



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,492.15
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 05/20/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,492.15
	CURRENT TERM TOTAL COST: \$29,492.15	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: HILL'S PET NUTRITION SALES, INC.	VENDOR #: 11778	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: ALLISON TRIPP	VENDOR CONTACT PHONE: (785) 224-6895	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: ALLISON_TRIPP@HILLSPET.COM	VENDOR WEBSITE: WWW.HILLSPET.COM	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.). Purchase order for the purchase of canine and feline pet food for Animal Services. Hill's Pet Nutrition offers an extensive variety of pet food including a robust selection of prescription diet for dogs and cats. Pricing was obtained from three of the most popular shelter pet food manufacturers offering both standard and veterinary pet food including Hill's Pet Nutrition, Purina, and Royal Canin. In a side-by-side comparison, Hill's Pet Nutrition was the lowest price at \$29,492.15, compared to Purina at \$36,509.65, and Royal Canin at \$70,266.80 for an estimated one year supply based on actual 2024 usage. This purchase agreement is for one year.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
 Animal Services will purchase direct from the manufacturer under the Hill's Food, Shelter & Love® Program as opposed to going through a distributor. The Hill's Shelter Program allows Animal Services to feed the recommended diet for shelter canines and felines entrusted in our care, making possible the highest level of care for shelter animals. Animal Services requires a company that offers veterinary prescription diets in order to care for the many animals coming into the shelter with chronic conditions or who present acutely with a medical condition, something that is becoming increasingly common. Hill's Prescription Diet brand addresses all medical conditions along with acute illnesses. Hill's Shelter Program sells food to government and nonprofit animal shelters at deep discounts. Hill's also provides sample bags of puppy, kitten, adult dog and cat food for new adopters at no cost, allowing for an easy transition from shelter to home for both the pet and the adopter. Because Prescription Diet is made widely available for purchase from many veterinary hospitals and specialty pet food retailers, it is also easy for pet owners to continue feeding Prescription Diet once the animal leaves the shelter.

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: HILL'S PET NUTRITION SALES, INC.	Vendor#: 11778	Dept: ANIMAL SERVICES	Division:
Attn: ALLISON TRIPP	Email: ALLISON_TRIPP@HILLSPET.COM	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNTY.GOV
Address: 400 SW 8TH AVENUE	City: Topeka	Address: 2255 MANCHESTER RD	City: WHEATON
State: KS	Zip: 66603	State: IL	Zip: 60187
Phone: (785) 224-6895	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HILL'S PET NUTRITION SALES, INC.	Vendor#: 11778	Dept: ANIMAL SERVICES	Division:
Attn: ACCOUNTS RECEIVABLE	Email:	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNTY.GOV
Address: PO BOX 842257	City: DALLAS	Address: 2255 MANCHESTER RD	City: WHEATON
State: TX	Zip: 75284-2257	State: IL	Zip: 60187
Phone: 800-354-4557	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): Jun 22, 2025	Contract End Date (PO25): Jun 21, 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			SHELTER PET FOOD CANINE/ FELINE	FY25	1100	1300	52210		16,192.15	16,192.15
2	1			SHELTER PET FOOD CANINE/ FELINE	FY26	1100	1300	52210		13,300.00	13,300.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,492.15

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.