance Resolution

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

File #: FI-R-0013-25

Agenda Date: 1/21/2025

Agenda #: 8.B.

ADDITIONAL APPROPRIATION FOR
THE ANIMAL SERVICES FUND
COMPANY 1100 - ACCOUNTING UNIT 1300
\$87,750

WHEREAS, appropriations for the ANIMAL SERVICES FUND for Fiscal Year 2025 were adopted by the County Board pursuant to Ordinance FI-O-0010-24; and

WHEREAS, due to the need to upfit two transit vehicles purchased by Animal Services, there is a need for an additional appropriation in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 in the amount of \$87,750 (EIGHTY-SEVEN THOUSAND, SEVEN HUNDRED FIFTY AND NO/100 DOLLARS); and

WHEREAS, there is sufficient unappropriated cash in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 to support an additional appropriation of \$87,750 (EIGHTY-SEVEN THOUSAND, SEVEN HUNDRED FIFTY AND NO/100 DOLLARS); and

WHEREAS, the need to provide an additional appropriation in the amount of \$87,750 (EIGHTY-SEVEN THOUSAND, SEVEN HUNDRED FIFTY AND NO/100 DOLLARS) in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 creates an emergency within the meaning of the Counties Act, Budget Division, (55 ILCS 5/6-1003).

NOW, THEREFORE, BE IT RESOLVED, by the DuPage County Board that an additional appropriation (Attachment) in the amount of \$87,750 (EIGHTY-SEVEN THOUSAND, SEVEN HUNDRED FIFTY AND NO/100 DOLLARS) in the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 is hereby approved and added to the Fiscal Year 2025 Appropriation Ordinance.

Enacted and approved this 28th day of January, 2025 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK

ADDITIONAL APPROPRIATION FOR
THE ANIMAL SERVICES FUND
COMPANY 1100, ACCOUNTING UNIT 1300
\$87,750

FUNDING SOURCE

30000-0000 – Fund Balance – Unassigned	\$87,750
TOTAL FUNDING SOURCE	<u>\$87,750</u>

EXPENDITURES

CAPITAL OUTLAY

54120-0000 – Automotive Equipment	\$87,750
TOTAL CAPITAL OUTLAY	<u>\$87,750</u>
TOTAL ADDITIONAL APPROPRIATION	<u>\$87,750</u>