



# DU PAGE COUNTY

## Animal Services Committee

### Final Regular Meeting Agenda

421 N. COUNTY FARM ROAD  
WHEATON, IL 60187  
[www.dupagecounty.gov](http://www.dupagecounty.gov)

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**Tuesday, January 20, 2026**

**7:30 AM**

**Room 3500A**

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- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**
- 5. MINUTES APPROVAL**
  - 5.A. [26-0292](#)  
Animal Services Committee - Regular Meeting - Tuesday, November 18, 2025
- 6. PROCUREMENT REQUISITIONS**
  - 6.A. [26-0280](#)  
Amendment to purchase order 7383-0001 SERV, issued to Zoetis US LLC, for the purchase of veterinary pharmaceuticals and medical supplies, to extend the contract from January 30, 2026 to February 28, 2026. No change in contract total amount.
- 7. ADMINISTRATIVE UPDATE**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
- 10. ADJOURNMENT**



## Minutes

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**File #:** 26-0292

**Agenda Date:** 1/20/2026

**Agenda #:** 5.A.

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# DU PAGE COUNTY

## Animal Services Committee

### Summary

421 N. COUNTY FARM ROAD  
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**Tuesday, November 18, 2025**

**7:30 AM**

**Room 3500A**

**1. CALL TO ORDER**

7:30 AM meeting was called to order by Chair Brian Krajewski at 7:30 AM.

**2. ROLL CALL**

**PRESENT:** Cynthia Cronin Cahill, District 5 Dawn DeSart, Grant Eckhoff, Paula Garcia, Krajewski and Melissa Martinez

**3. PUBLIC COMMENT**

No public comments were offered.

**4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI**

Foundation Coordinator Jillian shared that 2026 DAF fundraising calendars are now available for sale. Calendars are \$20 each or \$25 if shipped. The calendar cover was a live auction item at the May gala. Individual months were part of the gala silent auction. All proceeds benefit DuPage Animal Friends.

Giving Tuesday is on Tuesday, December 2nd. DAF has a Giving Tuesday fundraising goal of \$20,000. Opportunities to join as a match donor or as a "friendraiser" are available. All communications will come from DAF e-newsletter and socials.

**5. MINUTES APPROVAL**

**5.A. [25-2769](#)**

Animal Services Committee - Regular Meeting - Tuesday, October 21, 2025

**Attachments:** [Summary Minutes - October 2025](#)

**RESULT:** APPROVED  
**MOVER:** Dawn DeSart  
**SECONDER:** Paula Garcia

**6. GRANTS**

**6.A. [FI-R-0195-25](#)**

Acceptance and appropriation of the DuPage Animal Friends Unrestricted Grant PY26, Company 5000 - Accounting Unit 1310, in the amount of \$50,000. (Animal Services)

Chair Krajewski shared that this is an annual unrestricted grant that is used for medical emergencies, specialty medical care, high volume spay/neuter veterinary services, exotic veterinary services, and more.

**Attachments:**     [DAFUNR26 Budget - Attachment I](#)  
                              [DAFUNR26 Grant Award Letter - Attachment II](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Paula Garcia
<b>SECONDER:</b>	Dawn DeSart

6.B.     [\*\*FI-R-0196-25\*\*](#)

Acceptance and appropriation of the DuPage Animal Friends Marketing Coordinator Grant PY26, Company 5000 - Accounting Unit 1310, in the amount of \$100,000. (Animal Services)

Chair Krajewski shared that Jillian's position was created to assist DAF board with fundraising, she has also taken on the role of managing social media and marketing for the shelter. The new Marketing Coordinator position will be a full-time grant-funded position. The person in this role will assume responsibility for all marketing and social media so that the Foundation Coordinator can focus on fundraising and relationship-building. In addition, the Marketing Coordinator will assist with animal photography, website content management, and fundraising events.

**Attachments:**     [DAFMC26 Budget - Attachment I](#)  
                              [DAFMC26 Grant Award Letter - Attachment II](#)  
                              [GPN 027-25 DAF Marketing Coordinator](#)

<b>RESULT:</b>	APPROVED AND SENT TO FINANCE
<b>MOVER:</b>	Dawn DeSart
<b>SECONDER:</b>	Paula Garcia

7.     **ADMINISTRATIVE UPDATE**

Laura shared that shelter population is still high, with no slow-down in cat intakes. Kittens are continuing to arrive, and Feral Fixers has ceased trapping for the winter. Laura stated there is currently an open position for a full-time second shelter veterinarian. Once filled this position will focus primarily on cat spay/neuter.

Shelter population is currently 265 animals, 216 of which are cats. A cat fee-waived cat adoption event is planned for Saturday, November 22nd in the hopes of moving more cats into homes.

A Home for the Holidays adoption will begin the week of November 24th and will include waived adoption fees on select animals.

There are several new hires in the process of being on-boarded. A new Animal Control Officer started on the 17th. They have experience working with wildlife which will be useful as Animal Services assists with sick and injured wildlife in unincorporated parts of DuPage County. Chair Krajewski reminded the committee that incorporated parts of the county are responsible for handling sick & injured wildlife calls in their own jurisdictions.

Laura shared that officers recently assisted with rescuing a sick coyote in unincorporated West Chicago. The coyote is currently being cared for by DuPage Conservation Center and per the last update, it is doing well. Staff are hopeful he will recover well enough to be released back into the wild.

Two new Client Services team members are set to have their first day the first week of December, and a new Animal Caretaker will be starting next week.

## **8. OLD BUSINESS**

Chair Krajewski announced that the DAF gala will take place on May 15, 2026 at the Chicago Marriott Oak Brook.

A family that adopted a dog from the shelter will be hosting a fundraiser to benefit DAF on September 19, 2026 at Hotel Arista. The fundraising goal for this event is \$200,000.

The DAF board has set an annual fundraising goal of \$700,000 beginning in 2027, to help fund capital loan repayment, the grant-funded Marketing Coordinator position, annual unrestricted grant to Animal Services, and ongoing specialty/emergency medical needs.

## **9. NEW BUSINESS**

Member DeSart suggested that Animal Services partner with food insecurity organizations to drive pet food donations for families with pets that are in need of assistance.

Chair Krajewski shared there is a joint event planned for December 6th hosted by the cities of Downers Grove, Westmont and Hinsdale to benefit Hinsdale Family Shelter, Downers Grove FISH, and People's Resource Center. Inspired by the sheer number of animals being surrendered to shelters due to financial hardship, the event will drive donations of pet and people food to these organizations that serve community members in need. A top ten list of most needed food donations will be available soon. The most needed pet food is currently canned cat food.

Laura shared the food donations received at the shelter that cannot be used at the shelter are always shared with community members in need, rescue partners, and local food pantries.

Member Eckhoff proposed an annual award given in recognition of a community member that has demonstrated exceptional care and given to animals. Joan shared that this year's Daily Herald "Someone to be Thankful For" will feature an Animal Services volunteer. It was suggested that recognition start with email and social media mentions, culminating in a grand award presented at the DAF gala.

#### **10. ADJOURNMENT**

With no further business, the meeting was adjourned.



## Change Order

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**File #:** 26-0280

**Agenda Date:** 1/20/2026

**Agenda #:** 6.A.

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# REQUEST FOR CHANGE ORDER FORM

Procurement Services Division

Revised 10-01-2025

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

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

## IN ACCORDANCE WITH 720 ILCS 5/33E-9

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

## INCREASE/DECREASE

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

## DECISION MEMO NOT REQUIRED - Check Applicable Box(es)

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

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

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

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

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

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

Waiver of County Bid Rules Request and Decision Memo.

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

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

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

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

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

**APPROVALS - Initials Only**

KAL 2803 Jan 6, 2026

Prepared By

Phone Ext.

Date

Recommended for Approval

Phone Ext.

Date

Reviewed by Procurement Officer

Date

Completed by Buyer

Date