



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, September 19, 2023

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. [23-3073](#)

Animal Services Committee - Regular Meeting - Tuesday, August 15, 2023

6. PROCUREMENT REQUISITIONS

6.A. [23-3071](#)

Recommendation for the approval of a contract purchase order issued to PetHealth Services USA, Inc., for annual software licensing and maintenance for PetPoint shelter data management system, and the purchase of 24PetWatch microchips, for Animal Services. This contract covers the period of October 23, 2023 through October 22, 2024, for a total contract amount of \$16,750. Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000.

6.B. [23-2996](#)

Amendment to Purchase Order 6434-0001 SERV, issued to Hill's Pet Nutrition Sales, Inc., to provide canine and feline pet food, for Animal Services, to increase the encumbrance in the amount of \$8,700, for a new contract amount not to exceed \$31,700, an increase of 37.83%.

7. CAPITAL CAMPAIGN NAMING OPPORTUNITIES

7.A. [23-3016](#)

Capital Campaign Naming Opportunities

8. ADMINISTRATIVE UPDATE

9. OLD BUSINESS

10. NEW BUSINESS

11. ADJOURNMENT



Minutes

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

File #: 23-3073

Agenda Date: 9/19/2023

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, August 15, 2023

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Vice Chair Dawn DeSart at 7:35 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

Vice Chair DeSart informed the committee that Chair Krajewski is stuck in traffic due to an accident and running late.

5. MINUTES APPROVAL

5.A. [23-2701](#)

Animal Services Committee - Regular Meeting - Tuesday, June 20, 2023

Attachments: [Minutes Summary23-Jun-2023 rev](#)

RESULT:	APPROVED
MOVER:	Cynthia Cronin Cahill
SECONDER:	Sheila Rutledge

6. PROCUREMENT REQUISITIONS

6.A. [AS-P-0049-23](#)

Recommendation for the approval of a contract to Covetrus North America, LLC, for the purchase of veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period September 14, 2023 through September 13, 2024, for a contract total not to exceed \$76,000; per low bid #22-067-ANS. First of three (3) available options to renew.

- Attachments:** [Covetrus - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Covetrus PRICE LIST effective August 2023 for Legistar](#)
[Covetrus - Bid Tabulation 22-067-ANS](#)
[Covetrus - Pricing Pages for Bid 22-067-ANS](#)
[Covetrus - Ethics Disclosure 2023 redacted](#)

RESULT: APPROVED AND SENT TO FINANCE
MOVER: Sheila Rutledge
SECONDER: Dawn DeSart

7. BUDGET TRANSFERS

Chair Brian Krajewski and Member Paula Garcia joined the meeting.

7.A. [**23-2695**](#)

Transfer of funds from account no. 1100-1300-50080 (Salary & Wage Adjustments) to account nos. 1100-1300-50000 (Regular Salaries) and 1100-1300-50010 (Overtime) in the amount of \$85,800.00 needed to cover the cost of budgeted regular salaries and increases in OT due to the rise in high volume animal intakes and staff shortages. (Animal Services)

- Attachments:** [BT - AS - 8.15.23 Transfer Wage Adjustment](#)

RESULT: APPROVED
MOVER: Dawn DeSart
SECONDER: Cynthia Cronin Cahill

7.B. [**23-2698**](#)

Transfer of funds from account no. 1100-1300-50040 (Part Time Help) to account no. 1100-1300-50010 (Overtime) in the amount of \$7,000.00 needed to cover the cost of employee overtime incurred as a result of high volume animal intake and cruelty investigations. (Animal Services)

- Attachments:** [BT - AS - 8.15.23 Personnel](#)

RESULT: APPROVED
MOVER: Cynthia Cronin Cahill
SECONDER: Sheila Rutledge

8. DISCUSSION

Laura pointed out the proposed naming rights & memorials policy/procedure and naming

opportunities document for the new Animal Services building. This document does not require County Board approval as it contains department policy and procedure guidelines. Laura pointed out that in the absence of a policy document for the existing Tree of Love in the shelter lobby, engraved plaques have been hung indefinitely with no clear plan for retiring old plaques and making room for new ones. Laura asked that the committee review the naming rights information included in the packet and provide any feedback. A vote will be taken at the September meeting.

Donations for naming opportunities will be managed by DuPage Animal Friends. Once the Animal Services committee reviews and approves the enclosed naming rights policy, it will then go in front of the DAF board who will ratify it as their own.

Laura and Chair Krajewski informed the committee that the capital campaign feasibility study was conducted with and by professional fundraising agency CCS Fundraising who DAF and Animal Services contracted with at the onset of the capital campaign planning process in 2018.

Laura shared that while many capital campaign funds have been raised, we still have not hit our goal. Chair Krajewski shared that the objective is to raise enough capital campaign funding so that Animal Services financial reserves remain intact and available for expenses that will be encountered by performing operations in a facility twice the size. Laura pointed out that the DAF board is an all-volunteer board. At this time the DAF board is weighing their capacity to hire a professional fundraiser to manage the capital campaign to ensure that it receives the attention this important campaign deserves. More will be known after their budget planning workshop later this month.

8.A. [23-2702](#)

Capital Campaign Naming Opportunities

Attachments: [ADM-14-01 Donor Recognition and Memorial Policy](#)
[Phase II Naming Opportunities](#)

9. AUTHORIZATION TO TRAVEL

9.A. [23-2699](#)

Operations Manager Travel to the 24PetCare Software User Conference in Baltimore, MD from September 25, 2023 - September 28, 2023. Conference registration is free. All expenses including airfare, travel, lodging, miscellaneous expenses, and meals to be paid by employee.

Attachments: [L Flamion Travel Request Form_PetHealth Conference 2023_Redacted](#)
[24Petcare 2023 Conference Agenda](#)
[24Petcare 2023 Conference Info](#)

RESULT: TABLED

10. ADMINISTRATIVE UPDATE

Staff is working on implementing new functionality with the current shelter data software platform. The 24Petcare Conference will help staff to navigate these changes while we aim to enhance efficiency.

Animal Services participated in the Chicagoland Area Chip-In free microchip event on June 24th. The event was a huge success. More than 300 animals were microchipped and registered in a 12 hour period making DCAS the top performing agency out of eleven participating locations. The next closest performing agency microchipped 105 animals. The event was free and open to the public including out of county residents. Laura thanked all who helped spread the word about the event, along with County Security who helped managed traffic lines, Best Friends, 24 PetWatch and DuPage Animal Friends. She especially thanked the volunteers and staff who worked hard to make this first event such a success.

The shelter has seen a sharp increase in the number of animals coming in. The number of animal hoarding cases has already increased sharply - some have been shared publicly, some have not. Staff have been quietly dealing with quite a few cat and small animal hoarders. Animal intakes are up 14% compared to this time last year. Staff are seeing an increase in the number of owner surrender requests for moving, financial hardship, and many unclaimed strays. Intake is typically 50% stray/50% owner relinquished pets. In an effort to avoid having to euthanize healthy adoptable animals for space, staff are doing their best to manage intake and are being very frank with the public by sharing the challenges the shelter is facing. Even if there is an empty cage available, staff still must be mindful of the number of resources needed to care for the animal in that cage. Capacity for care and shelter animal quality of life is very important. To overlook either is not healthy for the people or the animals.

Member DeSart asked about the reference to an increase in animal cruelty investigations under 7B. Laura explained that when Animal Services gets involved in an animal concern that results in seizing or impounding the animal, the animals involved stay in the shelter's care significantly longer than if it were a surrendered or found pet. Unless the owner surrenders the animal(s) to DCAS or the judge orders forfeiture, the animal(s) must be held at the shelter while the legal process plays out. Additionally, animals that are a part of a cruelty case often require medical care that further extends their stay and increases the number of resources needed to care for the animal. Laura shared that on the same day that the 33 dogs from the Glen Ellyn hoarding case arrived, an additional 12 dogs from another case arrived at the shelter. Several dogs from the Glen Ellyn case were near-death when they arrived at the shelter. As a result of the increase in cruelty cases DCAS has experienced a spike not only in personnel costs, but in food and medical expenses as well.

Member DeSart requested from Laura a "wish list" that might include personnel, goods, etc. in light of the recent surge in expenses. Laura stated that she will share some of this when the FY24 budget is presented to the committee.

11. OLD BUSINESS

No old business was discussed.

12. NEW BUSINESS

Member Eckhoff requested to revisit the topic of the 24 Petcare Software Conference out of state travel request and made a motion to review an amended travel request at the September meeting that would reimburse the employee for their hotel, travel and other expenses related to their attendance at the 24 Petcare Software Conference.

13. 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 #: 23-3071

Agenda Date: 9/19/2023

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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$16,750.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,750.00
	CURRENT TERM TOTAL COST: \$16,750.00	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: Jessica Nelson Director of Client Services, Software Specialist	VENDOR CONTACT PHONE: 224.342.2610	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupageco.org
VENDOR CONTACT EMAIL: Jessica.Nelson@Pethealthinc.com	VENDOR WEBSITE: https://www.pethealthinc.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 is for the annual PetPoint software license fee, PetPoint support, and 24PetWatch microchips for the period of October 23, 2023 - October 22, 2024.			
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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER \$35,000.00
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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Pethealth Services USA Inc.	Vendor#: 29775	Dept: Animal Services	Division:
Attn: Jessica Nelson Director of Client Services, Software Specialist	Email: Jessica.Nelson@Pethealthinc.com	Attn: Kristie Lecaros	Email: animalservices@dupageco.org
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: 224.342.2610	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: animalservices@dupageco.org
Address: P.O. Box 2150	City: Buffalo	Address: 120 N. County Farm Rd	City: Wheaton
State: NY	Zip: 14240	State: IL	Zip: 60187
Phone:	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): Oct 23, 2023	Contract End Date (PO25): Oct 22, 2024
Contract Administrator (PO25):			

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			Annual Fee Petpoint Enterprise Software & Suites	FY24	1100	1300	53807		10,600.00	10,600.00
2	700	EA		Standard 12 gauge microchip	FY24	1100	1300	52320		5.25	3,675.00
3	450	EA		Mini 15 gauge microchip	FY24	1100	1300	52320		5.50	2,475.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 16,750.00

<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. Approved for Per 55 ILCS 5/5-1022 Competitive Bids (D) IT/Telecom Purchases Under \$35,000 by A. McPhearson and V. Calvente
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement



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	\$5.25/each
Mini 15 gauge microchip	\$5.50/each

*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





P.O BOX 2150
BUFFALO, NY 14240-2150
TEL: 1.866.597.2424
www.24PetWatch.com

September 6, 2023

DuPage County Animal Services
Attn: Laura Flamion, Operations Manager
120 N. County Farm Road
Wheaton, IL 60187

RE: Sole Source Procurement for 24PetWatch® Microchips and PetPoint Software

To Whom it May Concern,

Further to your request on August 29, 2023, requesting a sole source procurement, please accept this letter as a "Sole Source Procurement" for 24PetWatch® Microchips and PetPoint Software. We believe our microchips qualify it as the only product that meets the following specifications and services:

- 15 gauge needle.
- 24PetWatch MiniChip - 1/3 the size of a standard microchip.
- Ready to inject-syringe comes preloaded.
- Audible click lets you know when chip is implanted.
- Removable security ring prevents accidental chip loss.
- Coated in Parylene C to help prevent rejection and speed up the tissue bonding process.
- ISO Compatible Microchip (FDX-B) -24PetWatch microchips are compliant with ISO11784/11785/11607/11135.
- 24PetWatch microchips are offered at a discounted rate to all cities, municipal shelters and non-profits using PetPoint.
- Microchips manufactured by the World Leader in animal identification with exceptional quality and meeting all ISO standards.

The 24PetWatch Microchip is bundled with the following products and services from Pethealth Services (USA) Inc. to provide a seamless solution to animal shelters. Pethealth Services (USA) Inc. is the sole source for 24PetWatch Microchips, and PetPoint Software.

- Adoptable animals and lost/found records are uploaded in real time to our adoptable pet search platform and to the city website.
- Sole provider of 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.
- PetPoint is a web-based, full-featured animal management software at can be no cost to your organization.
- Use of the PetPoint application, hosting and maintenance provided at no cost to your organization.
- Exclusive ability to search any microchip registered to 24PetWatch registry for lost/found animals throughout the US and Canada without leaving the software.
- On-going user support and continued training can be done both on-site and on-line provided.



P.O BOX 2150
BUFFALO, NY 14240-2150
TEL: 1.866.597.2424
www.24PetWatch.com

- The only animal management software that offers automated owner registration of all 24PetWatch microchips provided at no cost.
- Your dedicated Client Services representative is available for staff training regarding 24PetWatch microchips and serves as your direct support for Pethealth products and services at no cost to your organization.

We believe this unique offer of products and services meets the conditions necessary to have this project awarded a sole source contract to the undersigned. We appreciate your consideration and look forward to your response.

Sincerely,

PETHEALTH SERVICES (USA) INC.

DocuSigned by:

64BF34F4F1B8423...

Todd Whittington

Vice President of Sales and Service



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: Sep 6, 2023

Bid/Contract/PO #: _____

Company Name: Pethealth Services (USA) Inc.	Company Contact: Jessica Nelson
Contact Phone: 866-600-4815	Contact Email: Jessica.Nelson@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

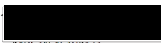
The full text for the county's ethics and procurement policies and ordinances are available at:

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

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

Authorized Signature

DocuSigned by:



Printed Name

Todd Whittington

Title

Vice President, Sales and Service

Date

07 September 2023 | 5:10 PM EDT

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



Animal Services Change Order with Resolution

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

File #: 23-2996

Agenda Date: 9/19/2023

Agenda #: 6.B.

AMENDMENT TO PURCHASE ORDER 6434-0001 SERV
ISSUED TO HILL'S PET NUTRITION SALES, INC.
TO PROVIDE CANINE AND FELINE PET FOOD
FOR ANIMAL SERVICES
(INCREASE ENCUMBRANCE \$8,700.00, 37.83%)

WHEREAS, Purchase Order 6434-0001 SERV was approved by the Animal Services Committee on May 16, 2023; and

WHEREAS, the Animal Services Committee recommends changes as stated in the Change Order Notice to Purchase Order 6434-0001 SERV, issued to Hill's Pet Nutrition Sales, Inc., to provide canine and feline pet food, for Animal Services, to allow for payment of existing invoices and estimated pet food expenses for the remainder of FY23, and increase the contract by \$8,700.00 resulting in an amended contract total of \$31,700.00, an increase of 37.83%.

NOW, THEREFORE BE IT RESOLVED, that the County Board adopt the Change Order Notice to Purchase Order 6434-0001 SERV, issued to Hill's Pet Nutrition Sales, Inc., to provide canine and feline pet food for Animal Services, to allow for payment of existing invoices and estimated pet food expenses for the remainder of FY23, and increase the contract by \$8,700.00 resulting in an amended contract total of \$31,700.00, an increase of 37.83%.

Enacted and approved this 26th day of September, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Request for Change Order

Procurement Services Division

Attach copies of all prior Change Orders

AS 9/19
F/ICB 9/26

Date: Aug 25, 2023

MinuteTraq (IQM2) ID #:

Purchase Order #: 6434-0001 SERV	Original Purchase Order Date: Jun 22, 2023	Change Order #: 1	Department: Animal Services
Vendor Name: Hill's Pet Nutrition		Vendor #: 11778	Dept Contact: Kristie Lecaros
Background and/or Reason for Change Order Request:	Add funds in the amount of \$8,700.00 to FY23 contract line 1 to allow for payment of existing invoices and estimated pet food expenses for the remainder of FY23.		
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	\$23,000.00
B	Net \$ change for previous Change Orders	\$0.00
C	Current contract amount (A + B)	\$23,000.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$8,700.00
E	New contract amount (C + D)	\$31,700.00
F	Percent of current contract value this Change Order represents (D / C)	37.83%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	37.83%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

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

KAL	2803	Aug 25, 2023	<i>AKJ</i>	2806	08/28/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer		Date	<i>AKJ</i>	Procurement Officer	Date 9/7/23
Chief Financial Officer (Decision Memos Over \$25,000)		Date	Chairman's Office (Decision Memos Over \$25,000)		Date



Decision Memo
Procurement Services Division

This form is required for all Professional Service Contracts over \$25,000 and as otherwise required by the Procurement Review Checklist.

Date: Aug 25, 2023

MinuteTraq (IQM2) ID #: 23-1743

Department Requisition #: _____

Requesting Department: Animal Services	Department Contact: Kristie Lecaros
Contact Email: kristie.lecaros@dupageco.org	Contact Phone: 630-407-2800
Vendor Name: Hill's Pet Nutrition	Vendor #: 11778

Action Requested - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

Approval of a contract increase of \$8,700.00 to contract #6434-0001-SERV with Hill's Pet Nutrition to allow for the payment of existing invoices and the continued purchase of regular and prescription pet food for shelter animals for the remainder of FY2023.

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Animal Services requires a change order to add funds to the FY23 portion of the Hill's Pet Nutrition purchase order #6434-1-SERV. Since this purchase order took effect on June 22, 2023, Animal Services has exhausted the funds budgeted for FY23 (line 1). This is due to several factors including: industry-wide price increases of up to 30% on pet food products since 2022 making it difficult to budget; an increase in general and high-volume animal intake; an increase in the number of animals confiscated and sheltered due to hoarding and cruelty/neglect cases. One recent case included 30 emaciated dogs in very poor health which required extensive medical care, treatment (including prescription diet food), and longer stays while staff worked to get them healthy enough for adoption/transfer.

Strategic Impact

Select one of the six strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

This change order will allow Animal Services to continue purchasing pet food from Hill's Pet Nutrition and feed the recommended diet for shelter canines and felines entrusted to our care, making possible the highest level of care for shelter animals. Hill's 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 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 non-profit animal shelters at deep discounts, and provides sample bags of 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 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.

Source Selection/Vetting Information - Describe method used to select source.

LOWEST RESPONSIBLE QUOTE/BID #23-1743

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

1. Approve the Change Order as requested.
2. Do not approve the Change Order, purchase pet food from a distributor at higher cost and forego necessary prescription food needed to treat the community's pets.
3. Do not approve the Change Order and greatly diminish the quality of care and treatment provided for the community's pets.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This change order will be funded by the Animal Services FY23 budget 1100-1300. A budget transfer has been initiated to move available funds to the FY23 52210 (Food & Beverage) budget line for the requested contract increase.



Action Item

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

File #: 23-3016

Agenda Date: 9/19/2023

Agenda #: 7.A.

**DUPAGE COUNTY ANIMAL SERVICES
PHASE II RECOGNITION OPPORTUNITIES - DRAFT**

EXTERIOR OPPORTUNITIES

- **ADOPTION CENTER** – Thousands of visitors are expected at the adoption center. This serves not only to find positive placement for animals, but other daily business such as the sale of rabies tags and educational and community outreach programs. Prominent signage on the front of the building will last for the useful life of the Facility. **\$1,000,000**
- **INTAKE CENTER** – Thousands of animals are brought to the facility as strays or owner surrendered pets. A separate entrance for admissions and lost/found animals will help the community know where to bring animals to the shelter. Prominent signage at the intake entrance of the building will last for the useful life of the facility. **\$500,000**
- **OUTDOOR DOG PLAY YARD** – Dogs will get plenty of outdoor play time and a dedicated space to meet prospective adopters in this spacious play yard, complete with agility equipment and other enrichment items. Benches will be located inside the yard. Prominent signage will be placed on the exterior fence line and the interior doorway for the useful life of the Facility. **\$500,000**

ADDITIONAL EXTERIOR OPPORTUNITIES

- **MEMORIAL BENCHES** – Located around the exterior of the building will be benches for the public to sit and enjoy their time with a pet as well as benches in the dog runs. Bronze plaques installed with new benches shall be installed flush-inset on the back support of the bench. Such plaques shall be kept for a ten (10)-year recognition period. **\$5,000/bench**
- **MEMORIAL TREES WITH MARKER** – If trees could talk, they would tell the stories of all the happy pet adoptions, reunions of owners with lost pets, and the physical and emotional healing that happens within the walls of the shelter. These trees will be planted around the exterior of the shelter. A bronze plaque shall be installed mounted to a memorial stone placed near the base of the tree. Such plaques shall be kept for a ten (10)-year recognition period. **\$2,500/tree**

INTERIOR OPPORTUNITIES

- **MAIN LOBBY/RECEPTION** – The main lobby will welcome thousands of visitors. An engraved plaque will be prominently displayed inside the lobby entrance. Such plaques shall be kept for a twenty (20)-year recognition period. **\$100,000**
- **INTAKE LOBBY/RECEPTION** – The intake lobby will be a safe and private place for lost and surrendered animals to come to the shelter for support. An engraved plaque will be prominently displayed inside the lobby entrance. Such plaques shall be kept for a twenty (20)-year recognition period. **\$50,000**
- **CAT ADOPTION ROOM** – Cats will have a comfortable, quiet space to wait for their adopters to come meet them. Designed with good air quality, natural lighting, visual stimulation and enrichment items. An engraved plaque will be prominently displayed at the entry door to the adoption room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **CAT PRE-PLACEMENT ROOM** - Cats will have a comfortable, quiet space to decompress upon intake while they either wait to be reunited with their owner or are evaluated for health and behavior. Designed with good air quality, natural lighting, visual stimulation and enrichment


DUPAGE COUNTY ANIMAL SERVICES
PHASE II RECOGNITION OPPORTUNITIES - DRAFT

items. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**

- **KITTEN NURSERY** – Kittens need to be isolated from the rest of the animal population to ensure they can stay healthy and happy. These littlest of creatures will have plenty of room to grow and be socialized as we prepare them for adoption. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **FERAL CAT ROOM** – Feral cats will have a quiet, isolated space to be held while waiting for medical services or working cat placement. Designed to allow as little human interaction needed to reduce their stress levels. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **CAT CONDO** – Cats will have spacious condos with an opportunity to acknowledge your donation above the condo door. An engraved plaque will be prominently displayed on the condo door. Such plaques shall be kept for a ten (10)-year recognition period. **\$2,500/each**
- **SMALL ANIMAL ROOM** – The new shelter will have a room dedicated to the hundreds of small animals we see each year. Many of these animals are prey animals and should be housed away from the predator sounds of dogs and cats. Rabbits, guinea pigs, hamsters, gerbils, and other small critters will have a safe, comfortable place to wait for their forever homes. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **DOG ADOPTION ROOM** – Prospective adopters and visitors will walk through this room to hopefully meet their new best friend. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **DOG PRE-PLACEMENT ROOMS** – Dogs will have a comfortable, quiet space to decompress upon intake while they either wait to be reunited with their owner or are evaluated for health and behavior. Designed with good air quality, natural lighting, and enrichment items. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **DOG KENNEL** – Dogs will have spacious kennels with internal doors to allow more than one kennel space. An engraved plaque will be prominently displayed above the kennel door. Such plaques shall be kept for a ten (10)-year recognition period. **\$2,500/each**
- **SURGERY/WELLNESS SUITE** – Performing thousands of procedures and exams per year, this suite allows for us to provide the best care possible. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a twenty (20)-year recognition period. **\$50,000**
- **SURGERY CAT WARD** – Cats recovering from surgery or other procedures need a quiet place to be monitored. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **SURGERY DOG WARD** – Dogs recovering from surgery or other procedures need a quiet place to be monitored. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**

DUPAGE COUNTY ANIMAL SERVICES
PHASE II RECOGNITION OPPORTUNITIES - DRAFT

- **EDUCATION AND MULTI-PURPOSE ROOM** – This flexible space will be a hub of activity for volunteer orientations, educational programs, pet training classes, meetings and birthday party rentals, and more! Such plaques shall be kept for a twenty (20)-year recognition period. **\$25,000**
- **ADOPTION COUNSELING ROOM** – Helping a family find the perfect pet pick is important to us. Having an indoor space to allow meaningful conversations and exciting introductions to new animals is important in making that magical match. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$5,000**
- **INTAKE COUNSELING ROOM** – Surrendering a pet is never an easy thing. We believe that it is in the best interest of the pet and the person to have a dedicated, private space to have honest conversations about the challenges that lead a person to surrender. This gives us an opportunity to offer resources to keep the pet or get as much reliable information as possible so we can set that pet up for success when rehoming it. This is a safe space, free of judgement. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$5,000**
- **VOLUNTEER CENTER** – We can't do this without the help of our amazing volunteers. Our current facility doesn't even provide them a place to hang up their coats. The new volunteer center will be equipped with lockers, a break table, and be a welcoming environment that truly shows them how much we appreciate the lifesaving work they do along side us. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$10,000**
- **GROOMING STATION** – So many of the stray animals we receive are in desperate need of a good bath and groom. This grooming station allows us to get them the spay day they deserve. An engraved plaque will be prominently displayed above the grooming tub and table area. Such plaques shall be kept for a ten (10)-year recognition period. **\$2,500**
- **KITCHEN/BREAK ROOM** – In order to provide the best care, we strive to be the best place to work so we attract the most dedicated and talented staff. Those staff members deserve to have a dedicated space to rest, eat and decompress from the hard work of saving animals. The kitchen will also serve to be a food prep area for our community events and training activities. An engraved plaque will be prominently displayed at the entry door to the room. Such plaques shall be kept for a ten (10)-year recognition period. **\$5,000**

	DuPage County Animal Services	Document #: ADM-14-01
		Effective Date: 8/1/2023
	General Operations Manual	Revision Date:
	Donor Recognition and Memorial Policy	Approved By:

Purpose The purpose of this policy is to define the scope, standards, responsibilities, and approach for charitable gift donor naming opportunities and memorials. The DuPage County Animal Services department encourages the use of private philanthropy to enhance animal related services and further Animal Services’ mission. Philanthropy is an integral part of the Animal Services department’s success, aiding its animal care, public outreach, and service activities now and in generations to come. In appreciation and recognition of generous gifts, some donors qualify for naming opportunities. Animal Services also encourages donors to perpetuate their association with compassionate animal care through naming opportunities that honor or memorialize themselves, their families, loved ones, friends, or organizations.

Definitions

- DuPage Animal Friends – a 501(c)3 charitable partner established to solicit donations with the intent of granting it to DuPage County Animal Services or by directly funding requests of the DuPage County Animal Services department.

Policy Philanthropic naming proposals are required to be reviewed by the Veterinarian Administrator and Operations Manager. Once reviewed, proposals will be submitted through the DuPage County Animal Services Committee for final approval. A significant number of the gifts impacted by this policy are pledged to and received by DuPage Animal Friends. DuPage Animal Friends will ratify this policy as their own and will transfer cash donations through the DuPage County Grant process or will provide gifts in-kind in coordination with the Animal Services department. This policy provides:

- Authority to negotiate terms of a named gift, including exclusivity of a naming opportunity or term of years for such recognition;
- Authority to set gift levels for specific naming opportunities as they fit within the larger context of a campaign or project;
- Develop appropriate recognition levels for structured and planned gifts that reflect the present value of a structured gift or the potential of a planned, estate gift.
- Ensure that ethical and legal fundraising practices are followed;
- Drafting the Gift Agreement that must accompany each named gift.

Proposed naming opportunities will be reviewed to ensure the following:

Donor Recognition and Memorial Policy

- Enhances the reputation of the County,
- Conforms with the Animal Services' commitment to serving people and saving animals, while advancing the Animal Services' mission, without endorsing an ideological position or commercial product and/or service.
- Recognizes a reasonable and consistent proportion of the cost of the area or program to be named, as well as other considerations that relate to donor recognition.
- Plaques shall not contain the following content: a) obscene or vulgar language or images; b) references to or images of tobacco, alcohol, drug paraphernalia or illicit substances, or the use thereof; c) with a proprietary component; d) which constitutes a criminal act; e) that promotes, advocates or endorses any criminal, terrorist, seditious, supremacist or segregationist organization or activity; f) that is patently offensive, derogatory or demeaning of any person or persons on account of their race, religion, gender, ethnicity, national origin or sexual orientation; g) that promotes, advocates or endorses any partisan political organization or activity, or which involves electioneering.

Donor naming opportunities are to be determined by the following considerations:

- Proportionate – The naming opportunity must fit well with other areas in terms of giving level and expense to produce the recognition.
- Traffic – The higher the traffic (people using, walking through, or viewing virtually), the higher the dollar amount to recognize as this is greater perceived value by the donor.
- Visibility – This pertains to who is likely to see or use the area and what the value that has for donors.
- Type of Use – the area may have high appeal in terms of how it is used.
- General Appeal – Some areas have naturally high appeal, such as lobbies, building names, space names, and endowments.
- Creativity – Areas may be combined or sub-divided, for instance. Recognition is planned, but opportunities may justify changing aspects of that plan.

Upon approval, Animal Services will administer the implementation of the naming opportunity in collaboration with the donor and the DuPage County Facilities Management.

For a naming opportunity equal to or greater than \$10,000, a donor(s) will present a minimum of 20% of the gift total in cash when a Gift Agreement is executed. Pledges are expected to be paid at least annually for a period of not more than five years.

Stewardship and Maintenance

In such circumstances, the County and DuPage Animal Friends will make a reasonable effort to work with the donor to adjust terms of the gift and pursue other financing opportunities.

Animal Services reserves the right to remove any plaque from public display, and to rescind any prior approvals to install a plaque, in the event the County determines that the continued display of the subject plaque would not be in the County's best interests or the if the agreed-upon philanthropic contributions are significantly reduced. The County shall determine what matters are in its best interest but will specifically consider whether the plaque's honoree engaged in any unlawful, immoral or notorious act.

The Animal Services Committee may revoke a previously approved recognition materials, or direct that a recognition, or portion(s) of a recognition, be removed or relocated, at any time and in the Committee's sole discretion. After the County has incurred expenses ordering goods or performing work the Donor is not eligible for reimbursement or restitution for the revocation of a Recognition. The decisions of the Animal Services Committee regarding this policy are final and not appealable to the County Board.

The duration of a name on any structure ordinarily continues as long as the structure is used in the same manner or for the same purpose for which the naming occurred. Upon demolition, replacement, substantial renovation, or redesignation of purpose, Animal Services may deem that the naming period has concluded. The appropriate Animal Services representative will make all reasonable efforts to inform the donor and his or her representatives in advance when the naming period is deemed to have concluded. Animal Services may, but is not required to, provide for the appropriate recognition of the previous name in or near new and renovated facilities. The donor shall be responsible for keeping their, or their designee's, contact information updated with the Animal Services Management.

All Recognitions installed under this policy become the property of the County of DuPage. In the event a Recognition is damaged by accidents, Acts of God, vandalism or other criminal act, the Recognition, or any damaged component thereof, may be removed, replaced or repaired at the County's discretion. If a plaque can be salvaged, the County will use its best efforts to return it to the donor or donor's designee.

Nothing herein shall prevent the immediate removal of any Recognition deemed by the County to constitute an immediate threat or danger to the public's health, safety or welfare without notice to the donor. This policy specifically includes removing a Recognition tree, without notice to the donor, whenever such tree is infested or diseased and there is a risk of such infestation or disease spreading to other trees.

Donor Recognition and Memorial Policy

County staff charged with carrying out this policy may report to the Animal Services committee from time to time on the effectiveness of this policy, the need to amend the policy and to seek direction on policy matters involving:

- Policy updates;
- Fees;
- Resolution of disputes;
- Financial implications; and
- Other matters as deemed appropriate

Applicability

Veterinarian Administrator, Operations Manager, DuPage Animal Friends Board Members, Animal Services Committee Members

Related documents

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