



DU PAGE COUNTY

Animal Services Committee

Final Regular Meeting Agenda

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

Tuesday, November 21, 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. [23-3733](#)

Animal Services Committee - Regular Meeting - Tuesday, October 17, 2023

6. PROCUREMENT REQUISITIONS

6.A. [23-3746](#)

Recommendation for the approval of a contract to Zoetis US LLC, to provide veterinary pharmaceuticals and medical supplies, for DuPage County Animal Services, for the period December 15, 2023 through December 14, 2024, for a total contract amount not to exceed \$25,000; third and final of three (3) available options to renew.

6.B. [23-3529](#)

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, for the period December 1, 2023 through November 30, 2024, for a contract total not to exceed \$23,000; 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 FY2023 expenses and will vary based on FY2024 program utilization by DuPage County citizens.

6.C. [AS-CO-0002-23](#)

First Amendment to Resolution AS-P-0165-22, issued to RWE Design Build, to provide Professional Construction Manager Services on an At-Risk basis for the Animal Services Facility Addition to add the following Scope of Work, including additional low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for a new transformer and electrical services and replace the existing roof with a standing seam roof, as further identified in Exhibits 1 & 2 of the revised project budget, and to increase the contract in the amount of \$2,488,898, taking the original contract amount of \$10,967,013 and resulting in a new amended contract total amount not to exceed \$13,455,911, an increase of 22.69%.

7. **GRANTS**7.A. [FI-R-0273-23](#)

Acceptance of an extension of the DuPage Animal Friends Foundation Coordinator FY22 Grant, Company 5000 - Accounting Unit 1310. (DuPage Animal Services)

7.B. [FI-R-0274-23](#)

Acceptance of an extension of the DuPage Animal Friends Unrestricted FY23 Grant, Company 5000, Accounting Unit 1310. (DuPage Animal Services)

8. **BUDGET TRANSFERS**8.A. [23-3739](#)

Transfer of funds from account nos. 1100-1300-50010 (Overtime), 1100-1300-53070 (Medical Services), 1100-1300-54120 (Automotive Equipment), 1100-1300-53090 (Other Professional Services), 1100-1300-53807 (Software Maint Agreements), and 1100-1300-53600 (Dues & Memberships), to account nos. 1100-1300-50000 (Regular Salaries), 1100-1300-51000 (Benefit Payments), 1100-1300-51040 (Employee Med & Hosp Insurance), 1100-1300-52210 (Food & Beverages), 1100-1300-53075 (Pet Population Program Services), and 1100-1300-52200 (Operating Supplies & Materials), for a total budget transfer amount of \$44,200.00, needed to cover the cost of employee medical/hospitalization insurance, payroll, operations, and services costs. (Animal Services)

9. **ADMINISTRATIVE UPDATE**10. **OLD BUSINESS**10.A. [FI-R-0271-23](#)

Recommendation for an Interfund loan from the General Fund to the Animal Services Fund, Company 1100, Accounting Unit 1300, \$4,500,000. (Animal Services)

10.B. [23-3747](#)

Capital Campaign Naming Opportunities

Legislative History

9/19/23

Animal Services Committee

Tabled to the Animal Services
Committee**11. NEW BUSINESS****12. ADJOURNMENT**



Minutes

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

File #: 23-3733

Agenda Date: 11/21/2023

Agenda #: 5.A.



DU PAGE COUNTY

Animal Services Committee

Summary

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

Tuesday, October 17, 2023

7:30 AM

Room 3500A

1. CALL TO ORDER

7:30 AM meeting was called to order by Chair Brian Krajewski 7:34 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

No public comments were offered.

4. CHAIRMAN'S REMARKS - CHAIR KRAJEWSKI

No remarks were offered.

5. MINUTES APPROVAL

5.A. [23-3303](#)

Animal Services Committee - Regular Meeting - Tuesday, September 19, 2023

Attachments: [Summary Minutes Sept-2023](#)

RESULT:	APPROVED
MOVER:	Sheila Rutledge
SECONDER:	Dawn DeSart

6. PROCUREMENT REQUISITIONS

6.A. [23-3314](#)

Recommendation for the approval of a contract purchase order issued to Mavron, Inc., for the conversion of one Chevy Tahoe Animal Transport vehicle, for Animal Services, for the period of October 18, 2023 through October 17, 2024, for a total contract amount of \$29,866.90. Sole source per DuPage County Ordinance, Section 2-350.

Laura shared that the Tahoe was purchased and delivered in FY23. Services provided by Mavron to convert the Tahoe will also be incurred in FY23.

Attachments: [Mavron - Procurement Review Comprehensive Checklist \(PRCC\)](#)
[Mavron - Quote Animal Transport Vehicle](#)
[Mavron Vendor Ethics_Redacted.pdf](#)

RESULT:	APPROVED
MOVER:	Dawn DeSart
SECONDER:	Paula Garcia

7. BUDGET TRANSFERS

7.A. [23-3311](#)

Transfer of funds from account nos. 1100-1300-51070 (Tuition Reimbursement), 1100-1300-53260 (Wireless Communication Svc), 1100-1300-53220 (Water & Sewer), 1100-1300-53804 (Postage & Postal Charges), to account nos. 1100-1300-50050 (Temporary Salaries) in the amount of \$1,500.00, and 1100-1300-51040 (Employee Med & Hosp Insurance) in the amount of \$6,000.00, needed to cover the cost of temporary employee salaries during full time staff shortage and employee medical/hospitalization insurance costs. (Animal Services)

Attachments: [BT - AS - 10.17.23 Personnel](#)

RESULT:	APPROVED
MOVER:	Paula Garcia
SECONDER:	Sheila Rutledge

8. FY2024 ANIMAL SERVICES BUDGET PRESENTATION

Laura presented the FY24 Animal Services budget to the committee. FY24 budget detail and performance indicators can be found on the DuPage County website at:

<https://stories.opengov.com/dupageil/published/pQhpyFNsg>

Key takeaways:

- Animal intake increased in 2022
- Average animal length of stay has increased 24.5% - mostly attributable to the medical and behavioral issues seen at Animal Services
- Live Release Rate remains in the high 80th percentile
- Fee increases are being proposed for adoption and pet surrender fees
- FY24 budget includes a capital request to replace one animal transport vehicle and the Phase II capital improvement project currently in progress
- The FY24 budget accounts for a continuation of an annual \$50,000 unrestricted gift from DuPage Animal Friends (not included in the Animal Services operating budget)

Laura shared an example of how just one intake might impact the department from a financial and resource standpoint. This week Animal Services was contacted about a dog in need of

urgent medical care to remove two foreign objects. The dog was not eating or drinking for several days. Owners brought the dog to their veterinarian and then to an emergency veterinary hospital. Both clinics turned the animal away due to the family's inability to afford medical treatment/surgery. When owners asked the veterinarian if they would humanely euthanize their dog so that he/she did not suffer a long, painful death, the owners were denied their request because the clinic felt they should explore low-cost clinic options.

Instead, the owners were told by the clinic that they would not be willing to perform euthanasia because the animal had an otherwise treatable condition and is young. They referred the client to seek out a low cost vet or a shelter that may be able to afford the surgery. Laura shared that the guidance provided was not a realistic solution, especially when the care this dog needed was immediate and he was suffering. Fortunately, the owners contacted Animal Services and an emergency intake was done.

This is a perfect example of how an owner's inability to provide care, and a third party veterinarian's refusal to assist, bring these special medical/behavioral cases directly to Animal Services' doorstep. Cases like this require increased expense to diagnose/treat the animal, longer lengths of stay while cases are evaluated and monitored and increased staff resources to house and care for the animal. In cases where humane euthanasia is in the best interests of the animal, these cases also have the potential to negatively impact Animal Services outcomes and Live Release Rate. While Animal Services does our best to help when we can, this scenario is not sustainable.

9. ADMINISTRATIVE UPDATE

Current animal population is approximately 200 animals.

Construction has begun on the shelter improvement project. The building addition is slated to be completed by June 2024. Kennel renovation is expected to be completed and move-in take place by the end of October 2024.

Animal Services is limiting intakes during construction and encouraging owners looking to surrender their pet to exhaust every available option prior to contacting DCAS. Laura will also be reaching out to area shelters and rescues to request their assistance with taking in owner surrenders while the shelter is under construction. Animal Services will continue to accept stray animals and public safety intakes as usual.

Animal Services will assist DuPage Animal Friends with capital campaign fundraising efforts. The State's Attorney's office is currently drafting a naming rights policy. Capital campaign naming rights will be available for review at the November meeting.

10. OLD BUSINESS

No old business was discussed.

11. NEW BUSINESS

Member Rutledge mentioned that the city of West Chicago recently implemented a leash law. Laura shared that county leadership is being asked to review county ordinances by department. In doing so, staff have also been taking a look at local municipal animal ordinances to identify areas where some municipal animal ordinances are in need of updating - especially for municipal partners where Animal Services is often called in assist.

12. ADJOURNMENT

The meeting was adjourned at 8:17 AM.



Animal Service Requisition under \$30,000

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

File #: 23-3746

Agenda Date: 11/21/2023

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 #: IQM2 #17513	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$11,563.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$88,179.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<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) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupagecounty.gov
VENDOR CONTACT EMAIL: shelterteam@zoetisus.com	VENDOR WEBSITE: www.zoetis.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.). 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 third of three available renewal options. 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 at a deep discount off of the retail list price by purchasing directly from the manufacturer. Some items are at cost. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics/hospitals, requiring them to purchase from a 3rd party reseller (i.e. 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 reseller. 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 37% annually). This purchase order will be for internal use only and not sent to the vendor due to the reasons stated above. Animal Services is requesting the third of three available 12-month renewal options.

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/hospitals, requiring them to purchase from a 3rd party reseller (i.e. Covetrus). The estimated total spend for the current PO is \$25,000.00 based on the past 12-months usage. Purchasing direct from Zoetis represents an annual cost savings of approximately 37% over the next competitively priced reseller (Covetrus).

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.
RENEWAL	
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: 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@dupagecounty.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: animalservices@dupagecounty.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, 2023	Contract End Date (PO25): Dec 14, 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	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY24	1100	1300	52320		24,000.00	24,000.00
2	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments - Outreach Clinics	FY24	5000	1310	52320	DAFUNR23	500.00	500.00
3	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY25	1100	1300	52320		500.00	500.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 25,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract to Zoetis US LLC, to provide veterinary pharmaceuticals and medical supplies for DuPage County Animal Services for the period December 15, 2023 through December 14, 2024, for a total contract amount not to exceed \$25,000. Third and last of three (3) available options to renew.
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.

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

4121✓

Po# 4538



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Mar 21, 2020

MinuteTraq (IQM2) ID #: 17513

Vendor: Zoetis	Vendor #: 26603	Contract Term: 1 Year	Contract Total: \$10,500.00
Dept: Animal Services	Contact: Kristie Lecaros	Phone: x2803	Assigned Committee: Animal Services
Description of Procurement/ Scope of Work/ Background	For veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments.		
Reason for Procurement	Veterinary pharmaceuticals vaccinations, medical supplies, and preventative treatments are required for medical care of shelter animals and safety of staff and the public.		
FUNDING SOURCE			

☒ Procurement budgeted for (FY and budget code(s)): FY20 & FY21 1100-1300-52320 and 5000-1310-52320 Activity Code DAFSVV20 & 21

☐ Budget Transfer (Date) _____ Add'l Information _____

DECISION MEMO NOT REQUIRED

☐ LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)

☐ RENEWAL, Enter Bid # _____ ☐ Intergovernmental Agreement

☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 ☐ Public Utility

☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)

☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)

☐ RENEWAL OF RFP # _____

☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)

☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)

☒ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)

☐ OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

<u>KAL</u>	<u>3/19/2020</u>	<u>[Signature]</u>	<u>3-21-2020</u>		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

<u>gm</u>	<u>4-3-20</u>	<u>gm</u>	<u>4-3-20</u>
Buyer	Date	Procurement Officer	Date
<u>[Signature]</u>	<u>4/10/20</u>	<u>[Signature]</u>	
Chief Financial Officer	Date	Chairman's Office	Date
(Decision Memos Over \$25,000)		(Decision Memos Over \$25,000)	

APPROVED

APR 28 2020



Purchase Requisition
Procurement Services Division

Date: Mar 21, 2020
MinuteTraq (IQM2) ID #:
Department Req #:
RFP, Bid or Quote #:

Send Purchase Order To:				Send Invoices To:			
Vendor: Zoetis US LLC		Vendor #: 26603		Dept: Animal Services		Division:	
Attn: Lauren Stutzman		Email: lauren.stutzman@zoetis.com		Attn: Kristie Lecaros		Email: animalservices@dupageco.org	
Address:				Address: 120 N. County Farm Rd.		Room:	
City:		State: IL Zip:		City: Wheaton		State: IL Zip: 60187	
Phone: 888-963-847		Fax: vcs@zoetis.com		Phone: 630-407-2800		Fax: 630-407-2801	
Send Payments To:				Ship To:			
Vendor: Zoetis US LLC		Vendor #: 26603		Dept: Animal Services		Division:	
Attn: Accounts Receivable		Email: billing@zoetis.com		Attn: Laura Frances		Email: laura.frances@dupageco.org	
Address: 10 Sylvan Way				Address: 120 N. County Farm Rd.		Room:	
City: Parsippany		State: NJ Zip: 07054		City: Wheaton		State: IL Zip: 60187	
Phone: 888-963-8471		Fax:		Phone: 630-407-2800		Fax: 630-407-2801	
Payment Terms		F.O.B.		PO 20 Delivery Date		Requisitioner	
PER 50 ILCS 505/1		Destination					
Use for PO25 only		Contract Administrator		Contract Start Date		Contract End Date	
		Laura Flamlon		May 1, 2020		Apr 30, 2021	
						Use for PO25 only	

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Dept #	Acctg Unit	Acct #	Sub-Accts and/or Activity #	Unit Price	Extension
1	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	20 & 21	1100	1300	52320		10,000.00	10,000.00
2	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	20 & 21	5000	1310	52320	DAFSW20 & 21	500.00	500.00
3		EA									0.00
4		EA									0.00
5		EA									0.00
Requisition Total										\$	10,500.00

Header Comments (these comments will appear on the PO20 and PO25 Purchase Order) :

Zoetis Shelter Program allows for direct purchases from the manufacturer resulting in a significant savings of an average of 63% when compared to distributor pricing, including discounted contract distributor pricing. This request is for a one (1) year contract with three (3) 12-month renewal options.

Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order) :

User Department Internal Notes (these comments will NOT appear on the Purchase Order) :



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: Mar 21, 2020

MinuteTraq (IQM2) ID #:

Department Requisition #:

Requesting Department: Animal Services	Department Contact: Kristie Lecaros
Contact Email: kristie.lecaros@dupageco.org	Contact Phone: x2803
Vendor Name: Zoetis	Vendor #: 26603

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

Please approve the 1 year Purchase Order for Zoetis in the amount of \$10,500.00.

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

Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments are required for proper medical care of shelter animals and safety of staff and the public. This will be a blanket PO without individual items listed. Zoetis is the manufacturer of some of the pharmaceuticals, vaccinations, medical supplies, and preventative treatments we use at Animal Services. Zoetis has a Shelter Program that we are enrolled in which enables us to purchase many products at a deep discount off of the list price as we are purchasing directly from the manufacturer. Some items are at cost. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics/hospitals, requiring them to purchase from a 3rd party reseller (i.e. Henry Schein). 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 reseller. 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). Attached is a spreadsheet with the actual savings from 5/1/17 - 3/20/20 which represents a savings of \$17,176.92 over reseller Henry Schein. This spreadsheet also illustrates the pricing changes per item. This purchase order will be for internal use only and not sent to the vendor due to the reasons stated above. Animal Services is requesting a one (1) year contract with three (3) 12-month renewal options.

Strategic Impact

Financial Planning

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

By utilizing the Zoetis Shelter Program, we take advantage of a significant savings by buying direct from the manufacturer. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics/hospitals, requiring them to purchase from a 3rd party reseller (i.e. Henry Schein). The estimated total spend for the current PO is \$10,200.00. The estimated total savings for the current PO # 3840 is \$5,924.14. The estimated average percentage saved over the next competitively priced reseller (Henry Schein) for the current PO is 37%.

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

Animal Services is enrolled in the Zoetis Shelter Program enabling us to purchase pharmaceuticals, vaccinations, medical supplies, and preventative treatments direct from the manufacturer. There is not another company with a program like this one available for the supplies that Animal Services requires. A spreadsheet showing the actual savings from 5/1/17 - 3/20/20 is attached.

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

1. Approve the Purchase Order as requested.
2. Do not approve the PO and after the \$5,000.00 is reached, require future purchases to go through 3rd party reseller, i.e. Henry Schein, and pay 37% more for any necessary purchases beyond \$5,000.00 for the identical product(s).

Zoetis vs. Henry Schein Price Comparison Based on FY19-FY20 Contract Term Usage as of 03/20/20

Inv Date	Inv #	Prod #	Description	UOM	Qty	Unit \$	Total \$	HS Unit \$	HS Total \$	SAVINGS
4/16/2019	9007987842	10000319	Rimadyl Injectable - 20ml Solution	VL	2	\$ 91.84	\$ 183.68	\$ 127.35	\$ 254.70	(\$71.02)
4/17/2019	9007992447	10004135	Telazol - 5ml Injectable	BT	5	\$ 51.45	\$ 257.25	\$ 68.60	\$ 343.00	(\$85.75)
4/18/2019	9008002373	10016542	Defensor 1 FE VAC 50 X 1DOSE	VL	250	\$ 1.04	\$ 260.00	\$ 3.00	\$ 750.00	(\$490.00)
4/18/2019	9008002369	10009718	Felocell 3 (25 x 1 dose)	VL	125	\$ 1.72	\$ 215.00	\$ 5.80	\$ 725.00	(\$510.00)
5/20/2019	9008176386	10004930	Revolution 6pk Plum	CAR	5	\$ 73.24	\$ 366.20	\$ 97.65	\$ 488.25	(\$122.05)
5/20/2019	9008176386	10000317	Rimadyl Chewables 100mg x 60 tabs	BT	1	\$ 52.84	\$ 52.84	\$ 72.55	\$ 72.55	(\$19.71)
6/3/2019	9008256459	10014367	Clavamox Chew 375 MG x 100 Tab	CAR	1	\$ 161.88	\$ 161.88	\$ 190.45	\$ 190.45	(\$28.57)
6/3/2019	9008256487	10016542	Defensor 1 FE VAC 50 X 1DOSE	VL	200	\$ 1.04	\$ 208.00	\$ 3.00	\$ 600.00	(\$392.00)
6/4/2019	9008271178	10004135	Telazol - 5ml Injectable	BT	5	\$ 51.45	\$ 257.25	\$ 68.60	\$ 343.00	(\$85.75)
6/21/2019	9008376520	10014366	Clavamox Chew 250 MG x 100 Tab	CAR	2	\$ 113.35	\$ 226.70	\$ 133.35	\$ 266.70	(\$40.00)
6/21/2019	9008376520	10014367	Clavamox Chew 375 MG x 100 Tab	CAR	2	\$ 161.88	\$ 323.76	\$ 190.45	\$ 380.90	(\$57.14)
6/21/2019	9008376520	10014364	Clavamox Chew 62.5 MG x 100 Tab	CAR	1	\$ 37.06	\$ 37.06	\$ 45.80	\$ 45.80	(\$8.74)
6/21/2019	9008376520	10000317	Rimadyl Chewables 100mg x 60 tabs	BT	2	\$ 52.84	\$ 105.68	\$ 72.55	\$ 145.10	(\$39.42)
6/24/2019	9008381870	10016542	Defensor 1 FE VAC 50 X 1DOSE	VL	300	\$ 1.04	\$ 312.00	\$ 3.00	\$ 900.00	(\$588.00)
6/24/2019	9008389592	10000319	Rimadyl Injectable - 20ml Solution	VL	2	\$ 91.84	\$ 183.68	\$ 127.35	\$ 254.70	(\$71.02)
6/24/2019	9008381897	10004135	Telazol - 5ml Injectable	BT	12	\$ 51.45	\$ 617.40	\$ 68.60	\$ 823.20	(\$205.80)
7/2/2019	9008448215	10014365	Clavamox Chew 125 MG x 100 Tab	CAR	2	\$ 68.72	\$ 137.44	\$ 80.85	\$ 161.70	(\$24.26)
7/19/2019	9008555638	10004930	Revolution 6pk Plum	CAR	5	\$ 73.24	\$ 366.20	\$ 97.65	\$ 488.25	(\$122.05)
7/19/2019	9008555638	10000315	Rimadyl Chewables 75mg x 60 tabs	BT	1	\$ 42.98	\$ 42.98	\$ 57.30	\$ 57.30	(\$14.32)
8/8/2019	9008680213	10014366	Clavamox Chew 250 MG x 100 Tab	CAR	2	\$ 113.35	\$ 226.70	\$ 133.35	\$ 266.70	(\$40.00)
8/8/2019	9008680213	10014364	Clavamox Chew 62.5 MG x 100 Tab	CAR	1	\$ 37.06	\$ 37.06	\$ 45.80	\$ 45.80	(\$8.74)
9/3/2019	9008838676	10000317	Rimadyl Chewables 100mg x 60 tabs	BT	3	\$ 52.84	\$ 158.52	\$ 72.55	\$ 217.65	(\$59.13)
9/3/2019	9008838676	10000313	Rimadyl Chewables 25mg x 60 tabs	BT	2	\$ 34.84	\$ 69.68	\$ 46.45	\$ 92.90	(\$23.22)
12/19/2019	9009539272	10000449	Antisedan 10ml Injectable	VL	2	\$ 148.95	\$ 297.90	\$ 198.60	\$ 397.20	(\$99.30)
12/19/2019	9009539272	10014366	Clavamox Chew 250 MG x 100 Tab	CAR	1	\$ 113.35	\$ 113.35	\$ 133.35	\$ 133.35	(\$20.00)
12/19/2019	9009539272	10014364	Clavamox Chew 62.5 MG x 100 Tab	CAR	1	\$ 37.06	\$ 37.06	\$ 45.80	\$ 45.80	(\$8.74)
12/19/2019	9009539272	10001498	Convenia 10ml Injectable - 80mg Powder	VL	1	\$ 231.68	\$ 231.68	\$ 324.35	\$ 324.35	(\$92.67)
12/19/2019	9009539272	10002752	Dexdomitor 10ml Injectable	VI	4	\$ 134.25	\$ 537.00	\$ 179.00	\$ 716.00	(\$179.00)
12/19/2019	9009539272	10000318	Rimadyl Chewables 100mg x 180 tabs	BT	2	\$ 158.51	\$ 317.02	\$ 211.35	\$ 422.70	(\$105.68)
12/19/2019	9009539272	10000319	Rimadyl Injectable - 20ml Solution	VL	2	\$ 91.84	\$ 183.68	\$ 127.35	\$ 254.70	(\$71.02)
1/19/2020	9009534858	10014365	Clavamox Chew 125 MG x 100 Tab	CAR	1	\$ 68.72	\$ 68.72	\$ 80.85	\$ 80.85	(\$12.13)
1/23/2020	9009724681	10014365	Clavamox Chew 125 MG x 100 Tab	CAR	1	\$ 72.17	\$ 72.17	\$ 80.85	\$ 80.85	(\$8.68)
1/23/2020	9009724681	10014366	Clavamox Chew 250 MG x 100 Tab	CAR	1	\$ 119.00	\$ 119.00	\$ 133.35	\$ 133.35	(\$14.35)
1/23/2020	9009724681	10009718	Felocell 3 (25 x 1 dose)	VL	100	\$ 1.82	\$ 182.00	\$ 5.80	\$ 580.00	(\$398.00)
1/23/2020	9009724681	10009718	Felocell 3 (25 x 1 dose)	VL	25	\$ 1.82	\$ 45.50	\$ 5.80	\$ 145.00	(\$99.50)
1/23/2020	9009724681	10000313	Rimadyl Chewables 25mg x 60 tabs	BT	2	\$ 35.89	\$ 71.78	\$ 46.45	\$ 92.90	(\$21.12)
2/3/2020	9009785171	10002752	Dexdomitor 10ml Injectable	VL	3	\$ 138.26	\$ 414.78	\$ 179.00	\$ 537.00	(\$122.22)
2/3/2020	9009782598	10004135	Telazol - 5ml Injectable	BT	7	\$ 53.51	\$ 374.57	\$ 68.60	\$ 480.20	(\$105.63)
2/3/2020	9009785171	10000326	Temaril-P 1,000 Tablets	BT	1	\$ 540.41	\$ 540.41	\$ 568.85	\$ 568.85	(\$28.44)
2/10/2020	9009819321	10016542	Defensor 1 FE VAC 50 X 1DOSE	VL	250	\$ 1.11	\$ 277.50	\$ 3.00	\$ 750.00	(\$472.50)
2/10/2020	9009819321	10016542	Defensor 1 FE VAC 50 X 1DOSE	VL	200	\$ 1.11	\$ 222.00	\$ 3.00	\$ 600.00	(\$378.00)

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



Animal Service Requisition under \$30,000

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

File #: 23-3529

Agenda Date: 11/21/2023

Agenda #: 6.B.



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$23,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,000.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
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) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupagecounty.gov
VENDOR CONTACT EMAIL: 630-961-8000	VENDOR WEBSITE: www.spayillinois.org	DEPT REQ #:	
Overview			
<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.). 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.</p> <p>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.</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.
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

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: 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: 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: 331-472-4111	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, 2023	Contract End Date (PO25): Nov 30, 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	EA		Reimbursement for no cost spay/neuter surgery via restricted PPF account	FY24	1100	1300	53075		16,000.00	16,000.00
2	1	EA		Reimbursement for no cost vaccination s/pre-surgery exams/microchip	FY24	1100	1300	53070		7,000.00	7,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 23,000.00

Comments	
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, for the period December 1, 2023 through November 30, 2024 for a contract total not to exceed \$23,000.00, 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 FY2023 expenses and will vary based on FY2024 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.

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

DuPage County Animal Care and Control

Low Income Spay / Neuter Program

Qualifying Residents

The DuPage County Animal Care and Control Low Income Spay / Neuter Program is specifically designed to help DuPage County families. State mandated fees have been collected to create a Pet Population Control Fund. The state mandated criteria was designed to help families participating in the food stamp program throughout Illinois sterilize their pets. DCACC has chosen to organize this effort *locally* in partnership with area Veterinarians to minimize the number of unwanted litters of puppies and kittens in the community.

DCACC Involvement:

DCACC staff will answer all questions regarding the program. DCACC staff will match qualified clients / patients with area veterinarians. DCACC will provide a voucher to qualified clients to bring with them the day of the procedure to the participating veterinarian that will perform the surgery and pre-surgical work. The voucher will be valid for 6 months from the day of their program approval visit at DCACC and must be presented the day of the procedure. Duplicate vouchers will not be issued.

Veterinarian Participation:

Participation in the program by DuPage County veterinarians is voluntary. The program will be in place as long as funding is available. 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. The program standards are in place to ensure that uniform and high quality care is offered to patients. Veterinarians / Hospital Staff will approve all documentation provided by DCACC, to ensure client eligibility and provide pre-surgical requirements at the time of the spay / neuter appointment. Participating veterinarians will provide all of the vaccination, microchip and fecal exam requirements while funding is available. Veterinarians will perform pre-surgical blood-work including heartworm test, and FeLV/FIV test. The client will complete all hospital consent forms and typical paperwork the day of the procedure. The veterinarian may cancel or postpone the procedure due to any reason deemed necessary according to their professional judgment.

Animal Health:

Included in the program is a pre-surgical evaluation, updating of the vaccines and implantation of a microchip by the participating veterinarian. Any animal participating in the program for spay / neuter must be free of any contagious disease, and generally in good health the day of the scheduled procedure. As stated above, the veterinarian may postpone or cancel the spay / neuter procedure should an animal be deemed in poor health or without proper pre-surgical care as outlined in the program standards, or for any other reason deemed necessary according to their professional judgment.

Program Funding:

Funding for the program is from new revenue collected through animal control agencies across the state, starting in January 2006 according to Public Act 94-0639, the Illinois Public Health and Safety Animal Population Control Act (aka, “Anna’s Law”), which established a state wide low income spay / neuter program. Funds may be either used in the county of origin or made available for the statewide program. All funds raised in DuPage County, according to Anna’s Law, will be available for use in DuPage County. The program will be limited by the available funding on an annual basis, and available on a first come basis.

Procedure:

- Step One: Resident must qualify for program through proof of residency and proof of currently participating in the food stamp program and receive voucher from DCACC.
- Step Two: Appointment made at participating veterinary hospital
- Step Three: Pre-surgical evaluation, updated vaccines, microchip and spay / neuter Surgery.
- Step Four: Veterinarian receives reimbursement according to established payment schedule. Rabies tags will be issued by DuPage County Animal Control

Canine Pre-Surgical Requirements

Client should submit proof of the following immunizations and tests to the participating area veterinarian, at the time of the spay / neuter visit if applicable

Immunizations Performed by Participating Vet (Funding is limited, and will be distributed on a first come first serve basis)	Time Period	Additional Comments
	All immunizations must be up to date at time of spay / neuter	Can be done day of procedure
5-way distemper	Puppy series or adult booster within past 12 months	May be some variation, vet to determine if current
Rabies vaccination	1 year within past 12 months 3 year within past 36 months	Must have current rabies tag,
Bordatella	Within past 6 months	Intranasal or sub-q
Negative fecal	Within 30 days of procedure	Within 12 months if proof of year-round parasite prevention
Participating Vet	Heartworm Test	Additional Comments
All pre-surgical blood-work including a heartworm test will be provided the day of the surgery	Within 6 months of procedure (If not current, will be included with pre-surgical blood work)	Proof of 12 months of year-round parasite prevention the test is not required.

Feline Pre-Surgical Requirements

Client should submit proof of the following immunizations and tests to the participating area veterinarian, at the time of the spay / neuter visit if applicable

Immunizations Performed by Participating Vet (Funding is limited, and will be distributed on a first come first serve basis)	Time Period	Additional Comments
	All immunizations must be given 15 days prior to spay / neuter	Can be done day of procedure
FVRCP (Feline distemper)	Kitten series or adult booster within past 12 months	May be some variation, vet to determine if current
Rabies vaccination	1 year within past 12 months 3 year within past 36 months	Must have current rabies tag
Negative fecal	Within 30 days of procedure	Within 12 months if proof of year-round parasite prevention
Participating Vet	FeLV/Fiv Test	Additional Comments
All pre-surgical blood-work including a FeLV / FIV test will be provided the day of the surgery	IF done within 6 months of procedure not required. (If not current, will be included with pre-surgical blood work)	No Additional Charge for pre-surgical blood work or FeLV/ FIV test.

Surgical Requirements Canine & Feline

Procedure	Description	Additional Comments
Pre-Surgical Examination	Performed by veterinarian, day of procedure	
Pre-Surgical Blood-work including heartworm test and FeLV/FIV test	BUN, Creat, ALT, Alk Phos, GLU, Na, K, PCV, Heartworm Test or FeLV/FIV test. Performed by veterinarian, day of procedure	Additional tests may be recommended, depending on patient age and general health
IV catheterization	Not required	Used at veterinarians discretion
Standard Induction & Gas Anesthesia	Isoflurane or Sevoflurane	
Surgical Monitoring	Respiratory and cardiac monitoring	
Pre-Operative Pain Management	NSAID minimally	Use of additional pain medications will be at the veterinarians discretion
Post-Operative Recovery	Under supervision of trained staff	
Release	Post-Operative Instructions given to client, including emergency care information.	Complications will be managed by hospital providing services unless they arise after-hours



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: 10/31/23

Bid/Contract/PO #: _____

Company Name: Spay Illinois Pet Well Clinics	Company Contact: Kathi Daniels
Contact Phone: 708-860-0415	Contact Email: kdaniels@spayillinois.org

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

[Redacted Signature]

Printed Name

Kathi Daniels

Title

CEO

Date

10/31/23

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 #: AS-CO-0002-23

Agenda Date: 11/21/2023

Agenda #: 6.C.

AMENDMENT TO RESOLUTION AS-P-0165-22
ISSUED TO RWE DESIGN BUILD
TO PROVIDE PROFESSIONAL CONSTRUCTION MANAGER SERVICES
ON AN AT-RISK BASIS TO EXECUTE THE WORK SCOPE DETAILED
FOR THE ANIMAL SERVICES FACILITY ADDITION
FOR ANIMAL SERVICES
(INCREASE CONTRACT \$2,488,898)

WHEREAS, the County of DuPage ("COUNTY") and RWE Design Build ("CONSTRUCTION MANAGER") entered into an Agreement under Resolution AS-P-0165-22 ("AGREEMENT"), which was adopted and approved by the County Board on May 24, 2022 to provide professional construction management on an at-risk basis; and

WHEREAS, the COUNTY and CONSTRUCTION MANAGER have further identified additional work that would be beneficial for the County to undertake at this time; and

WHEREAS, construction management services are required for this additional scope of work; and

WHEREAS, the County Board has determined that due to building enhancements and added scope, including additional low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for new transformer and electrical services; replace the existing roof with a standing seam roof, as further identified in Exhibit 1 and 2 of the attached revised project budget; and

WHEREAS, the County Board has determined that the value of the contract needs to be increased and extended; and

WHEREAS, the COUNTY and RWE Design Build have agreed to increase the contract amount by \$2,488,898, taking the original contract amount of \$10,967,013 resulting in a new amended contract amount not to exceed \$13,455,911, a 22.69% increase; and

NOW, THEREFORE, BE IT RESOLVED that the DuPage County Board adopts Change Order Notice, dated November 28, 2023, to County Contract Purchase Order #5853-0001-SERV, issued to RWE Design Build, to provide professional construction manager services on an at-risk basis; and

BE IT FURTHER RESOLVED that the DuPage County Clerk be directed to transmit certified copies of this Resolution and attached Change Order Request Form amending contract 5853-0001-SERV to RWE Design Build 1303 Ogden Avenue, Downers Grove, IL 60515, and to ASA Nicholas Alfonso, Civil Division / DuPage County State's Attorney's Office.

Enacted and approved this 28th day of November, 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

Date: Nov 28, 2023

MinuteTraq (IQM2) ID #: IQM2# 23566

AS 11/21
FI+CB 11/28

Purchase Order #: 5853-0001 SERV	Original Purchase Order Date: May 24, 2022	Change Order #: 4	Department: Animal Services
Vendor Name: RWE Design Build		Vendor #: 21914	Dept Contact: Tim Harbaugh
Background and/or Reason for Change Order Request:	Change order to add the following Scope of Work, including additional low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for a new transformer and electrical services, and replace the existing roof with a standing seam roof, as further identified in Exhibits 1 & 2 of the revised project budget.		
Add new line: FY25 Budget code 1100-1300-54010 \$2,488,898			
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	\$10,967,013.00
B	Net \$ change for previous Change Orders	
C	Current contract amount (A + B)	\$10,967,013.00
D	Amount of this Change Order <input checked="" type="checkbox"/> Increase <input type="checkbox"/> Decrease	\$2,488,898.00
E	New contract amount (C + D)	\$13,455,911.00
F	Percent of current contract value this Change Order represents (D / C)	22.69%
G	Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)	22.69%

DECISION MEMO NOT REQUIRED

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

DECISION MEMO REQUIRED

- ☒ Increase (greater than 29 days) contract expiration from: Nov 30, 2024 to: Nov 30, 2025
- ☒ Increase ≥ \$2,500.00, or ≥ 10%, of current contract amount ☒ Funding Source Animal Services
- ☐ OTHER - explain below:

caf	5665	Nov 1, 2023	<i>YKA</i>	2806	11/2/2023
Prepared By (Initials)	Phone Ext	Date	Recommended for Approval (Initials)	Phone Ext	Date
REVIEWED BY (Initials Only)					
Buyer	Date	<i>afed</i>	Procurement Officer	Date	11/15/23
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: Nov 28, 2023

MinuteTraq (IQM2) ID #: IQM2 #23566

Department Requisition #: _____

Requesting Department: Animal Services	Department Contact: Tim Harbaugh
Contact Email: tim.harbaugh@dupagecounty.gov	Contact Phone: x5670
Vendor Name: RWE Design Build	Vendor #: 21914

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

Change order to add the following Scope of Work, including additional low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for new transformer and electrical services and replace the existing roof with a standing seam roof, as further identified in Exhibits 1 & 2 of the revised project budget.
Extend Contract to November 30, 2025.

Increase contract \$2,488,898

Add new line: FY25 Budget code 1100-1300-54010 \$2,488,898

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

This agreement with RWE Design Build is for Professional Construction Manager at-risk, for the Animal Services Facility Addition and space renovation. Due to building enhancements and added scope, including low voltage, access control, security, surveillance cameras, infrastructure for future solar panels and future electric vehicle charging stations for public and municipal use, switchgear and infrastructure for a new transformer and electrical services; replace the existing roof with a standing seam roof, as further identified in Exhibits 1 & 2 of the revised project budget.

Strategic Impact

Customer Service

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

Animal Services and Facilities have identified numerous suggested improvements for the operations, customer service enhancements, and long term benefits of the Departments and public utilizing the facility.

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

A request for two Statements of Interest were issued one for Professional Architectural and Engineering Services and one for Professional Construction Manager At Risk (G-MAX) services for the Animal Services Facility Addition; three Architectural and Engineering firms and three Construction Management firms were interviewed, RWE Design Build was determined to possess the qualified staff to provide these Professional Construction Manager Services. WSP USA Design, Inc. was selected to provide the Architectural and Engineering Services as a sub-consultant to RWE Design Build.

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

- 1) Staff recommends approval of the added scope, increase of \$2,488,898 to the original contract amount of \$10,967,013 for a new contract total of \$13,455,911 & extend the contract to November 30, 2025 due to project delays of the Animal Services Facility Addition.
- 2) Select another firm. However, staff does not recommend this, because RWE Design Build is already the Construction Manager at-risk for this project.
- 3) Not complete the space renovation

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.

Animal Services FY25 Budget Code 1100-1300-54010



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: 11/2/23

Bid/Contract/PO #:

Company Name: <u>BWE Design Build</u>	Company Contact: <u>Jason Sanderson</u>
Contact Phone: <u>630-632-0883</u>	Contact Email: <u>jason@BWEDESIGNBUILD.com</u>

The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

- 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

- 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

[Redacted Signature]

Printed Name

Jason Sanderson

Title

President

Date

11/2/2023

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



Document G701™ – 2017

Change Order

PROJECT: (name and address)

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

OWNER: (name and address)

County of DuPage
421 N County Farm
Wheaton, IL 60187

CONTRACT INFORMATION: Contract

For: RWE Design Build
Date: 5/24/2022

ARCHITECT: (name and address)

WSP USA Design, Inc.
631 E. Boughton Rd Suite 205
Bolingbrook, IL 60440

CHANGE ORDER INFORMATION:

Change Order Number: 001
Date: 10/31/2023

CONTRACTOR: (name and address)

RWE Design Build
1303 Ogden Avenue
Downers Grove, IL 60515

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Added scope as identified on exhibit 1 & 2 of the revised guaranteed maximum price, attached.

The original (Contract Sum) (Guaranteed Maximum Price) was

\$ 10,967,013.00

The net change by previously authorized Change Orders

\$ 0.00

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was

\$ 10,967,013.00

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of

\$ 2,488,898.00

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be

\$ 13,455,911.00

The Contract Time will be (increased) by 365 days to November 30, 2025.

The new date of Substantial Completion will be December 2024

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

N/A

RWE Design Build

County of DuPage

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

October 31, 2023

RE: **DuPage County Animal Services**
120 NORTH COUNTY FARM ROAD

RWE Management is please to present our GMP in accordance with plans dated June 7th, 2023 as prepared by WSP USA DESIGN, INC.

GMP SUMMARY					
Project:	DuPage County Animal Services			Date:	10/31/2023
Architect:	WSP USA DESIGN, INC			USF AREA:	15,840
Plans:	Plans dated 6/7/23			Proposal #	21.037
Prepared By:	James A. Pierzchalski			Duration In	12
Trade Description	Original GMP 4/25/22	New Building	Remodel	Current GMP 10/31/23	
01040 - GENERAL CONDITIONS	\$ 528,787	\$ 426,759	\$ 195,527	\$	622,286
02050 - DEMOLITION	\$ 50,300		\$ 96,640	\$	96,640
02200 - EXCAVATION & SITE UTILITIES	\$ 491,519	\$ 763,261		\$	763,261
02230 - TREE REMVOAL	\$ 7,500	\$ 7,500		\$	7,500
02510 - PAVING	\$ 86,800	\$ 86,000		\$	86,000
02700 - LANDSCAPING/ SYNTHETIC TURF	\$ 171,352	\$ 125,200		\$	125,200
02800 - FENCING	\$ 164,983	\$ 124,800		\$	124,800
03300 - CAST-IN-PLACE CONCRETE	\$ 458,000	\$ 500,975		\$	500,975
04200 - MASONRY	\$ 779,000	\$ 699,800	\$ 20,000	\$	719,800
05120 - STRUCTURAL STEEL	\$ 472,350	\$ 349,760		\$	349,760
06100 - ROUGH CARPENTRY/FINISH CARPENTRY/ INSULATION/DRYWALL/TAPING/SPECIALTIES	\$ 381,535	\$ 619,200	\$ 108,000	\$	727,200
06400 - MILLWORK	\$ 121,100	\$ 164,458	\$ 102,833	\$	267,291
07500 - ROOFING	\$ 261,000	\$ 341,762	\$ 177,560	\$	519,322
07900 - METAL PANELS	\$ 475,000	\$ 610,885		\$	610,885
08100 - DOORS FRAMES AND HARDWARE	\$ 99,550	\$ 94,470	\$ 63,876	\$	158,346
08330 - OVERHEAD DOORS	\$ 25,000	\$ 24,740		\$	24,740
08800 - GLASS & GLAZING	\$ 278,200	\$ 347,400		\$	347,400
09300 - CERAMIC	\$ -	\$ 58,330	\$ 10,570	\$	68,900
09500 - ACOUSTIC TILE	\$ 128,469	\$ 167,000	\$ 25,000	\$	192,000
09650 - RESILIENT FLOORING	\$ 235,854	\$ 90,476	\$ 47,369	\$	137,845
09800 - EPOXY FLOORING	\$ 43,120	\$ 107,300	\$ 40,400	\$	147,700
09900 - PAINTING	\$ 95,717	\$ 100,473	\$ 15,000	\$	115,473
10440 - SIGNAGE	\$ 8,000	\$ 8,000		\$	8,000
15300 - FIRE PROTECTION	\$ 88,355	\$ 65,303	\$ 14,000	\$	79,303
15400 - PLUMBING	\$ 399,233	\$ 331,300	\$ 200,292	\$	531,592
15500 - HVAC	\$ 631,981	\$ 655,000	\$ 110,000	\$	765,000
15900 - BUILDING CONTROLS	\$ -	\$ 118,600		\$	118,600
16100 - ELECTRIC AND FIRE ALARM	\$ 417,000	\$ 1,611,709	\$ 378,566	\$	1,990,275
16700 - TECHNOLOGY / SECURITY	\$ 130,682	\$ 257,975	\$ 101,008	\$	358,983
18000 - FIBER OPTIC RELOCATION	\$ 100,000	\$ 85,000		\$	85,000
18002 - PROFESSIONAL SERVICES/TESTING	\$ 697,678	\$ 793,111	\$ 213,496	\$	1,006,607
18775 - PERMIT ALLOWANCE	\$ 167,722	\$ 145,000		\$	145,000
18001 - MEDICAL EQUIPMENT / FFE	\$ 435,552	Excluded	\$ 50,000	\$	50,000
SUBTOTAL DIRECT COST	\$ 8,431,339	\$ 9,881,547	\$ 1,970,137	\$	11,851,684
99100 - CM FEE	\$ 252,940	\$ 296,446	\$ 59,104	\$	355,551
SUBTOTAL	\$ 8,684,279	\$ 10,177,993	\$ 2,029,241	\$	12,207,235
99200 - INSURANCE	\$ 86,843	\$ 101,780	\$ 20,292	\$	122,072
SUBTOTAL	\$ 8,771,122	\$ 10,279,773	\$ 2,049,534	\$	12,329,307
98100 - CONTINGENCY	\$ 1,275,891	\$ 604,470	\$ 430,168	\$	1,034,638
SUBTOTAL	\$ 10,047,013	\$ 10,884,243	\$ 2,479,702	\$	13,363,945
98200 - GC BOND	\$ 20,000	\$ 82,770	\$ 9,196	\$	91,966
SUBTOTAL	\$ 10,067,013	\$ 10,967,013	\$ 2,488,898	\$	13,455,911
98300 - OWNER CONTINGENCY	\$ 900,000	\$ -	\$ -	\$	-
TOTAL	\$ 10,967,013	\$ 10,967,013	\$ 2,488,898	\$	13,455,911

Alternates	Base alternates included in the GMP including mark-up and contingency		
2	Replace existing doors -scope is TBD	Open	\$ 10,700
4	Vinyl coated fence revisions	Open	\$ (12,800)
9a	Replace existing roof with standing seam roof	Open	\$ 197,646
10	Infrastructure for future solar panels	Accepted	\$ 17,810
11a	Infrastructure for EV charging stations for public use	Accepted	\$ 7,764
11c	Infrastructure for EV charging stations for municipal use	Accepted	\$ 23,598
13a	Floor finish upgrade to epoxy	Open	\$ 35,391
14	Shallow foundations-Insulation solution	Open	\$ 4,269
19	Commercial washer/dryer	Open	\$ 21,055
20	Interior buildout of Kitchenette/Lounge	Open	\$ 80,250
21	Steel beam for divider curtain	Accepted	\$ 4,219
23	New generator, pad, infrastructure, panels, switches and circuits	Accepted	\$ 380,688
27	Video communication system for doors #001, 04B and 06B	Open	\$ 10,102
28	Switchgear & infrastructure for new transformer and electrical service	Accepted	\$ 358,425
Cost savings alternates included in the GMP			
2	Omit sunshades on south elevation	Accepted	\$ (27,829)
3	Omit MP-3 metal ceiling over outdoor exercise/play #180-paint structure	Accepted	\$ (54,003)
5	Millwork VE-change stainless steel top to solid surface (except surgery)	Accepted	\$ (29,995)
11	Delete (3) skylights in dog adopt-add clerestory windows	Accepted	\$ 4,275
13	Delete metal panels on north side of	Accepted	\$ (20,192)
			<u>\$ 1,011,373</u>

COMMENTS REGARDING VARIANCES

New building and remodeling additional design and Pre-construction services		\$	577,657
Additional A/E fees for new drawings	\$	311,084	
Special use permit	\$	16,695	
140 building design	\$	22,260	
Construction administration	\$	83,475	
Interior design/FF&E/signage	\$	40,068	
Additional RWE preconstruction services	\$	104,075	
Additional low voltage, access control, security, surveillance cameras and intrusion		\$	254,127
Access control (not included in original GMP)	\$	94,549	
Surveillance cameras (not included in GMP)	\$	100,124	
Intrusion system (not included in GMP)	\$	11,130	
Voice/data cabling defined	\$	48,324	
BAS (not included in original GMP)		\$	132,016
Material cost increases due to market conditions		\$	513,725
Per CPI calculator 4/22 to 7/23			
Replace existing doors -scope is TBD		\$	10,700
Vinyl coated fence revisions		\$	(12,800)
Replace existing roof with standing seam roof		\$	197,646
Infrastructure for future solar panels		\$	17,810
Infrastructure for EV charging stations for public use		\$	7,764
Infrastructure for EV charging stations for municipal use		\$	23,598
Floor finish upgrade to epoxy		\$	35,391
Shallow foundations-Insulation solution		\$	4,269
Commercial washer/dryer		\$	21,055
Interior buildout of Kitchenette/Lounge		\$	80,250
Steel beam for divider curtain		\$	4,219
New generator, pad, infrastructure, panels, switches and circuits		\$	380,688
Video communication system for doors #001, 04B and 06B		\$	10,102
Switchgear & infrastructure for new transformer and electrical service		\$	358,425
Omit sunshades on south elevation		\$	(27,829)
Omit MP-3 metal ceiling over outdoor exercise/play #180-paint structure		\$	(54,003)
Millwork VE-change stainless steel top to solid surface (except surgery)		\$	(29,995)
Delete (3) skylights in dog adopt-add clerestory windows		\$	4,275
Delete metal		\$	(20,192)
		\$	2,488,898



Finance Resolution

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

File #: FI-R-0273-23

Agenda Date: 11/21/2023

Agenda #: 7.A.

ACCEPTANCE OF AN EXTENSION OF THE
DUPAGE ANIMAL FRIENDS FOUNDATION COORDINATOR FY22 GRANT
COMPANY 5000 - ACCOUNTING UNIT 1310

(Under the administrative direction of
Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Coordinator Grant FY22, Company 5000 - Accounting Unit 1310, pursuant to Resolution FI-R-0208-22 for the period May 25, 2022 through November 30, 2023 as amended; and,

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that the grant may be extended to November 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the expiration date of this grant be extended until November 30, 2024.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



November 14, 2023

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

RE: Approved continuance of unused funds into FY2024 – DAFFC22

Program Grant. DuPage Animal Friends (DAF), formally known as Friends of DuPage County Animal Care and Control Foundation, approved a one-time restricted grant to DuPage County Animal Services (DCAS) of \$20,000 for the calendar year of 2022 with an approved extension into fiscal year 2023. As DAFFC22 funds are not expected to be exhausted prior to the end of fiscal year 2023, DAF has approved a continuance of unused funds into the fiscal year 2024.

Grant Purpose and Expenditure of Funds. These funds are restricted solely for the purposes of the Animal Services Foundation Liaison position. DCAS is responsible for the active prioritization and management of granted funds.

DCAS agrees to not use any of the grant, or the interest or income thereon, to conduct tests for public safety, to influence any legislation or the outcome of any election, to conduct a voter registration drive, to satisfy a charitable pledge or obligation of any person or organization, or to provide any tangible economic benefit to any substantial contributor, or their respective family members.

Unused Funds Grant Within the Fiscal Year. Any unused funds at the close of fiscal year 2024 will require approval to be carried into the next fiscal year.

Reporting. Refer to DAF Grant Funding Methodology dated August 20, 2018 for reporting requirements. Refer to Animal Services Foundation Liaison Job Description for position responsibilities.

DAF's Public Reports. DAF may include information on this grant in its periodic public reports.

Recognition. If you publicize this grant, please list it as a donation from "the donors of DuPage Animal Friends" or "DuPage Animal Friends."



Other Terms. This grant is subject to these Terms and Conditions and by countersigning this letter and/or cashing the grant check, you are indicating that you agree to its terms. Nothing contained in this grant letter shall be deemed to create a joint venture, partnership, relationship, or employer/employee relationship between DAF and DCAS.

Counter Signatures. This instrument may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

Sincerely, /

A black rectangular box redacting the signature of Max Lecaros.

Max Lecaros
President, DuPage Animal Friends
On Behalf of the DuPage Animal Friends Board of Directors

ACCEPTED

DuPage County Animal Services

By: A black rectangular box redacting the signature of Laura Flamion.

Laura Flamion, Operations Manager

Date: 11-14-2023



Finance Resolution

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

File #: FI-R-0274-23

Agenda Date: 11/21/2023

Agenda #: 7.B.

ACCEPTANCE OF AN EXTENSION OF THE
DUPAGE ANIMAL FRIENDS UNRESTRICTED GRANT FY23
COMPANY 5000 - ACCOUNTING UNIT 1310

(Under the administrative direction of
Animal Services)

WHEREAS, the County of DuPage heretofore accepted and appropriated the DuPage Animal Friends Unrestricted Grant FY23, Company 5000 - Accounting Unit 1310, pursuant to Resolution FI-R-0017-23 for the period December 1, 2022 through November 30, 2023 as amended; and,

WHEREAS, the County of DuPage has been notified by DuPage Animal Friends that the grant may be extended to November 30, 2024.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board that the expiration date of this grant be extended until November 30, 2024.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK



Budget Transfer

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

File #: 23-3739

Agenda Date: 11/21/2023

Agenda #: 8.A.

**DuPage County, Illinois
BUDGET ADJUSTMENT
Effective May 3, 2023**

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
					Prior to Transfer	After Transfer	
1300	50010		OVERTIME	\$ 9,000.00	10,320.94	1,320.94	11/16/23
1300	53070		MEDICAL SERVICES	\$ 3,500.00	7,710.00	4,210.00	11/16/23
1300	54120		AUTOMOTIVE EQUIPMENT	\$ 25,600.00	55,618.00	30,018.00	11/16/23
1300	53090		OTHER PROFESSIONAL SERVICES	\$ 2,200.00	2,477.42	277.42	11/16/23
1300	53807		SOFTWARE MAINT AGREEMENTS	\$ 3,500.00	5,359.41	1,859.41	11/16/23
1300	53600		DUES & MEMBERSHIPS	\$ 400.00	471.75	71.75	11/16/23
Total				\$ 44,200.00			

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
					Prior to Transfer	After Transfer	
1300	50000		REGULAR SALARIES	\$ 10,000.00	50,518.31	60,518.31	11/16/23
1300	51000		BENEFIT PAYMENTS	\$ 2,000.00	(1,494.17)	505.83	11/16/23
1300	51040		EMPLOYEE MED & HOSP INSURANCE	\$ 21,700.00	(21,451.72)	248.28	11/16/23
1300	52210		FOOD & BEVERAGES	\$ 3,000.00	2,500.25	5,500.25	11/16/23
1300	53075		PET POPULATION PROGRAM SERVICES	\$ 3,000.00	2,000.00	5,000.00	11/16/23
1300	52200		OPERATING SUPPLIES & MATERIALS	\$ 4,500.00	964.58	5,464.58	11/16/23
Total				\$ 44,200.00			

Reason for Request:

FY23: Transfer funds to cover the the cost of Animal Services payroll, employee benefits, operations and services.

Department Head

Date

11-15-2023

Activity

(optional)

Chief Financial Officer

Date

11/16/23

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

Finance Department Use Only			
Fiscal Year <u>23</u>	Budget Journal # _____	Acctg Period _____	
Entered By/Date _____	Released & Posted By/Date _____		

AS - 11/21/23

FIN/CB - 11/28/23



Finance Resolution

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

File #: FI-R-0271-23

Agenda Date: 11/21/2023

Agenda #: 10.A.

INTERFUND LOAN FROM THE GENERAL FUND
TO THE ANIMAL SERVICES FUND
COMPANY 1100, ACCOUNTING UNIT 1300
\$4,500,000

WHEREAS, Animal Services desires to add scope to the construction of the renovation and addition to their existing facility ("the Project"), approved by the DuPage County Board with the adoption of Resolution AS-P-0165-22; and

WHEREAS, funding for the added scope to the Project is proposed to come in part from an interfund loan from the GENERAL FUND to the ANIMAL SERVICES FUND to be paid back over eight (8) years; and

WHEREAS, the "payback" of the loan will be accounted for by budgeted interfund transfers to the GENERAL FUND from the ANIMAL SERVICES FUND; and

WHEREAS, the County Board deems an interfund loan from the GENERAL FUND of up to \$4,500,000 (FOUR MILLION FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS), or such portions thereof as may be necessary, to the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300, to complete the construction of the added scope to their existing Project, to be in the best interest of the Citizens of DuPage County.

NOW, THEREFORE, BE IT RESOLVED by the DuPage County Board, that an interfund loan in the aggregate amount not to exceed \$4,500,000 (FOUR MILLION FIVE HUNDRED THOUSAND, AND NO/100 DOLLARS) shall be made from the GENERAL FUND to the ANIMAL SERVICES FUND - COMPANY 1100, ACCOUNTING UNIT 1300 for the Project; and

BE IT FURTHER RESOLVED by the DuPage County Board, that the Chief Financial Officer shall authorize transfers of monies to be made in accordance with this resolution, into the ANIMAL SERVICES FUND from the GENERAL FUND, in incremental amounts required to meet construction expenses for the Project; and

BE IT FURTHER RESOLVED by the DuPage County Board, that minimum annual payments calculated by the Chief Financial Officer will come from budgeted Animal Services capital dollars each year for eight (8) consecutive years or until such time the interfund loan is fully reconciled if prior to the eighth (8) year, and shall be reallocated for repayment of the interfund loan, commencing in the fiscal year immediately following the fiscal year in which the Project is completed and receives a final occupancy permit from the City of Wheaton, and shall be fully reconciled no later than eight (8) years from this date.

Enacted and approved this 28th day of November, 2023 at Wheaton, Illinois.

DEBORAH A. CONROY, CHAIR
DU PAGE COUNTY BOARD

Attest: _____

JEAN KACZMAREK, COUNTY CLERK




Action Item

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

File #: 23-3747

Agenda Date: 11/21/2023

Agenda #: 10.B.

	DuPage County Animal Services	Document #: ADM-14-01
		Effective Date: 11/21/2023
	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 encourage 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, or Deputy Administrator in the event the Administrator is not a licensed veterinarian, and Operations Manager. Once reviewed, proposals will be submitted through the DuPage County Animal Services Committee for final approval. This policy provides that DuPage Animal Friends is:

- Authorized to negotiate terms of a named gift, including exclusivity of a naming opportunity or term of years for such recognition;
- Authorized to set gift levels for specific naming opportunities as they fit within the larger context of a campaign or project;
- Able to 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;
- To ensure that ethical and legal fundraising practices are followed;
- To draft the Gift Agreement that must accompany each named gift.

Notwithstanding the above, Animal Services and the Animal Services Committee shall have final word for every Recognition location and whether the terms of the agreement between DuPage Animal Friends and the donor(s) are consistent with the guidelines set forth in this policy.

Donor Recognition and Memorial Policy

DuPage County Animal Services shall consider the following when reviewing naming proposals. Naming proposals should:

- Enhance the reputation of the County,
- Conform 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.
- Recognize 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 should consider 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. Animal Services shall pay directly for the Recognition and the placement thereof, and Animal Services may take into consideration when reviewing an application if the up-front donated amount is of an amount which will cover the installation cost.

Stewardship and Maintenance

Animal Services reserves the right to remove any plaque from public display, and to rescind any prior approvals to install a Recognition, in the event the Animal Services Committee 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 or not received. The Animal Services Committee shall determine what matters are in Animal Services' best interest but will specifically consider whether the plaque's honoree engaged in any unlawful, immoral, or notorious conduct.

The Animal Services Committee may revoke 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 DuPage Animal Friends and 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 Animal Service's discretion. If a plaque can be salvaged, Animal Services 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 Animal Services or 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

Animal Services and 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;
- Resolution of disputes;
- Financial implications; and
- Other matters as deemed appropriate

Applicability

Veterinarian Administrator, Deputy Administrator in the event the Administrator is not a licensed veterinarian, Operations Manager, and, Animal Services Committee Members

Related Documents

- None