



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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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
<b>Shipping</b>		<b>Contract Dates</b>	
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
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 25,000.00

<i>Comments</i>	
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