

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>	IT Approval, if required	Date
Prepared By	Date	Recommended for Approval	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>	Chairman's Office	Date
Chief Financial Officer	Date	(Decision Memos Over \$25,000)	Date

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 Laura Flamlon		Contract Start Date May 1, 2020		Contract End Date 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)