



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: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$29,000.00
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$116,000.00
	CURRENT TERM TOTAL COST: \$29,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
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 #: 630-407-2803	DEPT CONTACT EMAIL: KRISTIE.LECAROS@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: shelterteam@zoetisus.com customeraccounts@zoetis.com	VENDOR WEBSITE: www.zoetis.com	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.). 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 initial contract term. 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 directly from the manufacturer (Zoetis) at a deep discount off of the retail list price. Some items are offered at cost. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics or animal hospitals, requiring them to purchase from a 3rd party distributor such as 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 distributor. 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 42% annually). This purchase order will serve for internal use only and not sent to the vendor due to the reasons stated above.</p> <p>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 or animal hospitals, requiring them to purchase from a 3rd party reseller (i.e. Covetrus). The estimated total spend for the current PO is \$29,000.00 based on the last 12-months usage. Purchasing direct from Zoetis represents an annual cost savings of approximately 42% over the next competitively priced reseller (Covetrus).</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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
WAIVER OF COUNTY BID RULES REQUEST (ONLY ALLOWABLE TO STATUTORY LIMITS)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	<p>Describe method used to select source.</p> <p>Animal Services is enrolled in the Zoetis Shelter Program which allows Animal Services to purchase pharmaceuticals, vaccinations, medical supplies, and preventative treatments direct from the manufacturer. There is not another pharmaceutical company with a program like this one available for the supplies that Animal Services requires. By utilizing the Zoetis Shelter Program, we are able to realize significant savings by buying direct from the manufacturer. Other than the Shelter Program, Zoetis does not sell directly to individual veterinary clinics or animal hospitals, requiring them to purchase from a 3rd party distributor like Covetrus. The estimated total spend for the current PO is \$29,000. The estimated average percentage saved over the next competitively priced reseller (Covetrus) for the current PO is 42%. A spreadsheet showing the actual savings over the last 6 month period from May 2024 - November 2024 is attached.</p>
RECOMMENDATION AND TWO ALTERNATIVES	<p>Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).</p> <ol style="list-style-type: none">1. Approve the Purchase Order as-is and continue to save 42% off retail price2. Do not approve the PO and, once the \$15,000 department procurement threshold is reached, pay full marked-up price for the same product(s) through a third party distributor like Covetrus, resulting in an annual increase in 52320 Medical Equipment and Supplies expenses for the department of approximately \$11,400 annually3. Do not approve the PO and, once the \$15,000 department threshold is reached, discontinue purchasing pharmaceuticals, vaccinations, and medical supplies, and offer a lower level quality of care for shelter animals, and reduced outreach offerings for county residents

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	<p>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.</p>
MARKET TESTING	<p>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.</p>
AVAILABILITY	<p>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.</p>

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: LAURA.FLAMION@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, 2024	Contract End Date (PO25): Dec 14, 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	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY25	1100	1300	52320		28,500.00	28,500.00
2	1	EA		Veterinary pharmaceuticals, vaccinations, medical supplies, and preventative treatments	FY26	1100	1300	52320		500.00	500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract purchase order issued to Zoetis US LLC, to provide veterinary pharmaceuticals and medical supplies through the Zoetis for Shelters Program, for DuPage County Animal Services, for the period of December 15, 2024 through December 14, 2025, for a total contract amount of \$29,000; Waiver of County Bid Rules Request.
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.