1. CALL TO ORDER

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:32 AM.

2. ROLL CALL

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

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS

5. MINUTES APPROVAL

A. Animal Services Committee - Re-Scheduled - Jul 10, 2018 10:30 AM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

6. PROCUREMENT REQUISITIONS

A. 2018-189 Recommendation for the approval of a contract purchase order to Nicor Gas for natural gas utility service for the DuPage County Animal Services, for the period October 1, 2018 through September 30, 2019 for a contract total not to exceed $20,000.00, Public Utility.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. 2018-190 Recommendation for the approval of a contract purchase order to IDEXX Laboratories, Inc., to provide SNAP tests and outside laboratory testing for Animal Services, for the period August 15, 2018 through August 14, 2019, for a contract total amount not to exceed $24,156.00. Request for Proposal RFP # 18-096-JM

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

7. OTHER ACTION ITEMS

A. Budget Transfers -- Recommendation to approve four (4) budget transfers for Animal Services 1100-1300: Transfer of funds from account no. 54999 (New Program Requests) to account no. 53090 (Professional Services) in the total amount of $101,638.00 as the amount needed for FY 2018 for animal care was underestimated, also a large amount of this request includes the transfer of funds budgeted under New Programs for Knight Inc. architectural services. Transfer of funds from account no. 54999 (New Program Requests) to account no. 50050 (Temp Salaries/On Call) in the total amount of $10,000.00 due to staffing needs, additional interns/seasonal positions were added. Transfer of funds from account no. 53828 (Contingencies) to account no. 50000 (Regular Salaries) in the total amount of $14,763.00 needed for COLA. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52320 (Medical Supplies) in the total amount of $15,000.00 as the needed amount was underestimated due to increase animal care and the supplies needed for the Specialty Veterinary Vehicle.

Member Anderson asked for specifics as to why the transfers are needed and where exactly the funds are being drawn from. Laura Flamion, Operations Manager, stated that the majority of the funds are for Knight Architects. During the FY 2018 budget preparation, Finance informed Animal Services (AS) to budget the funds for the architect services under New Program Requests. As the requested transfer amounts are to be taken from the already existing AS budget in New Program Requests and the Contingencies accounts, there is no need to tap into the surplus, nor is there any anticipation of a future need.
RESULT: APPROVED [UNANIMOUS]
MOVER: Sean T Noonan, District 2
SECONDER: Donald Puchalski, District 1
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

8. ADMINISTRATIVE UPDATE
Ms. Flamion informed the Committee that the new front office hire will be starting this Thursday, August 9th. She was saddened to also report that one of the Animal Control Officers (ACO), Jason Pounds, did tender his resignation and his last day was in July. That ACO position is currently being reevaluated. Member Wiley asked if there was any feedback from Jason's exit interview. Ms. Flamion said that changes with the on-call pay was an issue along with expecting more field work.

Ms. Flamion let the Committee know that Animal Services is running an adoption promotion, Category 5 Emergency. Adult cats are fee waived and kittens are two for $120.00. The shelter is once again participating in the NBC's Clear the Shelters on Saturday, August 18th. All adult dogs and cats are fee waived with adoption specials for kittens and rabbits. Last month, the Specialty Veterinary Vehicle made an appearance at an event in downtown Naperville with Member Anderson. Member Anderson thanked the shelter for coming and expressed that attendees really seemed to enjoy having the vehicle at the event. The vehicle will be in Downtown Wheaton tonight for their National Night Out.

Ms. Flamion also informed the Committee that even though the shelter is very full, the live release rate for July was 83.65%. Animal Services has implemented specific owner surrender hours to assist with streamlining relinquishment. Staff have reported seeing an increase in out of County surrenders at the shelter due to wait lists at other County Animal Control facilities. One collar County is scheduled out to September and is informing their citizens to relinquish at DuPage County Animal Services. Staff are currently looking into scheduling appointments for out of County surrenders. Also, shelter staff have recently begun posting pictures of all incoming strays to an album on their Facebook page (link to albums: https://www.facebook.com/pg/dupagecacc/photos/?ref=page_internal) and has received much positive feedback.

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
No New Business

11. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 10:44AM.
1. **CALL TO ORDER**

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:50 AM.

2. **ROLL CALL**

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

3. **PUBLIC COMMENT**

   No Public Comment

4. **CHAIRMAN'S REMARKS**

   Chairman Krajewski thanked Dr. Barbara Hanek, Administrator Veterinarian, for bringing the veterinary vehicle and participating in 4th of July events in Darien and Downers Grove.

5. **MINUTES APPROVAL**

   A. Animal Services Committee - Regular Meeting - Jun 19, 2018 10:30 AM

<table>
<thead>
<tr>
<th>RESULT: ACCEPTED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER: Janice Anderson, District 5</td>
</tr>
<tr>
<td>SECONDER: Kevin Wiley, District 6</td>
</tr>
<tr>
<td>AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley</td>
</tr>
<tr>
<td>ABSENT: Puchalski</td>
</tr>
</tbody>
</table>

6. **OTHER ACTION ITEMS**

   A. AS-O-0046-18 **ORDINANCE** -- Amendment to Animal Services Ordinance Fee Schedule
RESULT: ADOPTED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Wiley
ABSENT: Puchalski

7. ADMINISTRATIVE UPDATE
Laura Flamion, Operations Manager, let the Committee know that an offer has been extended and accepted for the part-time front office position with the County Board vote to occur on August 14th. She also stated that staff are still in the process of reviewing the shelter software bids and will have the list narrowed down and begin scheduling demos next week. Chairman Krajewski asked if the programs they are looking at have the capability to post stray animals. Ms. Flamion stated that the ability to interface with other platforms (social media, website) in order to post strays is a requirement for any program being reviewed.

Dr. Hanek stated that over 30 surgeries have been completed in the Veterinary vehicle over the past few weeks. Last week, she was interviewed on Naperville CCTV and ABC Chicago.

Ms. Flamion also informed the Committee that as part of the budget process, staff are reviewing the strategic objectives to ensure they align with the County’s objectives. These will be brought to the Committee for review and feedback in the month or so.

8. OLD BUSINESS
No Old Business.

9. NEW BUSINESS
Member Anderson stated that the vehicle and staff will be in Naperville on July 26th. Member Wiley asked that the vehicle plan to be at West Chicago's Railroad Days in 2019.

10. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 11:00 AM.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Sean T Noonan, District 2
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>DATE SUBMITTED</th>
<th>CONTRACT TERM</th>
<th>CONTRACT TOTAL AMOUNT</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 25, 2018</td>
<td>10/1/18 - 9/30/19</td>
<td>$20,000.00</td>
<td>ANIMAL SERVICES COMMITTEE</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Talsma</td>
<td>Completed</td>
<td>07/25/2018 9:50 AM</td>
</tr>
<tr>
<td>Barbara Hanek</td>
<td>Completed</td>
<td>07/25/2018 11:16 AM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>07/26/2018 11:05 AM</td>
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<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>07/27/2018 3:35 PM</td>
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<td>Paul Rafac</td>
<td>Completed</td>
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<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>08/02/2018 12:56 PM</td>
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<tr>
<td>Animal Services Committee</td>
<td>Completed</td>
<td>08/07/2018 10:30 AM</td>
</tr>
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<td>Qty</td>
<td>UOM</td>
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<td>----</td>
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<td>-----</td>
</tr>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
</tr>
</tbody>
</table>

**Requisition Total:** $20,000

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**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):
**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

**Vendor:** Nicor Gas  
**Vendor #:** 10057  
**Contract Term:** 1 Year  
**Contract Total:** $20,000.00

**Dept:** Animal Services  
**Contact:** Amanda Talsma  
**Phone:** x8219  
**Assigned Committee:** Animal Services

**Description of Procurement/Scope of Work/Background:**
Natural gas utility service for animal shelter. Contract total is $20,000.00.

**Reason for Procurement:**
Basic natural gas utility service required to operate the animal shelter facility.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY 18 and 19, 1100-1300-53200, Process Lev 120
- [ ] 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)**

- **AMT**  7/24/18  
  Prepared By  
  [ ] Recommended for Approval  7/24/18  
  [ ] IT Approval, if required

**REVIEWED BY (Initials Only)**

- **KVD**  7/24/18  
  Procurement Officer  
  7-27-18

- **PEN**  7/31/18  
  Chairman's Office  
  (Decision Memos Over $25,000)  
  [ ] Date

---

**Packet Pg. 9**
<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
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</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, Puchalski, Wiley</td>
</tr>
</tbody>
</table>
**PROCUREMENT REVIEW CHECKLIST**

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td>July 19, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TERM</strong></td>
</tr>
<tr>
<td>8/15/18 - 8/14/19</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Amanda Talsma: Completed 07/19/2018 4:58 PM
- Barbara Hanek: Completed 07/19/2018 7:39 PM
- Kathy Ostrowski: Completed 07/25/2018 11:52 AM
- James McGuire: Completed 07/26/2018 3:48 PM
- Paul Rafac: Completed 07/31/2018 12:45 PM
- Kathy Ostrowski: Completed 08/02/2018 12:54 PM
- Animal Services Committee: Completed 08/07/2018 10:30 AM
## Purchase Requisition

**Procurement Services Division**

### Send Purchase Order To:
- **Vendor:** IDEXX Laboratories, Inc.  
  - **Vendor #:** 12225  
  - **Dept:** Animal Services  
  - **Address:** One IDEXX Drive  
  - **City:** Westbrook  
  - **State:** ME  
  - **Zip:** 04092  
  - **Phone:** 207-556-0300

- **Attn:** Jeff Misevich  
  - **Email:** Jeff-Misevich@idexx.com

### Send Invoices To:
- **Vendor:** IDEXX Laboratories, Inc.  
  - **Vendor #:** 12225  
  - **Dept:** Animal Services  
  - **Address:** One IDEXX Drive  
  - **City:** Westbrook  
  - **State:** ME  
  - **Zip:** 04092  
  - **Phone:** 207-556-0300

- **Attn:** Amanda Talsma  
  - **Email:** amanda.talsma@dupageco.org

### Send Payments To:
- **Vendor:** IDEXX Laboratories, Inc.  
  - **Vendor #:** 12225  
  - **Dept:** Animal Services  
  - **Address:** One IDEXX Drive  
  - **City:** Westbrook  
  - **State:** ME  
  - **Zip:** 04092  
  - **Phone:** 207-556-0300

- **Attn:** Accts Receivable  
  - **Email:**  
  - **Address:** One IDEXX Drive  
  - **City:** Westbrook  
  - **State:** ME  
  - **Zip:** 04092  
  - **Phone:** 800-814-1147

### Ship To:
- **Dept:** Animal Services  
  - **Address:** 120 N. County Farm Road  
  - **City:** Westbrook  
  - **State:** ME  
  - **Zip:** 04092  
  - **Phone:** 630-407-2800

- **Attn:** Rachel Wilson  
  - **Email:** rachel.wilson@dupageco.org  
  - **Address:** 120 N. County Farm Road  
  - **City:** Wheaton  
  - **State:** IL  
  - **Zip:** 60187  
  - **Phone:** 630-407-2800

### Payment Terms
- **F.O.B.:**  
  - **PO 20 Delivery Date:**  
  - **Requisitioner:**

### Use for
- **Contract Administrator:**
  - **Contract Start Date:** Aug 15, 2018
  - **Contract End Date:** Aug 14, 2019

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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<td>Heartworm RT Snap Test</td>
<td>18 &amp; 19</td>
<td>1100</td>
<td>1300</td>
<td>52320</td>
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<td>Parvo Snap Test</td>
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<td>9,500.00</td>
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<td>Laboratory Services</td>
<td>Laboratory Services</td>
<td>18 &amp; 19</td>
<td>1100</td>
<td>1300</td>
<td>53090</td>
<td>SVV</td>
<td>500.00</td>
<td>50€</td>
</tr>
</tbody>
</table>

### Requisition Total $24,156

**Header Comments** (these comments will appear on the PO20 and PO25 Purchase Order):

**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.

---

**Requesting Department:** Animal Services  
**Department Contact:** Amanda Talsma  
**Contact Email:** amanda.talsma@dupageco.org  
**Contact Phone:** x2819  
**Vendor Name:** IDEXX Laboratories, Inc.  
**Vendor #:** 12225

**Date:** Jul 19, 2018  
**MinuteTraq (IQM2) ID #:** 13102

---

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

New Professional Services and Medical Supply Contract for IDEXX Laboratories, Inc. for 1 year (8/15/2018 - 8/14/2019) for $24,156.00.

---

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

Laboratory testing and SNAP tests for animals is required for proper medical care of the shelter animals, the pets of DuPage County citizens, and community rescue organizations. The lab services include but are not limited to...

- Senior screen and geriatric blood test for the senior animals at the shelter to assure any potential adopters that the older animal is in good health
- Comprehensive fecal tests to properly diagnose and treat disease and parasites
- Biopsy of tissue to diagnose cancer or other ailments
- Urine tests to diagnose infections or other illness

The SNAP tests will be used in the shelter and on the Specialty Veterinary Vehicle. The vehicle will assist the shelter rescue partners with testing and spay/neuter surgeries with the goal of also providing vaccine clinics and possibly spay/neuter clinics to DuPage communities in need. SNAP tests are required in order to ensure the health of the dog or cat being tested and help prevent the spread of diseases.

The shelter recently received a CBC/Chemistry unit which will bring down the cost of our external lab testing for an estimated savings of $4,000.00 - $5,000.00. The reduction is reflected in the amount requested.

---

**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.

To provide greater quality of care to the pets of DuPage County.

---

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

We worked with Procurement who sent out request for quotation (#18-096-JM) to Idexx, Heska, and Antech. Heska did not quote. Antech did submit a quote however did not offer a few important lab tests nor offered the required SNAP tests. In addition, requests to Antech for necessary hard copy information were ignored making an accurate comparison of services impossible. IDEXX was the only vendor to provide all information and the majority of all required lab and SNAP tests. Therefore, we are requesting the contract be awarded to IDEXX.

---

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

1. Approve the Contract Purchase Order as requested.
2. Do not approve the Contract PO.
<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>This will be out of FY 2018 and FY 2019, Process Lev 120:</td>
</tr>
<tr>
<td>1100 1300 52320</td>
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<tr>
<td>1100 1300 53090</td>
</tr>
<tr>
<td>1100 1300 52320 Activity Code SVV</td>
</tr>
<tr>
<td>1100 1300 53090 Activity Code SVV</td>
</tr>
<tr>
<td>Total PO: $24,156.00</td>
</tr>
</tbody>
</table>
1. What shelter or veterinary content management databases do you interface with?
   Cornerstone, NEO, DVMAX, Avimark, Infinity/Imprumed, Animal Intelligence, ClientTrax,
   HVMS, EzyVet, eVetPractice, Intravet, LogiVet, Vetlink, DVM Manager, Onward Vet, RxWorks,
   SpecVet, VETPort, Vetstar, VIA information systems, VTP. Please note: Vet Connect Plus is
   our included lab option you use now.

2. Do you offer consultation on lab results?
   → If yes, what are your consultation hours?
   Available 7 days a week. Mon-Fri: 7:30am-2am ET, Saturday: 8am-11pm ET, Sunday: 10am-8pm ET

3. Do you offer pickup services?
   → If yes, do you provide an external pickup box and what do you charge for pickup?

   Yes we offer pick up services. We offer the Lockbox and many supplies at no charge.

4. Do you offer next day lab results?
   → If no, what is the general time frame?

   Turn around time varies for test codes. Most are next day by 8am with results available in
   real time of when ran at the Elmhurst, IL reference lab via vet connect plus website or
   phone app.

5. What are your delivery fees for SNAP tests?
   Standard order shipping Monday-Friday unless special shipping is requested, there are no Shipping
   fees.

6. What is the usual delivery ETA after a SNAP test order is placed?
   Standard orders Monday-Thursday typically ship next day. Orders placed on Friday ship Monday for
   Tuesday delivery

7. What online services do you provide (Check all that apply):
   - X Ordering
   - X Returns
   - X Lab Results
   - X Invoices
   - X Statements
   - XReporting – Please describe the types of reports that can be run, if they export to Excel,
   PDF, etc...

   Results are available electronically and can be emailed or printed in PDF format.
   IDEXX provides the most robust tools for lab results including dot plots, line graphs,
   and client friendly summaries. We also can share your internal diagnostic growth
   reports to help optimize and grow diagnostic revenue.
8. What is your return policy?

50% of the contents or more left gets 100% reimbursement. Local representative had discretion beyond this for additional credit consideration.

9. What else should we know about your products and services not addressed above?

10. In the companion animal business, we estimate that IDEXX has consistently invested over 80% of total industry R&D spending which is more than five times our next largest competitor. This has brought proprietary tests which help doctors practice more advanced medicine such as SDMA, Fecal Antigen, 4Dx Plus, etc. IDEXX offers world class customer support and has over 60 board certified pathologists available to consult with.
<table>
<thead>
<tr>
<th>ESTIMATED USAGE (A)</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE (B)</th>
<th>EXTENDED (A x B)</th>
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<td>ESTIMATED USAGE (A)</td>
<td>DESCRIPTION</td>
<td>UNIT PRICE (B)</td>
<td>EXTENDED (A x B)</td>
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<td>URINE PROT/CREATININE AO</td>
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TOTAL QUOTATION: $28,696.43
TOTAL QUOTATION & SIGNATURE PAGE
#18-096-JM LAB SERVICES

TOTAL QUOTATION: $Twenty-eight thousand

Total (in figures)

Six hundred ninety-six ___ Dollars and forty three Cents

X (Signature and Title)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Business Name of Bidder</th>
<th>IDEXX Laboratories, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>One IDEXX Drive</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Westbrook, Maine 04092</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>360-675-3072</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:Jeff-Misevich@idexx.com">Jeff-Misevich@idexx.com</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td></td>
</tr>
<tr>
<td>Bid Contact Person</td>
<td>Jeff Misevich</td>
</tr>
</tbody>
</table>
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.

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.

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

Form Optimized for Acrobat and Adobe Reader Version 9 or Later
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: IDEXX Laboratories, Inc.  Vendor #: 12225  Contract Term: 8/15/18 - 8/14/19  Contract Total: $24,156.00
Dept: Animal Services  Contact: Amanda Talsma  Phone: x2819  Assigned Committee: Animal Services

Description of Procurement/Scope of Work/Background
Contract for the purchase of SNAP tests and outside laboratory testing.

Reason for Procurement
To provide quality medical care to our shelter animals and the pets of DuPage citizens.

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code(s)): FY 2018 & 2019, 1100-1300-52320, 53090, 52320 SVV, & 53090 SVV, Process Lev: 120
☐ Budget Transfer (Date) ___________ Add'l Information

☑ 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:

☑ Cooperative Procurement (DPCA-107) or Government Joint Purchasing Act Procurement (30ILCS525)
☑ EXPLANATION OF REQUEST FOR PROPOSAL RFP #18-096-JM ____________ (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)

Prepared By: AMT  Date: 7/19/18  Recommended for Approval: 7/19/18  IT Approval, if required: 7/19/18

REVIEWED BY (Initials Only)

Buyer:  Date: 7/20/18  Procurement Officer:  7-26-18
Chief Financial Officer (Decision Memos Over $25,000)  Date: 7-31-18  Chairman's Office (Decision Memos Over $25,000)  Date:
DuPage County, Illinois  
BUDGET ADJUSTMENT  
Effective September 21, 2016

From: 1100  
Company/Accounting Unit Name: Animal Care & Control

<table>
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<th>Accounting Unit</th>
<th>Account</th>
<th>Sub-Account</th>
<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
<th>After Transfer</th>
<th>Date of Balance</th>
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Total $141,401.00

To: 1100  

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<th>Title</th>
<th>Amount</th>
<th>Prior to Transfer</th>
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Total $141,401.00

Reason for Request:
53090 - Underspent amount needed for animal care in FY 2018. This amount also includes the transfer of funds budgeted under New Programs for Knight Inc. architectural services.
50050 - Due to staffing needs, additional intern/seasonal positions were added.
50000 - Transferring amount needed for COLA.
52320 - Underspent amount needed for animal care in FY 2018. This amount also includes supplies and test kits for the Specialty Veterinary Vehicle.

Finance Department Use Only

**Please sign in blue ink on the original form**

Fiscal Year 2018  
Budget Journal #   
Acctg Period

Entered By/Date:  
Released By/Date:  
Posted By/Date:  

Department Head

Chief Financial Officer: 

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