



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#: 25-0217	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$23,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,000.00
	CURRENT TERM TOTAL COST: \$23,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: LOMBARD VETERINARY HOSPITAL	VENDOR #: 10375	DEPT: ANIMAL SERVICES	DEPT CONTACT NAME: KRISTIE LECAROS
VENDOR CONTACT: JEANNE DAVIS, BUSINESS MANAGER	VENDOR CONTACT PHONE: (630) 620-7090	DEPT CONTACT PHONE #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: INFO@LOMBARDVET.COM	VENDOR WEBSITE: LOMBARDVET.COM	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). 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). Lombard Veterinary Hospital, a PPF partner, is one of the most frequently used vet clinics by program participants. 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 FY24 expenditure and program usage with Lombard Veterinary Hospital.</p>			
<p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Lombard Veterinary Hospital is a PPF partner and 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

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: LOMBARD VETERINARY HOSPITAL	Vendor#: 10375	Dept: ANIMAL SERVICES	Division:
Attn: JEANNE DAVIS, BUSINESS MANAGER	Email: INFO@LOMBARDVET.COM	Attn: KRISTIE LECAROS	Email: ANIMALSERVICES@DUPAGECOUNT Y.GOV
Address: 244 E ST CHARLES RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 620-7090	Fax:	Phone: 630-407-2800	Fax: 630-407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: LOMBARD VETERINARY HOSPITAL	Vendor#: 10375	Dept: ANIMAL SERVICES	Division:
Attn: ACCOUNTS RECEIVABLE	Email: INFO@LOMBARDVET.COM	Attn: LAURA FLAMION	Email: LAURA.FLAMION@DUPAGECOUNT Y.GOV
Address: 244 E ST CHARLES RD	City: LOMBARD	Address: 2255 MANCHESTER RD	City: WHEATON
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: (630) 620-7090	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): Jan 22, 2025	Contract End Date (PO25): Nov 30, 2025

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1		PPF	Reimbursement for no cost spay/neuter surgery via restricted PPF account	FY25	1100	1300	53075		17,000.00	17,000.00
2	1		PPF	Reimbursement for no cost vaccinations/pre-surgery exams/microchip	FY25	1100	1300	53070		6,000.00	6,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 23,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a purchase order to Pet Population Fund program partner, Lombard Veterinary Hospital to provide no-cost spay/neuter for eligible DuPage County residents, and backup shelter veterinary services, for the period January 22, 2025 through November 30, 2025 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 FY2024 expenses and will vary based on FY2025 program utilization by DuPage County citizens.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Account Code 53075 funded by state mandated restricted Pet Population Fees. PPF Program vaccines are funded by Animal Services operational budget Account Code 53070.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.