



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

Table with 4 columns: General Tracking, Contract Terms, Vendor Information, and Department Information. Rows include fields for FILE ID#, RFP, BID, QUOTE OR RENEWAL #, INITIAL TERM WITH RENEWALS, INITIAL TERM TOTAL COST, COMMITTEE, TARGET COMMITTEE DATE, PROMPT FOR RENEWAL, CONTRACT TOTAL COST WITH ALL RENEWALS, CURRENT TERM TOTAL COST, MAX LENGTH WITH ALL RENEWALS, CURRENT TERM PERIOD, INITIAL TERM, VENDOR, VENDOR #, DEPT, DEPT CONTACT NAME, VENDOR CONTACT, VENDOR CONTACT PHONE, DEPT CONTACT PHONE #, DEPT CONTACT EMAIL, VENDOR CONTACT EMAIL, VENDOR WEBSITE, and DEPT REQ #.

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Medical Services consisting of mobile veterinary services to include high-volume spay/neuter, vaccines and outreach veterinary services for rescue partners from April 1, 2026-November 30, 2026. All services included in this contract are funded by an unrestricted grant from DuPage Animal Friends (5000-1310).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The mobile veterinary program utilizing Dr. Turner enables DCAS to meet the community's needs by: performing high volume targeted spay/neuter surgeries thus decreasing the number of unwanted cats and dogs in and around DuPage County; and providing affordable veterinary services and programs for at-risk pets with the aim of keeping the pet with their owner/caretaker and thus preventing the animal from entering the shelter system. Dr. Turner is familiar with DCAS's medical protocols and procedures, has direct experience performing high volume spay/neuter on the specialty veterinary vehicle, and has reliably provided backup veterinary support at the DCAS shelter since 2022.

SECTION 2: DECISION MEMO REQUIREMENTS

Table with 2 columns: Requirement and Description. Rows include: 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.), and OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO).

SECTION 3: DECISION MEMO

Table with 2 columns: Requirement and Description. Rows include: SOURCE SELECTION (Describe method used to select source. There are a limited number of veterinarians in the Chicagoland area that are experienced in high-volume surgeries on a mobile vehicle where the working conditions are significantly different than a typical veterinary clinic setting. Additionally, there are only a select few veterinarians that are experienced in high volume feral cat spay/neuter and shelter medicine. The department has consulted with other veterinarians and has made attempts to recruit and train new veterinarians in this area, but availability and interest continues to be very low. Securing qualified veterinary support has and continues to be a challenge for DCAS. Dr. Turner has proven to be very effective and efficient in performing high-volume spay/neuter and provides a high quality of veterinary care. In addition, Dr. Turner has proven to be reliable, flexible, and works very well with the DCAS staff and rescue partners. Since he began providing veterinary services in 2022, Dr. Turner has spayed/neutered nearly 2,000 felines as part of DCAS's mobile spay/neuter program, and has performed surgeries, vaccines, and exams on hundreds of shelter animals.) and 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). Laura Flamion, DCAS Administrator, recommends this contract based on Dr. Turner's proven track record and experience. Options: 1. Approve the contract as requested 2. Do not approve the contract and cease or severely delay needed spay/neuter services to the DuPage County community resulting in an increase in the number of animals entering the shelter system)

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: TURNER VET SERVICES LLC	Vendor#: 40799	Dept: ANIMAL SERVICES	Division:
Attn: DR. TIM TURNER	Email: TURNERVETSERVICES@GMAIL.COM	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 143 CAMELOT WAY	City: BOLINGBROOK	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 936-553-4656	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: TURNER VET SERVICES LLC	Vendor#: 40799	Dept: ANIMAL SERVICES	Division:
Attn: DR. TIM TURNER	Email: TURNERVETSERVICES@GMAIL.COM	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: 143 CAMELOT WAY	City: BOLINGBROOK	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 936-553-4656	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): Apr 1, 2026	Contract End Date (PO25): Nov 30, 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		Specialty Veterinary Vehicle Surgeries and Veterinary Services	FY26	5000	1310	53070	DAFUNR26	18,000.00	18,000.00
2	1	EA		Specialty Veterinary Vehicle Veterinary Technician Services	FY26	5000	1310	53070	DAFUNR26	3,200.00	3,200.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 21,200.00

<i>Comments</i>	
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. Entire service agreement is funded by unrestricted grant from DuPage Animal Friends DAFUNR26.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.