



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, November 19, 2024

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. [24-3056](#)

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

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.)

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.

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.

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.

7. ORDINANCE AMENDMENT7.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.

8. BUDGET TRANSFERS8.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)

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



Minutes

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

File #: 24-3056

Agenda Date: 11/19/2024

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, October 15, 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 Eckhoff arrived at 7:33AM

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Chair Krajewski remarked that he received a call from Dr. Kathleen H. Goepfinger the President of Midwestern University. Midwestern University is establishing a school of veterinary medicine and has expressed an interested in partnering with DCAS to send students to the shelter.

5. MINUTES APPROVAL

5.A. [24-2735](#)

Animal Services Committee - Regular Meeting - Tuesday, September 17, 2024

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

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

6. ADMINISTRATIVE UPDATE

Move-in date for the new administrative spaces has been pushed back to mid to late November due to delays in shipping of electrical components which are currently stuck in South Carolina. Completion of the entire project is still projected for February.

Animal Services is caring for just under 200 animals.

Super Adoption Saturday was held on September 28th at the Lake County Fairgrounds. More than 20 shelters and rescues participated with nearly 500 animals available for on-site adoption. Nearly 300 animals total were adopted. Animal Services showcased small animals, cats and kittens, of which 22 kittens and 6 rabbits found homes. The event provided a great opportunity to educate the public on small animal care.

DuPage Animal Friends successfully raised more than \$7,000 to cover the cost of critical heart surgery for puppy Daisy Mae. Daisy Mae's surgery was successful and she is recovering well.

DAF has also secured sponsorship dollars to offer additional free microchip clinics, and recently was awarded a Rachel Ray Save-Them-All grant from Best Friends Animal Society.

Save The Date:

“Rock the Woof” fundraiser at Church Street Brewing Company in Itasca on November 2, 2024 from 5-9pm.

The DAF Gala returns on April 25, 2025. Look for event details to come via email and socials.

Dr. Susan Brown is currently serving as Deputy Administrator Veterinarian. Dr. Kristin Turdik is also assisting staff at the shelter to ensure there is consistent veterinary care and continuity of care.

7. OLD BUSINESS

7.A. Discussion: Animal Services Community Room Event Space Rental

Chair Krajewski commented that ASA Prindle is researching licensing requirements and is working on drafting language and policy aimed at making it possible to rent out and serve food & beverage in the new shelter multi-purpose event space. The committee should have a draft available to review, discuss and take action on at the November meeting.

8. NEW BUSINESS

No new business was discussed.

9. ADJOURNMENT

With no further business, the meeting was adjourned.



Animal Service Requisition under \$30,000

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

File #: 24-3057

Agenda Date: 11/19/2024

Agenda #: 6.A.



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#: 24-2936	RFP, BID, QUOTE OR RENEWAL #: 18-094-JM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$22,600.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,600.00
	CURRENT TERM TOTAL COST: \$22,600.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: PETHEALTH SERVICES USA INC	VENDOR #: 29775	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: Jamie Fitzpatrick Client Services Director, Software Specialist	VENDOR CONTACT PHONE: (224) 324-0253	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: jamie.fitzpatrick@pethealthinc.com	VENDOR WEBSITE: PetPlace.com 24Pet.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.). PetPoint shelter management database software went live at Animal Services in the fall of 2020 following an extensive RFP process (#18-094-JM). This contract has been approved by the IT Department as a Sole Source procurement item.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Animal Services relies on shelter management software to track client interactions, animal activity, and shelter operations. PetPoint provides Animal Services with critical functions such as detailed financial tracking and reporting, workflow management, customizable reporting and dynamic data management through its Enterprise, Builders, and Constituent Services suites. The PetPoint platform allows Animal Services to provide a higher level of client service, better measure outcomes, assess community needs, target services, and make more informed decisions, with the aim of being fiscally responsible and building on principles of quality and efficiency.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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. SOFTWARE MANUFACTURER AND SOLE MAINTENANCE/UPDATE PROVIDER
NECESSITY AND UNIQUE FEATURES	<p>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.</p> <p>In 2020, Animal Services converted from an outdated home-grown Microsoft Access database to the cloud-based PetPoint shelter management software platform following an extensive research and RFQ process. PetPoint software is available only through Pethealth Services Inc. PetPoint provides Animal Services with critical functions such as detailed financial tracking and reporting, workflow management, customizable reporting and dynamic data management through its Enterprise, Builders, and Constituent Services suites. The PetPoint platform allows Animal Services to provide a higher level of client service, better measure outcomes, assess community needs, target services, and make more informed decisions, with the aim of being fiscally responsible and building on principles of quality and efficiency. Since 2020, Pethealth Services has acquired even more brands that further enhance Animal Services ability to report and reunite lost and found pets with their families. 24PetWatch microchips are priced at the same price point as former microchip vendor Datamars, with the added benefit (to Animal Services and to the client) of free lifetime registration. Additionally, the 24PetConnect portal allows the public to post and network lost and found pets and notifies owners if/where their animal has been found. 24PetConnect access can also be assigned to key Animal Services partners that will make it possible for them to post their agency's own lost/found pets free of charge. Animal Services was able to replace its outdated and inefficient home-grown lost/found database with the 24PetConnect iframe which has allowed Animal Services to increase efficiencies while providing enhanced lost/found services with the added benefit of reducing the number of county-managed databases and sharing information within an integrated online (24PetConnect) community. Animal Services was also able to replace its outdated Adoptable Animals database with the Petpoint Available Animals iframe which allows Animal Services to automate the posting and removal of an animal to/from the adoption website with one click in the animal's PetPoint record. PetPoint has also made it possible to automate animal postings on the third party website Petfinder via the Petlink integration, saving hundreds of staff hours spent duplicating adoptable animal postings on Petfinder.</p>
MARKET TESTING	<p>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.</p> <p>In 2018 Procurement sent out requests for proposal (#18-094-JM) to thirteen (13) companies, five (5) responded. Animal Services used a scoring system that evaluated the solution's functionality, usability, sustainability, interfaces, vendor credibility, and pricing. Pethealth Services Inc. had the highest score with Chameleon Software coming in second highest. In 2020, Pethealth Services acquired Chameleon Software. There is currently not another shelter management software provider that is able to provide the extensive features and functionality that Pethealth Services Inc. does.</p>
AVAILABILITY	<p>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. The following shelter management software platforms were evaluated:</p> <p>Pethealth Services Inc. Renee Wolfram, Client Services - Animal Welfare Director, 847-306-1388, renee.wolfram@pethealthinc.com Chameleon Software (now a part of Pethealth Services Inc.) Shelter Pro https://www.shelterpro.com/ Animals First https://animalsfirst.com/ ShelterLuv https://www.shelterluv.com/ Shelter Buddy http://www.shelterbuddy.com/index.html</p>

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: PETHEALTH SERVICES USA INC	Vendor#: 29775	Dept: ANIMAL SERVICES	Division:
Attn: Jamie Fitzpatrick Client Services Director, Software Specialist	Email: jamie.fitzpatrick@pethealthinc.com	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 3315 W Algonquin Rd	City: Rolling Meadows	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: (224) 324-0253	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: PETHEALTH SERVICES USA INC	Vendor#: 29775	Dept: ANIMAL SERVICES	Division:
Attn:	Email:	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: P.O. Box 2150	City: Buffalo	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: NY	Zip: 14240	State: IL	Zip: 60187
Phone: 1-866-600-4815	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): Dec 1, 2024	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	EA	Software	Annual Fee Petpoint Enterprise Software & Suites Licensing and Maintenance	FY25	1100	1300	53807		10,600.00	10,600.00
2	1500	EA	Microchip	Standard 12 gauge microchip w/registration	FY25	1100	1300	52320		5.25	7,875.00
3	750	EA	Microchip	Mini 15 gauge microchip w/registration	FY25	1100	1300	52320		5.50	4,125.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 22,600.00

<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. Microchip quantities increased as community outreach activities are expected to increase in FY25.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.



Pethealth Services (USA) LLC
PO Box 2150
Buffalo, NY 14240-2150
TEL: 1-866-630-7387
FAX: 1-866-409-8940

October 9, 2024

Attention:

DuPage County Animal Services
120 N. County Farm Road
Wheaton, IL 60187

RE: Sole Source Procurement for PetPoint® Animal Management Software

To Whom It May Concern,

Further to request for a sole source procurement, please accept this letter as a “Sole Source Procurement” for PetPoint® Animal Management Software. We believe our unique features of PetPoint qualify it as the only product that meets the following specifications and services:

- PetPoint is designed to help with the animal data management needs of your organization and allow your team to better understand animal care and operations with the use of our extensive standard reporting website.
 - Enterprise clients can schedule reports to be run and emailed as needed.
- Fully customizable reporting is available with the additional purchase Builders, that allows access to the data you need when needed.
 - The ability to schedule reports and email reports as needed.
- PetPoint is cloud-based, full-featured animal management software at minimal cost to your organization
- Customer support is available online through our community help guide 24/7, featuring video and written instruction.
 - Enterprise clients enjoy online chat along with phone support during with live staff during business hours.
- The use of webservice allows PetPoint Organizations to display a variety of information about animals in your database to an online audience.
- PetPoint Transfer Network – through an online PetPoint interface, Source Organizations can publish their available animals and manage requests for them, while Destination Organizations can search for animals, review information and request transfers. Animal information is electronically transferred between PetPoint organizations, eliminating the need to manually enter basic animal information.



PO Box 2150
Buffalo, NY 14240-2150
TEL: 1-866-630-7387
FAX: 1-866-409-8940

PetPoint Animal Management Software is also bundled with products and services available only by Pethealth Services (USA) LLC. to provide a seamless solution to animal shelters. Such products include but are not limited to 24PetWatch Microchips.

- **Automated Microchip Registration:** PetPoint automatically registers 24PetWatch microchips with no additional data entry or fees. There is no requirement for the adopter or owner to register the chip after adoption or public chipping service, ensuring that all microchipped animals are registered to the owner at the time of adoption or implantation.
- 24PetWatch Microchips are manufactured by the World Leader in animal identification with exceptional quality and they meet all ISO standards.
- 24PetWatch microchips are ISO Compatible Microchips and compliant with ISO 11784/11785, 24PetWatch chips are also offered at a discounted rate to all cities, municipal shelters and non-profit using PetPoint

Sincerely,

Signed by:

64BF34F4F1B8423...

Todd Whittington
Vice President, Revenue and Partnership
PETHEALTH SERVICES (USA) LLC



PetPoint Software

	List Pricing	Advantage Program Pricing*
PetPoint Enterprise	\$10,000/year	\$2,500/year
Builders Suite	\$4,500/year	\$4,500/year
Constituent Services Suite	\$3,000/year	\$3,000/year
Petfinder Auto-Uploads	\$600/year	\$600/year
Total Annual Fee	\$18,100/year	\$10,600/year
<i>Annual Savings</i>	<i>\$0</i>	<i>\$7,500</i>

24PetWatch Microchips

Standard 12 gauge microchip	25-75 chips per order	\$7.90 per standard chip
	100-475 chips per order	\$6.35 per standard chip
	500+ chips per order	\$5.25 per standard chip
Mini 15 gauge microchip	25-75 chips per order	\$8.65 per mini chip
	100-475 chips per order	\$6.90 per mini chip
	500+ chips per order	\$5.50 per mini chip

Pricing includes ground shipping, and each microchip has a unique collar tag. The per chip price is based on the total order quantity. For example, if you ordered 300 standard and 200 mini chips, you would pay \$5.25 and \$5.50 per chip, respectively.

*The 24Petcare Advantage Program is available to shelters that use 24PetWatch microchips.

24Petcare Advantage Program Benefits:

- Automatic complimentary registration of 24PetWatch microchips into 24PetWatch microchip registry through PetPoint
- Free lifetime microchip registration of 24PetWatch microchips for adopters
- Free upload of non-24PetWatch microchips into 24PetWatch microchip registry
- Free client access to the 24Petcare Lost Pet Recovery Program
- Free automatic publishing of pets available for adoption on shelter website (via iframe) and to 24Petconnect
- Free listing of lost and found pets on shelter website (via iframe) and to 24Petconnect
- Free access to 24Petconnect portal for key partners/municipalities to view microchip information and to report their lost and found pets





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: 10/14/2024

Bid/Contract/PO #: _____

Company Name: Pethealth Services (USA) LLC	Company Contact: Todd Whittington
Contact Phone: 866-600-4815	Contact Email: todd.whittington@pethealthinc.com

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 Todd Whittington
 Title VP Sales and Service
 Date 14 October 2024 | 10:08 AM CDT

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 #: 24-3058

Agenda Date: 11/19/2024

Agenda #: 6.B.



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: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$29,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$116,000.00
	CURRENT TERM TOTAL COST: \$29,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ZOETIS US LLC	VENDOR #: 26603	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: ZOETIS FOR SHELTERS TEAM (new rep to be determined)	VENDOR CONTACT PHONE: 866-225-9777	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: shelterteam@zoetisus.com customeraccounts@zoetis.com	VENDOR WEBSITE: www.zoetis.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.). Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments are required for proper medical care of shelter animals and for the safety of staff and the public. This is a blanket PO without individual items listed and represents the initial contract term. Zoetis is the manufacturer of pharmaceuticals, vaccinations, medical supplies, and preventative treatments used at Animal Services. Zoetis has a Shelter Program that Animal Services is enrolled in which enables the shelter to purchase many products directly from the manufacturer (Zoetis) at a deep discount off of the retail list price. Some items are offered at cost. 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 such as Covetrus. Zoetis does not sign contracts with guaranteed pricing for the Shelter Program. If a shelter requires a contract, they must go through a 3rd party distributor. No guaranteed price list is or will be provided. The individual prices vary depending on the manufacturer's actual cost to make any specific product (example: one week an item may be \$20.00, the next week it may be \$19.00). Savings over the most competitive 3rd party reseller, Covetrus, are substantial (approximately 42% annually). This purchase order will serve for internal use only and not sent to the vendor due to the reasons stated above.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished By utilizing the Zoetis Shelter Program, Animal Services will realize 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). The estimated total spend for the current PO is \$29,000.00 based on the last 12-months usage. Purchasing direct from Zoetis represents an annual cost savings of approximately 42% over the next competitively priced reseller (Covetrus).</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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
WAIVER OF COUNTY BID RULES REQUEST (ONLY ALLOWABLE TO STATUTORY LIMITS)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. 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, we are able to realize 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 estimated total spend for the current PO is \$29,000. The estimated average percentage saved over the next competitively priced reseller (Covetrus) for the current PO is 42%. A spreadsheet showing the actual savings over the last 6 month period from May 2024 - November 2024 is attached.
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). <ol style="list-style-type: none"> 1. Approve the Purchase Order as-is and continue to save 42% off retail price 2. Do not approve the PO and, once the \$15,000 department procurement threshold is reached, pay full marked-up price for the same product(s) through a third party distributor like Covetrus, resulting in an annual increase in 52320 Medical Equipment and Supplies expenses for the department of approximately \$11,400 annually 3. Do not approve the PO and, once the \$15,000 department threshold is reached, discontinue purchasing pharmaceuticals, vaccinations, and medical supplies, and offer a lower level quality of care for shelter animals, and reduced outreach offerings for county residents

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: ZOETIS US LLC	Vendor#: 26603	Dept: ANIMAL SERVICES	Division:
Attn: ZOETIS FOR SHELTERS TEAM (new rep to be determined)	Email: shelterteam@zoetisus.com	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNT Y.GOV
Address: 10 Sylvan Way	City: Parsipanny	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: NJ	Zip: 07054	State: IL	Zip: 60187
Phone: 866-225-9777	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Zoetis US LLC	Vendor#: 26603	Dept: ANIMAL SERVICES	Division:
Attn:	Email:	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNT Y.GOV
Address: P.O. Box 419022	City: Boston	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: MA	Zip: 02241-9022	State: IL	Zip: 60187
Phone: 888-Zoetis1	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): Dec 15, 2024	Contract End Date (PO25): Dec 14, 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	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY25	1100	1300	52320		28,500.00	28,500.00
2	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY26	1100	1300	52320		500.00	500.00
										Requisition Total	\$ 29,000.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. 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.
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.

Zoetis vs. Henry Schein Price Comparison Based on Last 6 Months Usage from May - October 2024

Inv Date	Inv #	Prod #	Description	UOM	Qty	Zoetis Unit	Zoetis Total Cost	Covetrus Unit	Covetrus Total Cost	Zoetis Shelter Prog Savings
4/19/2024	9023775068	10001498	Convenia 10ml Injectable - 80mg Powder	VL	1	\$ 317.63	\$ 317.63	\$ 423.55	\$ 423.55	\$ 105.92
4/19/2024	9023775068	10024429	Vanguard Feline RCP 25x1ds	VL	125	\$ 2.34	\$ 292.50	\$ 7.90	\$ 987.50	\$ 695.00
5/2/2024	9023815801	10000449	Antisedan - 10ml Injectable Solution	VL	4	\$ 186.72	\$ 746.88	\$ 248.98	\$ 995.92	\$ 249.04
5/2/2024	9023815801	10002752	Dexdomitor 10ml Injectable Solution	VL	8	\$ 168.75	\$ 1,350.00	\$ 225.03	\$ 1,800.24	\$ 450.24
5/10/2024	9023909936	10004930	Revolution 6pk Plum Dog	CAR	5	\$ 100.32	\$ 501.60	\$ 133.76	\$ 668.82	\$ 167.22
5/13/2024	9023933648	10022998	Rimadyl Injectable - 20ml Solution	VL	4	\$ 120.68	\$ 482.72	\$ 160.92	\$ 643.68	\$ 160.96
5/30/2024	9024120876	10024027	Clavamox Chew Tab 250 MG x 112CT Roll	BLS	1	\$ 137.59	\$ 137.59	\$ 183.47	\$ 183.47	\$ 45.88
5/30/2024	9024120876	10024028	Clavamox Chew Tab 375 MG x 112CT Roll	BLS	1	\$ 192.90	\$ 192.90	\$ 257.23	\$ 257.23	\$ 64.33
6/3/2024	9024161588	10024429	Vanguard Feline RCP 25x1ds	VL	225	\$ 2.34	\$ 526.50	\$ 7.90	\$ 1,777.50	\$ 1,251.00
6/19/2024	9024352016	10001498	Convenia 10ml Injectable - 80mg Powder	VL	2	\$ 317.63	\$ 635.26	\$ 423.55	\$ 847.10	\$ 211.84
6/19/2024	9024352016	10012868	Diroban-I FDC 25mg/ml 50mgx2ml Dil 5Pk	VL	5	\$ 44.00	\$ 220.00	\$ 55.00	\$ 275.00	\$ 55.00
7/2/2024	9024489937	10021317	Cerenia - 20ml Injectable Solution	VL	3	\$ 158.11	\$ 474.33	\$ 210.83	\$ 632.49	\$ 158.16
7/2/2024	9024489937	10025457	Cerenia - Tab 60mg x 4 BLS x 10	BLS	10	\$ 26.85	\$ 268.50	\$ 26.85	\$ 268.50	\$ -
7/2/2024	9024489937	10025455	Cerenia - Tabs 16mg x 4 tablets	BLS	10	\$ 14.30	\$ 143.00	\$ 14.30	\$ 143.00	\$ -
7/2/2024	9024489937	10025456	Cerenia - Tabs 24mg x 4 tablets	BLS	10	\$ 14.75	\$ 147.50	\$ 14.75	\$ 147.50	\$ -
7/2/2024	9024489937	10020414	Revolution Plus 6pk Orange	CAR	5	\$ 70.20	\$ 351.00	\$ 93.61	\$ 468.05	\$ 117.05
7/2/2024	9024489937	10024429	Vanguard Feline RCP 25x1ds	VL	225	\$ 2.34	\$ 526.50	\$ 7.90	\$ 1,777.50	\$ 1,251.00
7/5/2024	9024523165	10004930	Revolution 6pk Plum Dog	CAR	10	\$ 100.32	\$ 1,003.20	\$ 133.76	\$ 1,337.64	\$ 334.44
7/30/2024	9024782994	10024027	Clavamox Chew Tab 250 MG x 112CT Roll	BLS	1	\$ 137.59	\$ 137.59	\$ 183.47	\$ 183.47	\$ 45.88
7/30/2024	9024782994	10024023	Clavamox Chew Tab 62.5 MG x 112CT Roll	BLS	2	\$ 48.71	\$ 97.42	\$ 64.96	\$ 129.92	\$ 32.50
7/30/2024	9024782994	10012868	Diroban-I FDC 25mg/ml 50mgx2ml Dil 5Pk	VL	10	\$ 44.00	\$ 440.00	\$ 55.00	\$ 550.00	\$ 110.00
7/30/2024	9024782994	10024429	Vanguard Feline RCP 25x1ds	VL	125	\$ 2.34	\$ 292.50	\$ 7.90	\$ 987.50	\$ 695.00
8/19/2024	9025001786	10004930	Revolution 6pk Plum Dog	CAR	10	\$ 100.32	\$ 1,003.20	\$ 133.76	\$ 1,337.64	\$ 334.44
8/23/2024	9025055053	10024027	Clavamox Chew Tab 250 MG x 112CT Roll	BLS	1	\$ 137.59	\$ 137.59	\$ 183.47	\$ 183.47	\$ 45.88
8/23/2024	9025055053	10000318	Rimadyl Chewables 100mg x 180 tabs	BT	1	\$ 199.66	\$ 199.66	\$ 266.23	\$ 266.23	\$ 66.57
8/23/2024	9025055053	10000314	Rimadyl Chewables 25mg x 180 tabs	BT	1	\$ 131.70	\$ 131.70	\$ 175.62	\$ 175.62	\$ 43.92
8/23/2024	9025055053	10000474	Terramycin Ophthalmic Ointment	TUBE	20	\$ 17.48	\$ 349.60	\$ 18.41	\$ 368.20	\$ 18.60
8/26/2024	9025080041	10022998	Rimadyl Injectable - 20ml Solution	VL	2	\$ 120.68	\$ 241.36	\$ 160.92	\$ 321.84	\$ 80.48
8/26/2024	9025080041	10024429	Vanguard Feline RCP 25x1ds	VL	200	\$ 2.34	\$ 468.00	\$ 7.90	\$ 1,580.00	\$ 1,112.00
9/6/2024	9025200230	10024026	Clavamox Chew 125 MG x 100 Tab	BLS	1	\$ 87.16	\$ 87.16	NOT AVAILABLE		
9/6/2024	9025200230	10000485	Clavamox Drops - 15ml Oral Suspension	BT	24	\$ 20.50	\$ 492.00	\$ 20.51	\$ 492.24	\$ 0.24
9/6/2024	9025200230	10000314	Rimadyl Chewables 25mg x 180 tabs	BT	1	\$ 131.70	\$ 131.70	\$ 175.62	\$ 175.62	\$ 43.92
9/9/2024	9025227954	10001498	Convenia 10ml Injectable - 80mg Powder	VL	1	\$ 317.63	\$ 317.63	\$ 423.55	\$ 423.55	\$ 105.92
9/10/2024	9025238028	10001498	Convenia 10ml Injectable - 80mg Powder	VL	1	\$ 317.63	\$ 317.63	\$ 423.55	\$ 423.55	\$ 105.92
9/10/2024	9025238028	10024429	Vanguard Feline RCP 25x1ds	VL	175	\$ 2.34	\$ 409.50	\$ 7.90	\$ 1,382.50	\$ 973.00
9/17/2024	9025313593	10002752	Dexdomitor 10ml Injectable Solution	VL	6	\$ 168.75	\$ 1,012.50	\$ 225.03	\$ 1,350.18	\$ 337.68
9/30/2024	9025455187	10024429	Vanguard Feline RCP 25x1ds	VL	150	\$ 2.34	\$ 351.00	\$ 7.90	\$ 1,185.12	\$ 834.12
10/1/2024	9025464862	10022998	Rimadyl Injectable - 20ml Solution	VL	4	\$ 120.68	\$ 482.72	\$ 160.92	\$ 643.68	\$ 160.96
10/28/2024	9025753557	10024429	Vanguard Feline RCP 25x1ds	VL	175	\$ 2.34	\$ 409.50	\$ 7.90	\$ 1,382.50	\$ 973.00
							\$ 15,740.41		\$ 27,177.52	

Total Savings \$11,437.11
% Cost Zoetis vs Covetrus 57.92%
% Savings 42.08%

VACCINES

Zoetis Prod #	Zoetis Desc	UOM	Qty	Unit \$	Total \$	Covetrus Prod #	Covetrus Desc	UOM	Qty	Covetrus Unit \$	Covetrus Total \$	SAVINGS PER BOX
10024433	Vanguard DAPP	Dose	25	\$ 4.03	\$ 100.75	011276	NOBIVAC CANINE 1-DAPPV VACCINE	Dose	25	\$7.31	\$ 182.79	\$ 82.04
10024429	Vanguard RCP (FVRCP)	Dose	25	\$ 2.34	\$ 58.50	006882	NOBIVAC FELINE 1-HCP VACCINE	Dose	25	\$6.11	\$ 152.66	\$ 94.16
10026430	Vanguard RABIES 1-Year	Dose	50	\$ 1.42	\$ 70.80	011543	NOBIVAC 1-Rabies	Dose	50	\$3.28	\$ 164.00	\$ 93.20

An updated Vendor Ethics Disclosure has been requested from the vendor.



Animal Services Requisition \$30,000 and Over

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

File #: AS-P-0002-24

Agenda Date: 11/19/2024

Agenda #: 6.C.

AWARDING RESOLUTION ISSUED 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
(CONTRACT TOTAL AMOUNT \$31,000)

WHEREAS, the Animal Services Committee recommends County Board approval for the issuance of a contract to Spay Illinois Pet Well Clinics, to provide no-cost spay/neuter for eligible DuPage County residents and backup veterinary medical services, for the period of December 1, 2024 through November 30, 2025, for Animal Services.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide no-cost spay/neuter for eligible DuPage County residents and backup veterinary medical services, for the period of December 1, 2024 through November 30, 2025, for Animal Services, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids, as citizen determines the veterinarian used, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to Spay Illinois Pet Well Clinics, 2765 Maple Ave, Lisle, Illinois 60532, for a contract total amount of \$31,000.

Enacted and approved this 26th day of November, 2024 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#: 24-2940	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$31,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,000.00
	CURRENT TERM TOTAL COST: \$31,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SPAY ILLINOIS PET WELL CLINICS	VENDOR #: 20021	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: Kathi Daniels	VENDOR CONTACT PHONE: 630-961-8000	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: info@spayillinois.org	VENDOR WEBSITE: https://www.spayillinois.org/	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.). 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). Spay Illinois Pet Well Clinics is a PPF partner vet clinic and the one most commonly used. 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 YTD expenditure with Spay Illinois Pet Well Clinics.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
 Spay Illinois is the only PPF program partner that 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. Spay Illinois is also equipped to perform surgery, vaccination and diagnostic testing for Animal Services shelter animals in the absence (due to vacation or unfilled position) of a full time shelter veterinarian, at highly discounted rates. Backup veterinary services are 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.
 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: Spay Illinois Pet Well Clinics	Vendor#: 20021	Dept: ANIMAL SERVICES	Division:
Attn: Kathi Daniels	Email: kdaniels@spayillinois.org	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 2765 Maple Avenue	City: Lisle	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 630-961-8000	Fax: 630-961-8002	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Spay Illinois Pet Well Clinics	Vendor#: 20021	Dept: ANIMAL SERVICES	Division:
Attn: Accounts Receivable	Email: accounting@spayillinois.org	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: 2765 Maple Avenue	City: Lisle	Address: 120 N. COUNTY FARM RD.	City: WHEATON
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 630-961-8000	Fax: 630-961-8002	Phone: 630-407-2800	Fax: 630-407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	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		16,000.00	16,000.00
2	1		PPF	Reimbursement for no cost vaccinations/pre-surgery exams/microchip	FY25	1100	1300	53070		7,000.00	7,000.00
3	1			Backup shelter veterinary services	FY25	5000	1310	53070	DAFUNR24	8,000.00	8,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 31,000.00

<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, Spay Illinois Pet Well Clinics to provide no-cost spay/neuter for eligible DuPage County residents, and backup shelter veterinary services, for the period December 1, 2024 through November 30, 2025 for a contract total not to exceed \$31,000.00, 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.



**DUPAGE
COUNTY**

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).





Animal Services Requisition \$30,000 and Over

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

File #: AS-P-0003-24

Agenda Date: 11/19/2024

Agenda #: 6.D.

AWARDING RESOLUTION ISSUED TO
MAVRON, INC.
TO PROVIDE VEHICLE UPFIT OF TWO FORD TRANSIT VANS
FOR ANIMAL SERVICES
(CONTRACT TOTAL AMOUNT \$87,745.20)

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 MAVRON, Inc., to provide vehicle upfit of two Ford Transit vans, for the period of November 27, 2024 through November 26, 2026, for Animal Services.

NOW, THEREFORE BE IT RESOLVED, that said contract is to provide vehicle upfit of two Ford Transit vans, for the period of November 27, 2024 through November 26, 2026 for DuPage County Animal Services per quote #24-115-ANS, be, and it is hereby approved for the issuance of a contract purchase order by the Procurement Division to MAVRON, Inc., 152 S Zimmer Rd, Warsaw, Indiana 46580, for a contract total amount of \$87,745.20.

Enacted and approved this 26th day of November, 2024 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#:	RFP, BID, QUOTE OR RENEWAL #: 24-115 ANS	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$87,745.20
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$87,745.20
	CURRENT TERM TOTAL COST: \$87,745.20	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: MAVRON, INC.	VENDOR #: 42719	DEPT: Animal Services	DEPT CONTACT NAME: Kristie Lecaros
VENDOR CONTACT: Terri Lambright	VENDOR CONTACT PHONE: 800-551-1498	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupagecounty.gov
VENDOR CONTACT EMAIL: terri@mavron.com	VENDOR WEBSITE: https://mavron.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.). Animal Services purchased (2) new Ford Transit vehicles in 2024 to serve as Animal Services transport vehicles. Once converted, the Ford Transits will replace old ACO vans. Only Mavron was able to meet specifications for customization needed to convert a Ford Transit into an animal transport vehicle according to Animal Services specifications. Other vendors either declined to provide a quote or did not respond.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Animal Services requires a fleet of vehicles in order to conduct field duties, transport animals, and provide services. Upgraded vehicles allow Animal Services to provide a higher level of client service while maintaining a higher level of human and animal safety during transport. In addition, Animal Services vehicles function as free advertising for the agency; building awareness of the organization's presence, services, and enhancing its positive reputation in the community.			

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: MAVRON, INC.	Vendor#: 42719	Dept: Animal Services	Division:
Attn: Terri Lambright	Email: terri@mavron.com	Attn: Kristie Lecaros	Email: kristie.lecaros@dupagecounty.gov
Address: 152 S Zimmer Rd	City: Warsaw	Address: 120 N. County Farm Rd	City: Wheaton
State: IN	Zip: 46580	State: IL	Zip: 60187
Phone: 574-371-2402	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MAVRON, INC.	Vendor#: 42719	Dept: Animal Services	Division:
Attn: Accounts Receivable	Email: sales@mavron.comm	Attn: Laura Flamion	Email: laura.flamion@dupagecounty.gov
Address: 152 S Zimmer Rd	City: Warsaw	Address: 120 N. County Farm Rd	City: Wheaton
State: IN	Zip: 46580	State: IL	Zip: 60187
Phone: 800-551-1498	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): Nov 27, 2024	Contract End Date (PO25): Nov 26, 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	2	EA		Vehicle Upfit - Animal Services Ford Transit	FY25	1100	1300	54120		43,872.60	87,745.20
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 87,745.20

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.

SPECIFICATIONS

DuPage County ("County") is seeking contractors to provide vehicle upfit services for two (2) vehicles (Ford Transit MID ROOF 148" WB cargo Van) for its Animal Services Department located at 120 North County Farm Road, Wheaton, IL 60187. The objective of this project is to modify existing or newly acquired vehicles to meet operational needs for the transportation and handling of animals in a safe, efficient, and humane manner.

SPECIFICATIONS

The Contractor shall provide all necessary labor, materials, equipment, and services to modify two (2) vehicles (Ford Transit MID ROOF 148" WB cargo Van) for Animal Services as per the specifications outlined in this document. The upfit process shall include conversion and installation of specialized animal compartments, safety equipment, and other modifications to ensure the vehicles are suitable for the transportation of animals and related operations. The conversation shall include Installation of 9 Sloped & Drained Cages (4 Rear & 5 Inline), Polycarbonate Viewing Window in Upper Passenger Side Rear Cage, Scratch Resistant Polycarbonate Cage Doors, Cage Area Lighting, Polymax Floor Grills, Sealed & Carpeted Cab Divider Wall with Polycarbonate Viewing Window, Sheeted Cargo Area w/Diamond Plate Flooring. For Extended Length Vehicles -Additional Cargo Space Between Cages. No modification or substitution is allowed.

VEHICLE #1 - FORD TRANSIT MID ROOF 148" WB CARGO VAN

Contractor shall provide:

- **Rear Cage Setback**
 - Cage door with stainless steel rod animal cage door
 - Catch pole cutout to stainless steel rod door (2-interior lower cage – top of door; 2-rear facing lower cage-side of door).
 - Closed storage above bank of side cages
 - Lipped open storage above cage bank.
- **Rear Cage Bank**
 - Roof angle with bungee holes above lipped open storage for cage bank
 - Bungee holes added to lipped storage (48")
 - Storage built into cab divider wall with side access door at passenger side cargo door.
 - Storage closet behind the wheel well on the passenger side with paddle handle and lock (floor to ceiling: 15" W x 11" D; shelf-36"H).
 - Auxiliary Heat/AC installed in gas engine.
 - Installation cab File Desk
 - Thermometer for temperature monitoring
- **Catch Pole Holder**
 - Installed in Rear Driver Side-Side Trimwork
- **Floor Drain in Cargo Area**
 - Install Drain in Rear Set Back Area
- **Catch Pole Hook Install Kit**
 - Install Just Above Window on Cab Wall
- **Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H – Installed**
 - Install Top Front of Vehicle

- **Whelen TAL85 traffic advisor with controller**

- Install Top Rear of Van

All work shall comply with federal, state, and local regulations and standards for animal transportation. Modifications must meet the operational needs of Animal Services personnel and be designed for long-term durability.

VEHICLE #2 - FORD TRANSIT MID ROOF 148" WB CARGO VAN

Contractor shall provide:

- **Rear Cage Setback**

- Cage door with stainless steel rod animal cage door
- Catch pole cutout to stainless steel rod door (2-interior lower cage – top of door; 2-rear facing lower cage-side of door).
- Closed storage above bank of side cages
- Lipped open storage above cage bank.

- **Rear Cage Bank**

- Roof angle with bungee holes above lipped open storage for cage bank
- Bungee holes added to lipped storage (48")
- Storage built into cab divider wall with side access door at passenger side cargo door.
- Storage closet behind the wheel well on the passenger side with paddle handle and lock (floor to ceiling: 15" W x 11" D; shelf-36"H).
- Integration of rear AC option in Ford Transit Cargo Van
- Integration of front factory heat in Ford Transit Cargo Van
- Installation cab File Desk
- Thermometer for temperature monitoring

- **Catch Pole Holder**

- Installed in Rear Driver Side-Side Trimwork

- **Floor Drain in Cargo Area**

- Install Drain in Rear Set Back Area

- **Catch Pole Hook Install Kit**

- Install Just Above Window on Cab Wall

- **Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H – Installed**

- Install Top Front of Vehicle

- **Whelen TAL85 traffic advisor with controller**

- Install Top Rear of Van

Price

Contractor shall provide pricing in Section 1 for each Vehicle Conversion and Installation. In Section 2, contractor shall provide its shipping method.

PRICE

Quantities listed are canvassing quantities and intended to establish pricing.

SECTION 1

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
Vehicle 1 - FORD TRANSIT MID ROOF 148" WB CARGO VAN					
1	Conversion	EA	1	\$ 37,083.60	\$ 37,083.60
Installation of Equipment					
2	Rear Cage Setback	EA	1	\$ 0.00	\$ 0.00
3	Rear Cage Bank	EA	1	\$ included	\$ included
4	Auxiliary Heat/AC install in Gas Engine	EA	1	\$ 3,584.40	\$ 3,584.40
5	Installation of Cab File Desk	EA	1	\$ 493.20	\$ 493.20
6	Installation of Thermometer	EA	1	\$ 204.00	\$ 204.00
7	Catch Pole Holder (install in rear driver side-side trimwork)	EA	1 2 ea	\$ 310.80	\$ 621.60
8	Floor Drain in Cargo Area (install drain in rear set back area)	EA	1	\$ 152.40	\$ 152.40
9	Catch Pole Hook Install Kit (install just above window on cab wall)	EA	1 2 ea	\$ 68.40	\$ 136.80
10	Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H (Install top front of vehicle)	EA	1	\$ 786.00	\$ 786.00
11	Whelen TAL85 traffic advisor with controller (install top rear of van)	EA	1	\$ 1,909.20	\$ 1,909.20
12	Shipping	EA	1	\$ N/A	\$ N/A
Vehicle 2 - FORD TRANSIT MID ROOF 148" WB CARGO VAN					
13	Conversion	EA	1	\$ 37,576.80	\$ 37,576.80
Installation of Equipment					
14	Rear Cage Setback	EA	1	\$ 0.00	\$ 0.00
15	Rear Cage Bank	EA	1	\$ included	\$ included
16	Integration of rear factory AC option in van	EA	1	\$ 693.60	\$ 693.60
17	Integration of front factory Heat in van	EA	1	\$ 693.60	\$ 693.60
18	Installation of Thermometer	EA	1	\$ 204.00	\$ 204.00

NO	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
19	Catch Pole Holder (install in rear driver side-side trimwork)	EA	1 2 ea	\$ 310.80	\$ 621.60
20	Floor Drain in Cargo Area (install drain in rear set back area)	EA	1	\$ 152.40	\$ 152.40
21	Catch Pole Hook Install Kit (install just above window on cab wall)	EA	1 2 ea	\$ 68.40	\$ 136.80
22	Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H (install top front of vehicle)	EA	1	\$ 786.00	\$ 786.00
23	Whelen TAL85 traffic advisor with controller (install top rear of van)	EA	1	\$ 1,909.20	\$ 1,909.20
24	Shipping	EA	1	\$ N/A	\$ N/A
GRAND TOTAL					\$ 87,745.20
GRAND TOTAL (In words)					

SECTION 2

Contractor shall provide shipping method.

- Customer Pick up / Dropoff.
 F.O.B. Destination
 F.O.B. Shipping Point

QUOTE SIGNATURE PAGE

VEHICLE UPFIT FOR ANIMAL SERVICES 24-115-ANS

X  Account Executive

(Signature and Title)

10/11/2024

(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

Full Business Name of Bidder	MAVRON, INC.
Main Business Address	152 S Zimmer Rd.
City, State, Zip Code	Warsaw, IN 46580
Telephone Number	574-267-3044 / 1-800-551-1498
Email Address	terri@mavron.com
Bid Contact Person	Terri Lambright, 574-371-2402



THE COUNTY OF DUPAGE
 FINANCE - PROCUREMENT
 VEHICLE UPFIT FOR ANIMAL SERVICES
 24-115-ANS
 BID TABULATION



Vehicle 1

Mavron, Inc.

NO.	ITEM	UOM	QTY	PRICE	EXTENDED PRICE
1	Conversion	EA	1	\$ 37,083.60	\$ 37,083.60
2	Rear Cage Setback	EA	1	NO BID	
3	Rear Cage Bank	EA	1	NO BID	
4	Auxiliary Heat/AC install in Gas Engine	EA	1	\$ 3,584.40	\$ 3,584.40
5	Installation of Cab File Desk	EA	1	\$ 493.20	\$ 493.20
6	Installation of Thermometer	EA	1	\$ 204.00	\$ 204.00
7	Catch Pole Holder (install in rear driver side-side trimwork)	EA	1	\$ 310.80	\$ 310.80
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9	Catch Pole Hook Install Kit (install just above window on cab wall)	EA	1	\$ 68.40	\$ 68.40
10	Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H (Install top front of vehicle)	EA	1	\$ 786.00	\$ 786.00
11	Whelen TAL85 traffic advisor with controller (install top rear of van)	EA	1	\$ 1,909.20	\$ 1,909.20
12	Shipping	EA	1	NO BID	

Vehicle 2

13	Conversion	EA	1	\$ 37,576.80	\$ 37,576.80
14	Rear Cage Setback	EA	1	NO BID	
15	Rear Cage Bank	EA	1	NO BID	

16	Integration of rear factory AC option in van	EA	1	\$ 693.60	\$ 693.60
17	Integration of front factory Heat in van	EA	1	\$ 693.60	\$ 693.60
18	Installation of Thermometer	EA	1	\$ 204.00	\$ 204.00
19	Catch Pole Holder (install in rear driver side-side trimwork)	EA	1	\$ 310.80	\$ 310.80
20	Floor Drain in Cargo Area (install drain in rear set back area)	EA	1	\$ 152.40	\$ 152.40
21	Catch Pole Hook Install Kit (install just above window on cab wall)	EA	1	\$ 68.40	\$ 68.40
22	Amber LED Mini Lightbar, 14.7" L X 9.5" W X 2" H (Install top front of vehicle)	EA	1	\$ 786.00	\$ 786.00
23	Whelen TAL85 traffic advisor with controller (install top rear of van)	EA	1	\$ 1,909.20	\$ 1,909.20
24	Shipping	EA	1	NO BID	
GRAND TOTAL					\$ 86,986.80

NOTES

Quote Opening 10/18/2024 @ 4:00 PM	HK, BR
Invitations Sent	1
Total Vendors Requesting Documents	0
Total Bid Responses	1



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: 10/11/2024

Bid/Contract/PO #: _____

Company Name: MAVRON, INC	Company Contact: Terri Lambight
Contact Phone: 574-371-2402	Contact Email: terri@mavron.com

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, 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.dupagecounty.gov/government/county_board/ethics_at_the_county/

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

Authorized Signature



Printed Name

Te

Title

Account Executive

Date

10/11/2024

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



Animal Services Ordinance

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

File #: AS-O-0002-24

Agenda Date: 11/19/2024

Agenda #: 7.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 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 5-71, 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 December 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 November, 2024 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____
JEAN KACZMAREK, COUNTY CLERK

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~~18.00

1-Year Registration tag per unaltered canine or feline ~~40.00~~45.00

3-Year Registration tag per altered canine or feline ~~40.00~~45.00

3-Year Registration tag per unaltered canine or feline ~~90.00~~95.00

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

EXHIBIT A

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

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. Adoption:

Adoption per feline <6 months of age 100.00*

Adoption per feline >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 \$250.00*

Adoption per canine >6 months to 6 years of age ~~100.00~~150.00*

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~~10.00

Adoption per ferret, exotic bird, reptile 25.00

Adoption per rabbit ~~40.00~~50.00

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

4. Relinquishment:

Surrender fee per canine or feline - county resident 50.00

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

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

Surrender fee all other small animals 10.00

Surrender fee per canine or feline under eight weeks 5.00

5. 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

6. 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

7. 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

8. 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

EXHIBIT A

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

9. 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 & mass cremation under 30 lbs.75.00

Euthanasia & mass cremation over 30 lbs.100.00

10. 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

11. 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

12. 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 (tail amputation, mass removal, hernia repair) 45.00

Feline shave/comb matted fur 5.00

Dental routine/cleaning 100.00
Dental minor 125.00
Dental major 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
Vaccination rabies 15.00
Euthanasia & mass cremation (under 30 lbs.) 75.00
Euthanasia & mass cremation (over 30 lbs.)100.00
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.

13. 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.

EXHIBIT A

(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; Ord. No. [AS-O-0001-24](#), 3-26-2024)



Budget Transfer

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

File #: 24-3054

Agenda Date: 11/19/2024

Agenda #: 8.A.

**DuPage County, Illinois
BUDGET ADJUSTMENT
Effective January 22, 2024**

ANIMAL SERVICES

From: 1100
Company #

From: Company/Accounting Unit Name

Accounting Unit	Account	Sub Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
1300	54020		BUILDING CONSTRUCTION	\$ 4,109,000.00	4,109,000.00	0	10/31/24	1100-9120
1300	50050		TEMPORARY SALARIES	\$ 10,000.00	19,566.39	9,566.39	10/31/24	1100-9120
1300	50080		SALARY & WAGE ADJUSTMENTS-	\$ 2,000.00	42,504.00	40,504.00	10/31/24	1100-9120
			Total	\$ 4,121,000.00				

ANIMAL SERVICES

To: 1100
Company #

To: Company/Accounting Unit Name

Accounting Unit	Account	Sub Account	Title	Amount	Finance Dept Use Only Available Balance		Date of Balance	B/S Fund
					Prior to Transfer	After Transfer		
1300	54010		BUILDING IMPROVEMENTS	\$ 4,109,000.00	326,490.48	4,435,490.48	10/31/24	1100-9120
1300	50010		OVERTIME	\$ 4,000.00	658.25	4,658.25	10/31/24	1100-9120
1300	51000		BENEFIT PAYMENTS	\$ 6,000.00	852.38	6,852.38	10/31/24	1100-9120
1300	53130		PUBLIC LIABILITY INSURANCE	\$ 2,000.00	0.13	2,000.13	10/31/24	1100-9120
			Total	\$ 4,121,000.00				

Reason for Request:

FY24: Transfer of funds between account lines to match shelter renovation project contract coding. To cover cost of employee overtime and benefit payments anticipated through the end of FY24.

Rama Samon
Department Head

10-30-2024
Date

CM
Chief Financial Officer

11/1/24
Date

Activity _____
(optional)

****Please sign in blue ink on the original form****

Finance Department Use Only

Fiscal Year 24 Budget Journal # _____ Acctg Period _____

Entered By/Date _____ Released & Posted By/Date _____

AS - 11/19/24
FIN/CB - 11/26/24