1. **CALL TO ORDER**

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:30 AM.

2. **ROLL CALL**

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Wiley  
ABSENT: Puchalski

3. **PUBLIC COMMENT**

No Public Comment

4. **CHAIRMAN'S REMARKS**


5. **MINUTES APPROVAL**

A. Animal Care and Control Committee - Regular Meeting - Jan 16, 2018 10:30 AM

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>ACCEPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Kevin Wiley, District 6</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Puchalski</td>
</tr>
</tbody>
</table>

6. **OTHER ACTION ITEMS**
A. Change Order -- Amendment to P.O. 2227-0001-SERV issued to AVID Identification Systems for the purchase & delivery of microchips, scanners, and registration for DuPage County Animal Care & Control, to increase the encumbrance by $1,300.00 resulting in an amended contract total not to exceed $12,320.00, an increase of 11.80%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

B. Change Order -- ACC-P-0139C-16 Amendment to Resolution ACC-P-0139B-16 (P.O. 1867-0001) issued to Henry Schein Animal Health for the purchase & delivery of veterinary pharmaceutical and medical supplies, to increase the encumbrance $13,000.00 for Animal Care and Control resulting in an amended contract total not to exceed $87,500.00, an increase of 17.45%.

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

C. Consent Item -- Lombard Animal Hospital - Decrease and Close Contract 1628-0001-SERV

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

7. ADMINISTRATIVE UPDATE
Laura Flamion, Operations Manager, informed the Committee that the shelter is aiming for April 22nd for the annual Volunteer Appreciation Luncheon. Once a date and venue are finalized, she will share the details with the Members. Also in April, the DuPage Animal Friends (DAF) Foundation will be participating in this year's DuPage Human Race. Leading up to the event, DAF is raising $10,000.00 to help outfit the new spay/neuter van and purchase other equipment. Ms. Flamion mentioned that the staff have created signs in support for SB2280 (Louie's Law) and are asking volunteers to take pictures of their pets with the sign and submit on the shelter's Facebook page. Link: https://www.facebook.com/dupagecacc/. She also heard a segment
yesterday on WBEZ regarding the Good Samaritan Law that DuPage and Will Counties have been working on. Ms. Flamion updated the Committee on the new database project stating that it is moving forward with another product demo already scheduled.

8. OLD BUSINESS

Member Eckhoff asked about a dangerous dog investigation in his district. Chairman Krajewski asked Brian Gorka, Assistant States Attorney, to provide Member Eckhoff with the case details. Member Noonan enquired about the origin of most animal-related citations/tickets issued. Ms. Flamion stated that the vast majority of tickets are issued by the DuPage County Animal Control Officers (ACO), not the Sherriff’s Department. Chairman Krajewski requested the exact numbers from Mr. Gorka. The fee structure of tickets was brought up as part of this conversation. Ms. Flamion stated that staff are reviewing the current fees and hope to have the proposed changes by the end of March. One of the fees staff is specifically looking at is the dangerous dog declaration citation. Chairman Krajewski asked Amanda Talsma, Administrative Assistant and Committee Secretary, to get the number of dangerous and vicious dog declarations in 2017.

9. NEW BUSINESS

No New Business

10. ADJOURNMENT

Chairman Krajewski adjourned the meeting at 10:42 AM.
1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:33 AM.

2. ROLL CALL

PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Wiley

ABSENT: Puchalski

3. PUBLIC COMMENT

Ruth Kwarta spoke regarding an incident at a PetSmart where her dog was attacked in December. Her dog suffered severe injuries which required surgeries as well as ongoing treatment that will be necessary for the next 1-2 months. Ms. Kwarta was sharing her story in the hopes that another family and canine citizen of DuPage County does not have the same happen to them. The Committee and Dr. Barbara Hanek, Administrator Veterinarian, thanked Ms. Kwarta for coming to the meeting to share her story. Dr. Hanek also stated that there is an open dangerous dog investigation into the attack and the offending dog. The Animal Control Officer leading the investigation will continue to be in contact.

4. CHAIRMAN’S REMARKS

No Chairman Remarks

5. MINUTES APPROVAL

A. Animal Care and Control Committee - Regular Meeting - Jan 2, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]

MOVER: Kevin Wiley, District 6

SECONDER: Janice Anderson, District 5

AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley

ABSENT: Puchalski

6. PROCUREMENT REQUISITIONS
A. 2018-47 Recommendation for the approval of a contract purchase order to University of IL College of Veterinary Medicine - Diagnostic Lab to provide rabies testing for submitted mammalian specimens for Animal Care & Control, for the period of January 16, 2018 through January 15, 2019, for a contract total not to exceed $9,300.00. Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-300.4-108 (1) (b).

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Puchalski</td>
</tr>
</tbody>
</table>

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

B. 2018-48 Recommendation for the approval of a contract purchase order to Verizon Wireless, to provide wireless services including basic cellular voice, smart phones, and wireless data and replace, upgrade and obtain new wireless equipment and accessories as needed, for Animal Care & Control, for the period December 1, 2017 through November 30, 2018, for a contract not to exceed $8,000.00, PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.

<table>
<thead>
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</thead>
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<tr>
<td>SECONDER:</td>
<td>Janice Anderson, District 5</td>
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<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Puchalski</td>
</tr>
</tbody>
</table>

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

7. OTHER ACTION ITEMS

A. Authorization for Overnight Travel -- Humane Educator and Special Events Coordinator Travel to Conference in Lake Buena Vista, FL from March 6, 2018 - March 9, 2018. Expenses to include registration, transportation, lodging, miscellaneous expenses, and per diem for the estimated total of $909.50. A scholarship was awarded to DCACC's Humane Educator and Special Events Coordinator by the Association of Professional Humane Educators to assist with registration and travel costs. The scholarship dollars have been applied in the estimated total.

<table>
<thead>
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<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Wiley</td>
</tr>
<tr>
<td>ABSENT:</td>
<td>Puchalski</td>
</tr>
</tbody>
</table>

RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski
8. ADMINISTRATIVE UPDATE
Laura Flamion, Operations Manager, informed the Committee that the new front desk person, Carrie Rzewnicki, started on Wednesday, January 10th. Interviews for the open Animal Control Officer position are beginning this week. Regarding the question brought up by Member Wiley at the last meeting on January 2nd, examples of the communications regarding pet care during cold weather were provided. Examples were from Facebook and the newsletter.

Dr. Hanek stated that there is another branding meeting scheduled this week. Also this week, representatives from the shelter are going to Kane County Animal Care & Control to review their database software. A new database is a critical project in 2018. Chairman Krajewski asked about the benefits a new database would provide. Ms. Flamion stated that the shelter is incredibly paper dependent. One of the problems this causes is the loss of time across all units within the shelter when looking for animal and other information/files. A new robust database has a huge potential to save both money and time. Dr. Hanek added that it will also provide better service to our citizens by having details consolidated in one location which will result in less wait times and better communication.

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
No New Business

11. ADJOURNMENT
Chairman Krajewski adjourned at 10:44 AM.
Decision Memo
Procurement Services Division
This form is required for all Professional Service (3090) Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

Requesting Department: Animal Care & Control
Contact Email: amanda.talsma@dupageco.org

Department Contact: Amanda Talsma
Contact Phone: x2819

Vendor Name: AVID Identification Systems
Vendor #: 10935

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 an increase of $1,300.00 to PO 2227-0001-SERV
New contract total: $12,320.00

Summary Explanation/Background - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

Please add $1,300.00 onto AVID PO 2227-0001-SERV in order to process order for 250 microchips required for adoptions, reclaims, and available to general public. The usage and sale of microchips with registration has increased.

Strategic Impact

Quality of Life
Select one of the five strategic imperatives in the County's Strategic Plan this action will most impact and provide a brief explanation.

To provide greater quality of care to the displaced and unwanted animals of DuPage County.

Source Selection/Vetting Information - Describe method used to select source.

In 2016, we worked with Procurement and determined that this source is Sole Source. AVID Identification Systems is the largest manufacturer of 125 kilohertz microchip. 125 kilohertz chip is used in 80% of the US. The AVID chip is read by a larger number of microchip scanners used by police, animal hospitals & animal shelters, increasing the likelihood that ID will be found in animals arriving at DCACC, and DCACC animals arriving at other facilities (some scanners do not pick up a 125 chip by other manufacturer brands which is a common problem). AVID chips are also the most commonly used. In addition, AVID charges a low one-time lifetime registration fee to register the microchip with the owner's contact information. A microchip is only useful if the contact information is kept up-to-date. Other manufacturers charge an annual registration fee, making it unlikely that owners will keep information current.

Recommendations/Alternatives - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

1. Approve the increase as requested.
2. Do not approve increase.

Fiscal Impact/Cost Summary - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

This will be out of Process Lev 120, 1100 1300 52200, FY 2018.
AVID Current PO Total: $11,020.00
AVID Requested PO Total: $12,320.00
Request for Change Order
Procurement Services Division
Attach copies of all prior Change Orders

Purchase Order #: 2227-0001-SERV  Original Purchase Order Date: May 1, 2016  Change Order #:  
Department: Animal Care & Control
Vendor Name: AVID Identification Systems  Vendor #: 10935
Dept Contact: Amanda Talsma

Background and/or Reason for Change Order Request:
Please add $1,300.00 onto AVID PO 2227-0001-SERV in order to process order for 250 microchips required for adoptions, reclaim, and available to general public.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

(A) Were not reasonably foreseeable at the time the contract was signed.
(B) The change is germane to the original contract as signed.
(C) Is in the best interest for the County of DuPage and authorized by law.

INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A</th>
<th>Starting contract value</th>
<th>$10,400.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Net $ change for previous Change Orders</td>
<td>$120.00</td>
</tr>
<tr>
<td>C</td>
<td>Current contract amount (A + B)</td>
<td>$10,520.00</td>
</tr>
<tr>
<td>D</td>
<td>Amount of this Change Order</td>
<td>$1,300.00</td>
</tr>
<tr>
<td>E</td>
<td>New contract amount (C + D)</td>
<td>$12,820.00</td>
</tr>
<tr>
<td>F</td>
<td>Percent of current contract value this Change Order represents (D / C)</td>
<td>11.80%</td>
</tr>
<tr>
<td>G</td>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>13.03%</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

- Cancel entire order
- Close Contract
- Contract Extension (29 days)
- Consent Only
- Change budget code from: ___________________________ to: ___________________________
- Increase/Decrease quantity from: ___________________________ to: ___________________________
- Price shows: ___________________________ should be: ___________________________
- Decrease remaining encumbrance and close contract
- Increase encumbrance and close contract
- Decrease encumbrance
- Increase encumbrance

DECISION MEMO REQUIRED

- Increase (greater than 29 days)/Decrease contract expiration from: ___________________________ to: ___________________________
- Increase equal to or greater than $2,500.00, or equal to or greater than 10%, of current contract amount
- OTHER - explain below:

Prepared By [Initials]  28/19  1/16/18  Recommended for Approval [Initials]  2800  1/16/18

Reviewed By (Initials Only)

Buyer  1-19-18
Chief Financial Officer (Decision Memos Over $25,000)  1-25-18

Procurement Officer  1-19-18
Chairman’s Office (Decision Memos Over $25,000)  2-1-18

Packet Pg. 9
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, "contractor or vendor" includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

☐ NONE (check here) - If no contributions have been made

<table>
<thead>
<tr>
<th>Recipient</th>
<th>Donor</th>
<th>Description (e.g. cash, type of item, in-kind services, etc.)</th>
<th>Amount/Value</th>
<th>Date Made</th>
</tr>
</thead>
</table>

2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

☐ NONE (check here) - If no contacts have been made

Continuing disclosure is required, and agree to update this disclosure form as follows:

- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Authorized Signature:

[Signature on File]

Printed Name: Sherri Kirk
Title: Controller
Date: 1-19-18

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
WHEREAS, Resolution ACC-P-0139B-16 was approved and adopted by the County Board on November 28, 2017; and

WHEREAS, the Animal Care & Control Committee recommends changes as stated in the Change Order Notice to increase Purchase Order 1867-0001 in the amount of $13,000.00 for Animal Care & Control.

NOW, THEREFORE BE IT RESOLVED, that County Board adopts the Change Order Notice dated February 13, 2018, to increase the Purchase Order 1867-0001 issued to Henry Schein Animal Health in the amount of $13,000.00, for Animal Care & Control, resulting in an amended contract total amount of $87,500.00.

Enacted and approved this 13th day of February, 2018 at Wheaton, Illinois.

________________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK

RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Donald Puchalski
**Decision Memo**

**Procurement Services Division**

This form is required for all Professional Service (3090) Contracts over $25,000 and as otherwise required by the Procurement Review Checklist.

**Date:** Jan 12, 2018

**MinuteTraq (IQM2) ID #:** 11754

**Department Requisition #:**

---

**Requesting Department:** Animal Care & Control  
**Contact Email:** amanda.talsma@dupageco.org  
**Vendor Name:** Henry Schein

**Department Contact:** Amanda Talsma  
**Contact Phone:** x2819  
**Vendor #:** 11500

---

**Action Requested** - Identify the action to be taken and the total cost; for instance, approval of new contract, renew contract, increase contract, etc.

**Summary Explanation/Background** - Provide an executive summary of the action. Explain why it is necessary and what is to be accomplished.

**Strategic Impact**

Select one of the five strategic imperatives in the County’s Strategic Plan this action will most impact and provide a brief explanation.

**Source Selection/Vetting Information** - Describe method used to select source.

**Recommendations/Alternatives** - Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request.

**Fiscal Impact/Cost Summary** - Include projected cost for each fiscal year, approved budget amount and account number, source of funds, and any future funding requirements along with any narrative.

---

**Action Requested**

Please approve the increase of $13,000.00 PO 1867-0001-SERV.  
New contract total: $87,500.00

**Summary Explanation/Background**

As we now have a full time Administrator Veterinarian, quality of medical care to our animals has been enhanced. The shelter is now treating more illnesses/diseases which had a direct impact on the amount of supplies we have been ordering from Henry Schein. Since early this year, the number of animal intakes has increased over the previous year when the contract and PO were created, and there has been an increase of medical cases over the past few months. Due to these factors, current average spend per month on this contract is around $5,500.00. The amount requested, $13,000.00, will cover the invoices for January-February, and half of March 2018. We have already begun working with Procurement to bid but require additional time to finalize our needs and properly bid out to receive maximum responses.

**Strategic Impact**

To provide greater quality of care to the displaced and unwanted animals of DuPage County.

**Source Selection/Vetting Information**

In 2016, we worked with Procurement who sent out request for quotation (#16-109-BF) to 5 veterinary medical distributors Med Vet International, Henry Schein, First Vet Supply, AF Hauser Pharma, and Midwest Vet Supply. Only Henry Schein has responded with quoted pricing, W9, and Vendor ethics.

**Recommendations/Alternatives**

1. Approve the increase and extension as requested.
2. Do not approve the increase and extension.

**Fiscal Impact/Cost Summary**

This will be out of Process Lev 120, 1100 1300 52320, FY2018.  
Henry Schein Current Total PO: $75,500.00  
Henry Schein Requested Total PO: $87,500.00
The DuPage County Procurement Ordinance requires the following written disclosures prior to award:

1. Every contractor, union, or vendor that is seeking or has previously obtained a contract, change orders to one (1) or more contracts, or two (2) or more individual contracts with the county resulting in an aggregate amount at or in excess of $25,000, shall provide to Procurement Services Division a written disclosure of all political campaign contributions made by such contractor, union, or vendor within the current and previous calendar year to any incumbent county board member, county board chairman, or countywide elected official whose office the contract to be awarded will benefit. The contractor, union or vendor shall update such disclosure annually during the term of a multi-year contract and prior to any change order or renewal requiring approval by the county board. For purposes of this disclosure requirement, “contractor or vendor” includes owners, officers, managers, lobbyists, agents, consultants, bond counsel and underwriters counsel, subcontractors and corporate entities under the control of the contracting person, and political action committees to which the contracting person has made contributions.

- NONE (check here) - If no contributions have been made

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<th>Date Made</th>
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2. All contractors and vendors who have obtained or are seeking contracts with the county shall disclose the names and contact information of their lobbyists, agents and representatives and all individuals who are or will be having contact with county officers or employees in relation to the contractor bid and shall update such disclosure with any changes that may occur.

- NONE (check here) - If no contacts have been made

<table>
<thead>
<tr>
<th>Lobbyists, Agents and Representatives and all individuals who are or will be having contact with county officers or employees in relation to the contract or bid</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

A contractor or vendor that knowingly violates these disclosure requirements is subject to penalties which may include, but are not limited to, the immediate cancellation of the contract and possible disbarment from future county contracts.

Continuing disclosure is required, and I agree to update this disclosure form as follows:
- If information changes, within five (5) days of change, or prior to county action, whichever is sooner
- 30 days prior to the optional renewal of any contract
- Annual disclosure for multi-year contracts on the anniversary of said contract
- With any request for change order except those issued by the county for administrative adjustments

The full text for the county's ethics and procurement policies and ordinances are available at:
http://www.dupageco.org/CountyBoard/Policies/

I hereby acknowledge that I have received, have read, and understand these requirements.

Signature on File

Authorized Signature
Kimberly E. Allen (Sep 20, 2017)

Printed Name
Kimberly E. Allen

Title
President, Commercial Division

Date
Sep 20, 2017

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
## Request for Change Order
### Procurement Services Division

<table>
<thead>
<tr>
<th>Purchase Order #</th>
<th>Original Purchase Order Date</th>
<th>Change Order #</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1867-0001 SERV</td>
<td>Apr 12, 2016</td>
<td>8</td>
<td>Animal Care &amp; Contral</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Vendor #</th>
<th>Dept Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Schein</td>
<td>11500</td>
<td>Amanda Talsma</td>
</tr>
</tbody>
</table>

### Background and/or Reason for Change Order Request:
Requesting additional funds be transferred into Henry Schein PO 1867-0001-SERV.

## IN ACCORDANCE WITH 720 ILCS 5/33E-9
- (A) Were not reasonably foreseeable at the time the contract was signed.
- (B) The change is germane to the original contract as signed.
- (C) Is in the best interest for the County of DuPage and authorized by law.

### INCREASE/DECREASE

<table>
<thead>
<tr>
<th>A Starting contract value</th>
<th>$48,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Net $ change for previous Change Orders</td>
<td>$26,500.00</td>
</tr>
<tr>
<td>C Current contract amount (A + B)</td>
<td>$74,500.00</td>
</tr>
<tr>
<td>D Amount of this Change Order</td>
<td>$13,000.00</td>
</tr>
<tr>
<td>E New contract amount (C + D)</td>
<td>$87,500.00</td>
</tr>
<tr>
<td>F Percent of current contract value this Change Order represents (D / C)</td>
<td>17.45%</td>
</tr>
<tr>
<td>G Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
<td>82.29%</td>
</tr>
</tbody>
</table>

### DECISION MEMO NOT REQUIRED

- [ ] Cancel entire order
- [ ] Close Contract
- [ ] Contract Extension (29 days)
- [ ] Consent Only
- [ ] Change budget code from: __________________________ to: __________________________
- [ ] Increase/Decrease quantity from: __________________________ to: __________________________
- [ ] Price shows: __________________________ should be: __________________________
- [ ] Decrease remaining encumbrance and close contract
- [ ] Increase encumbrance and close contract
- [ ] Decrease encumbrance
- [ ] Increase encumbrance

### DECISION MEMO REQUIRED

- [ ] Increase (greater than 29 days)/Decrease contract expiration from: __________________________ to: __________________________
- [ ] Increase equal to or greater than $2,500.00, or equal to or greater than 10%, of current contract amount

OTHER - explain below:

## REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>AMT</th>
<th>28/1/19</th>
<th>1/11/18</th>
<th>KF</th>
<th>28/06</th>
<th>1/10/18</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepared By (Initials)</td>
<td>Phone Ext</td>
<td>Date</td>
<td>Recommended for Approval (Initials)</td>
<td>Phone Ext</td>
</tr>
</tbody>
</table>

Buyer: __________________________
Date: 1-19-18

Procurement Officer: __________________________
Date: 1-19-18

Chief Financial Officer (Decision Memos Over $25,000)
Date: 1-25-18

Chairman's Office (Decision Memos Over $25,000)
Date: 1-31-18

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Packet Pg. 14
6.C.a

Packet Pg. 15

Request for Change Order
Procurement Services Division

Attach copies of all prior Change Orders

Purchase Order #: 1628-0001-SERV
Original Purchase Order Date: Jan 23, 2016
Change Order #: 
Department: Animal Care & Control
Vendor Name: Lombard Animal Hospital
Vendor #: 10375
Dept Contact: Amanda Talsma

Background and/or Reason for Change Order Request:
This PO expired on 1/22/17 but is still open in Infor with $35,802.86 remaining on the purchase order. No future invoices will be applied to this PO. Please decrease encumbrance and close.

IN ACCORDANCE WITH 720 ILCS 5/33E-9

☐ (A) Were not reasonably foreseeable at the time the contract was signed.
☐ (B) The change is germane to the original contract as signed.
☒ (C) Is in the best interest for the County of DuPage and authorized by law.

<table>
<thead>
<tr>
<th>INCREASE/DECREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting contract value</td>
</tr>
<tr>
<td>Net $ change for previous Change Orders</td>
</tr>
<tr>
<td>Current contract amount (A + B)</td>
</tr>
<tr>
<td>Amount of this Change Order</td>
</tr>
<tr>
<td>New contract amount (C + D)</td>
</tr>
<tr>
<td>Percent of current contract value this Change Order represents (D / C)</td>
</tr>
<tr>
<td>Cumulative percent of all Change Orders (B+D/A); (60% maximum on construction contracts)</td>
</tr>
</tbody>
</table>

DECISION MEMO NOT REQUIRED

☐ Cancel entire order
☐ Change budget code from: to: 
☐ Increase/Decrease quantity from: to: 
☒ Consent Only
☐ Price shows: should be: 
☐ Decrease remaining encumbrance and close contract
☐ Increase encumbrance and close contract
☐ Decrease encumbrance
☐ Increase encumbrance

DECISION MEMO REQUIRED

☐ Increase (greater than 29 days)/Decrease contract expiration from: to: 
☐ Increase equal to or greater than $2,500.00, or equal to or greater than 10%, of current contract amount
☐ OTHER - explain below:

Prepared By (Initials): AMT Phone Ext: 2819 Date: 1/21/18
Recommended for Approval (Initials): LKT Phone Ext: 2806 Date: 1/21/18

Reviewed By (Initials Only):
Buyer: BPA Date: 1-8-18
Procurement Officer: GM Date: 1-8-18
Chief Financial Officer Date: Chairman's Office Date:
(Decision Memos Over $25,000)

Attachment: Lombard Animal Hospital - Decrease & Close (11745 : Lombard Animal Hospital - Decrease and Close Contract 1628-0001-SERV)

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER