



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: 05/16/2023	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
Vendor Information		Department Information	
VENDOR: HILL'S PET NUTRITION SALES, INC.	VENDOR #: 11778	DEPT: Animal Services	DEPT CONTACT NAME: Kristie Lecaros
VENDOR CONTACT:	VENDOR CONTACT PHONE: (866) 283-1217	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupageco.org
VENDOR CONTACT EMAIL: Shelters@HillsPet.com	VENDOR WEBSITE: www.hillspet.com	DEPT REQ #:	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Purchase order for the purchase of canine and feline pet food for Animal Services shelter animals. Hill's Pet Nutrition offers an extensive variety of pet food including a robust selection of prescription diet for dogs and cats. Pricing was obtained from three of the most popular shelter pet food manufacturers offering both standard and veterinary pet food including Hill's Pet Nutrition, Purina, and Royal Canin. In a side-by-side comparison, Hill's Pet Nutrition was the lowest price at \$23,272.57, compared to Purina at \$31,972.78, and Royal Canin at \$45,403.98 for an estimated one year supply based on actual 2022 usage. This purchase agreement is for one year.

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

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.

LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

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: Hill's Pet Nutrition Sales, Inc.	Vendor#: 11778	Dept: Animal Services	Division:
Attn: Food, Shelter & Love Program	Email: Shelters@HillsPet.com	Attn: Kristie Lecaros	Email: animalservices@dupageco.org
Address: 400 SW 8th Avenue	City: Topeka	Address: 120 N. County Farm Rd	City: Wheaton
State: KS	Zip: 66603	State: IL	Zip: 60187
Phone: (866) 283-1217	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Hill's Pet Nutrition Sales, Inc.	Vendor#: 11778	Dept: Animal Services	Division:
Attn:	Email:	Attn: Laura Flamion	Email: animalservices@dupageco.org
Address: PO Box 842257	City: Dallas	Address: 120 N. County Farm Rd	City: Wheaton
State: TX	Zip: 75284-2257	State: IL	Zip: 60187
Phone: (800) 354-4557	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 22, 2023	Contract End Date (PO25): June 21, 2024
Contract Administrator (PO25): Laura Flamion			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1			Shelter Pet Food - Canine/ Feline	FY23	1100	1300	52210		11,000.00	11,000.00
2	1			Shelter Pet Food - Canine/ Feline	FY24	1100	1300	52210		12,000.00	12,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 23,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Purchase order for the purchase of canine and feline specialty pet food for Animal Services.
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