1. **CALL TO ORDER**

10:30 AM meeting was called to order by Chairman Brian J Krajewski at 10:31 AM.

2. **ROLL CALL**

   PRESENT: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley (Remote)
   ABSENT: 

3. **PUBLIC COMMENT**

   No Public Comment

4. **CHAIRMAN'S REMARKS**

   No Chairman's Remarks

5. **MINUTES APPROVAL**

   A. Animal Services Committee - Regular Meeting - Aug 7, 2018 10:30 AM

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

6. **PROCUREMENT REQUISITIONS**

   A. Recommendation for the approval of a contract purchase order to Imaging Systems, Inc., d/b/a Integrated Document Technologies (IDT), for document transportation, prep, scanning, image enhancing, visual image quality control, and daily image export maintenance of back logged and ongoing monthly rabies certificates into OnBase for the period of August 21, 2018 through August 20, 2019 for Animal Services, for a contract total amount not to exceed $19,050.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids – (d) IT/Telecom purchases under $35,000.00.
RESULT:  APPROVED [UNANIMOUS]
MOVER:  Sean T Noonan, District 2
SECONDER:  Kevin Wiley, District 6
AYES:  Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. 2018-200 Recommendation for the approval of a contract purchase order to Noah's Animal Hospital of Wheaton, LLC to provide back up veterinary services for Animal Services for the period August 21, 2018 through August 20, 2019 with four options to renew, for a contract total not to exceed $8,140.00, per lowest responsible bid # 18-156-JM.

Member Puchalski thanked Animal Services for bidding out this professional service.

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

7.  ADMINISTRATIVE UPDATE
Laura Flamion, Operations Manager, shared with the Committee that the two recent adoption promotions have been very successful. The CAT-egory 5 (ongoing) and Clear the Shelters (CTS-this past Saturday) enabled Animal Services to find homes for thirty three (33) adult cats, nine (9) kittens, four (4) dogs, and one (1) rabbit. There are still animals that are on hold from CTS and we anticipate those numbers to increase. Ms. Flamion also thanked Member Wiley and Member Anderson for coming out on Saturday to support the shelter and meet with the media. Member Puchalski asked if the success rates for the promotions is due more to social media or the reduced fee? Ms. Flamion states that it is the Marketing of promotions and events.

Ms. Flamion also updated the Committee that all software demos for the new database were completed this week and the scores will be submitted to Procurement tomorrow. Also that the RFP for consulting services will be sent to Procurement this week, and the shelter will be participating in the Fall Festival September 15th with an open house and a few rescue partners onsite.

8.  OLD BUSINESS
No Old Business

9.  NEW BUSINESS
No New Business

10.  ADJOURNMENT
Chairman Krajewski adjourned the meeting at 10:36 AM.
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:

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.
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.
### Requisition under 25k dollars

<table>
<thead>
<tr>
<th>RESULT:</th>
<th>APPROVED [UNANIMOUS]</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOVER:</td>
<td>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>SECONDER:</td>
<td>Kevin Wiley, District 6</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.

### NEW PURCHASE ORDER REQUEST

<table>
<thead>
<tr>
<th>Date Submitted</th>
<th>August 3, 2018</th>
<th>Contract Term</th>
<th>8/21/18 - 8/20/19</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Total Amount</td>
<td>$19,050.00</td>
<td>Requesting Dept.</td>
<td>ANIMAL SERVICES COMMITTEE</td>
</tr>
</tbody>
</table>

**SOLICITATION METHOD FOR SOURCE SELECTION**

- Amanda Talsma: Completed 08/03/2018 1:58 PM
- Laura Flamion: Completed 08/03/2018 3:09 PM
- Donald Carlsen: Completed 08/03/2018 6:21 PM
- Kathy Ostrowski: Completed 08/07/2018 10:18 AM
- James McGuire: Completed 08/13/2018 1:54 PM
- Paul Rafac: Completed 08/15/2018 5:25 PM
- Kathy Ostrowski: Completed 08/16/2018 10:11 AM
- Animal Services Committee: Completed 08/21/2018 10:30 AM
### Purchase Requisition

**Procurement Services Division**

**Date:** Aug 1, 2018

**MinuteTraq (IQM2) ID #:** 13196

**Department Req #:**

**RFP, Bid or Quote #:**

#### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Integrated Document Technologies (IDT)</th>
<th>Vendor #: 11487</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Jim Hartigan Email: <a href="mailto:James.Hartigan@idt-inc.com">James.Hartigan@idt-inc.com</a></td>
<td></td>
</tr>
<tr>
<td>Address: 4009 Hawthorn Drive</td>
<td></td>
</tr>
<tr>
<td>City: Itasca State: IL Zip: 60143</td>
<td></td>
</tr>
<tr>
<td>Phone: 949-542-7097 Fax: 800-875-1101</td>
<td></td>
</tr>
</tbody>
</table>

#### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Animal Services</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Amanda Talsma Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
<td></td>
</tr>
<tr>
<td>Address: 120 N. County Farm Road Room:</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-2800 Fax: 630-407-2801</td>
<td></td>
</tr>
</tbody>
</table>

#### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Integrated Document Technologies</th>
<th>Vendor #: 11487</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Email:</td>
<td></td>
</tr>
<tr>
<td>Address: PO Box 482 State: IL Zip: 60143</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-875-1100 Fax: 630-875-1101</td>
<td></td>
</tr>
</tbody>
</table>

#### Ship To:

<table>
<thead>
<tr>
<th>Dept: Animal Services</th>
<th>Division:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Amanda Talsma Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
<td></td>
</tr>
<tr>
<td>Address: 120 N. County Farm Road Room:</td>
<td></td>
</tr>
<tr>
<td>City: Wheaton State: IL Zip: 60187</td>
<td></td>
</tr>
<tr>
<td>Phone: 630-407-2800 Fax: 630-407-2801</td>
<td></td>
</tr>
</tbody>
</table>

#### Payment Terms

<table>
<thead>
<tr>
<th>F.O.B.</th>
<th>PO 20 Delivery Date</th>
<th>Requisitioner</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Use for</th>
<th>Contract Administrator</th>
<th>Contract Start Date</th>
<th>Contract End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO25 only</td>
<td>Amanda Talsma</td>
<td>Aug 21, 2018</td>
<td>Aug 20, 2019</td>
</tr>
</tbody>
</table>

#### LN Qty UOM Item Detail (Product #) Description FY Dept # Acctg Unit Acct # Sub-Accts and/or Activity # Unit Price Extension

| 1 | 1 | EA | Scanning & Indexing - Backlogged Certificates @ $0.065 each | 18 & 19 | 1100 | 1300 | 53090 | | 9,600.00 | 9,600 |
| 2 | 1 | EA | Scanning & Indexing - Monthly Certificates @ $0.09 each | 18 & 19 | 1100 | 1300 | 53090 | | 9,450.00 | 9,450 |

#### Requisition Total

$19,050

### 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):
# Document Conversion Services Proposal for Animal Control Vaccination Forms

Integrated Document Technologies  
1009 Hawthorn Drive  
Itasca, IL 60143  
Phone: (945) 542-7607  
Fax: (630) 875-1101  
DuPage County - Animal Control  
Laura Flamin  
630-407-2086

Prepared by: Jim Hartigan Sr. Project/Engagement Manager  
7/19/18

<table>
<thead>
<tr>
<th>QTY</th>
<th>Description</th>
<th>Cost</th>
<th>Extended Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Paper File Digital Conversion Job Setup: includes capture software profile build, indexing verification setup, sample output &amp; testing. IDT will waive all setup fees for Animal Control since DuPage County is an existing IDT client.</td>
<td>$2,500</td>
<td>Waived</td>
</tr>
<tr>
<td></td>
<td><strong>Backfile &amp; Day-Forward Document Conversion Services for Animal Control Vaccination Forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Image Count</strong></td>
<td><strong>Backfile Conversion (One-time Cost)- April 2017 through July 2018</strong></td>
<td><strong>Per Image Price</strong></td>
</tr>
<tr>
<td>140,000</td>
<td>Back-file Digital Conversion of approximately 140,000 single-sided vaccination paper documents. Digital images will be directly uploaded into Animal Control’s existing OnBase application used for document management.</td>
<td>$0.09</td>
<td>$12,600.00</td>
</tr>
<tr>
<td>120,000</td>
<td>Back-File Per Image Discount, only to be applied if DuPage County utilizes IDT for day forward scanning (minimum 24 mo.) - See Pricing Below for details.</td>
<td>-$0.025</td>
<td>-$3,000.00</td>
</tr>
<tr>
<td></td>
<td>TOTAL Estimated Cost (Including Above Discount):</td>
<td>$0.065</td>
<td>$9,600.00</td>
</tr>
<tr>
<td></td>
<td><strong>Image Count</strong></td>
<td><strong>Day-Forward Conversion (Ongoing Cost)- Beginning Approximately Aug 1st 2018</strong></td>
<td><strong>Per Image Price</strong></td>
</tr>
<tr>
<td>8,750</td>
<td>Day-forward, On-going Digital Conversion of approximately 8,750 single-sided vaccination paper documents per month. Digital Images will be directly uploaded into Animal Control’s existing OnBase application used for document management.</td>
<td>$0.09</td>
<td>$787.50</td>
</tr>
<tr>
<td></td>
<td>TOTAL Estimated Monthly Cost:</td>
<td>$0.050</td>
<td>$787.50</td>
</tr>
</tbody>
</table>

## Services Summary

IDT’s turn-key proposal includes all the necessary transportation, physical labor, facilities, temporary secure document storage, scanning equipment, transformation capture software & connectivity to DuPage County’s existing OnBase System. Since IDT currently supports DuPage County’s OnBase system, all connectivity support and problem resolution is included. IDT provides turn-key document conversion services including pickup & return of file boxes, document preparation, scanning, QA, image optimization, indexing and direct document export into Animal Control’s existing OnBase system. IDT personnel will re-box documents and return to DuPage County when finished. Document destruction services are available upon request.

### IDT Key Benefits
- Current OnBase Provider and has extensive knowledge of Animal Control’s current business processes related to document management.
- Can provide direct export into OnBase.
- IDT is local, Illinois based company with a small business classification. All services will be performed locally in our Itasca Office.
- Provide daily exports of digitized documents to OnBase using IDT’s proprietary send to OnBase functionality.
- Provide daily updates for volumes processed.
- Locate and provide certificate requests

### Services Detail

- **Document Transportation:** IDT will pick-up and drop off documents that will be converted at IDT’s facility in Itasca, IL.
- **Document Preparation/Boxing:** IDT will prepare all paper for scanning by removing staples, paper and binder clips. IDT will properly orient paper and will repair torn and dog-eared pages. IDT will remove documents from boxes in the order from front to back. After scanning, IDT will return documents to original boxes in the same order they were removed. Boxes will then be returned to the Animal Control Department upon completion.
- **Document Scanning:** IDT will scan all document using high speed, production scanners optimized for image quality output. All images will be produced at 300 dpi to maximize OCR recognition.
- **Image Enhancement:** IDT will utilize our in-house DCSU software technology to perform image clean-up and image enhancement to minimize artifacts and maximize the clarity and readability of image.
- **Visual Image Quality Control:** IDT will perform a visual review of scanned image quality to ensure proper image orientation, proper contrast, clarity and readability.
- **Document Indexing:** IDT will use a combination of OCR or manual keying to index each document/certificate using our in-house DCSU Capture software. This project is scoped to include a maximum of 6 index field values for each document/certificate. IDT’s staff will key, OCR or default value the following fields: Tag #, Vet Name, Owner Name, Address, Pet Name & Expiration Date.
- **Daily Image Export:** IDT will provide a process to securely upload the digital images and associated meta-data on a daily basis into the Animal Control’s OnBase application. IDT will utilize the “send-to-OnBase” functionality to do Daily exports and ensure DuPage County has the quickest possible access to recently imaged documents in OnBase.
General Assumptions
This proposal is based on the following assumptions and from information provided to IDT by DuPage County Animal Control personnel. Should any assumptions be incorrect please notify IDT immediately so it may impact the accuracy of this proposal.

All document conversion services will be performed at IDT’s facility in Itasca, IL during standard business hours Mon – Fri 8am-5pm CT.

Document Page Count Volume (Backfile): IDT’s pricing is based on the estimated number of vaccination certificates from April 2017 through July 2018 that DuPage County provided us during our discovery process. Please note that IDT’s pricing is an estimate and invoicing will be based on the actual number of documents received and digitized.

Document Page Count Volume (Day Forward): IDT’s pricing is based on Animal Control’s average annual volume of vaccination certificates divided equally across 12 months. Please note that IDT’s pricing is an average monthly estimate and monthly invoicing will vary based on the actual number of documents received and digitized monthly.

IDT will not maintain any copies of the digitized vaccination certificates. All paper certificates will be returned to DuPage County in their original boxes upon completion. IDT will not destroy any documents.

The cost to transport vaccination certificates to and from IDT is included in this quote. IDT will pickup and return boxes upon completion. All boxes while in the possession of IDT, will be maintained in a secure locked room environment. Document pulls can be arranged if required prior to uploads into OnBase. This process would need to be worked out as required.

Estimated Cost Summary:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Back-file Document Conversion Cost</td>
<td>$9,000.00</td>
</tr>
<tr>
<td>Day Forward Document Monthly Conversion Cost</td>
<td>$787.50</td>
</tr>
</tbody>
</table>

This proposal expires on August 31, 2018.

Backlog Pricing: Pricing does not include any applicable sales tax. IDT will invoice Animal Control on a semi-monthly basis (15th & 30th) for actual vaccination certificates completed. All invoices are due net 30 days terms. Please note invoices will be based on actual number of certificates digitized and may vary from estimates provided prior to project start.

Day Forward Pricing: Pricing does not include any applicable sales tax. IDT will invoice Animal Control on a monthly basis for actual vaccination certificates completed in the prior month. All invoices are due net 30 day terms. Please note invoices will be based on actual number of certificates digitized and may vary from monthly estimates provided prior to project start.

DePage County Animal Control  

Date
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County's Contractual Obligation.

Date: August 1, 2018

Bid/Contract/PO #:

Company Name: Imaging Systems, Inc. D/B/A. Integrated Document Technologies

Company Contact: Donna Taconi

Contact Phone: 630-875-1100 Ext. 317

Contact Email: donna.taconi@idt-inc.com

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

<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.

Authorized Signature

________________________

Printed Name: Donna Taconi

Title: Accounting Assistant

Date: August 1, 2018

Signature on File

Attach additional sheets if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Integrated Document Technologies (IDT)  Vendor #: 11487  Contact: Amanda Talsma

Contract Term: 8/21/2018 - 8/20/2019  Contract Total: $19,050.00  Assigned Committee: Animal Services

Description of Procurement/Scope of Work/Background: Integrated Document Technologies (IDT) is the provider of OnBase and has the most efficient and cost effective solution for outsourcing of the document transportation, prep, scanning, image enhancing, visual image quality control, and daily image export of the Animal Services backlogged and ongoing monthly certificates. The setup fee of $2,500.00 has been waived and a discount of $3,000.00 applied to the backlogged certificates as AS is a current customer.

Reason for Procurement: Due to staff and volunteer shortage Animal Services (AS) has approximately 140,000 backlogged and future rabies certificates that need to be scanned and indexed into the OnBase system.

FUNDING SOURCE
☐ Procurement budgeted for (FY and budget code(s)): FY 2018 & 2019, 1100-1300-53090, 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(S) (attach Sole Source Justification form)
☐ PER 55 ILLS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  ☐ Public Utility
☐ PER 55 ILLS 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 ILLS 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  Date  Recommended for Approval  Date  IT Approval, if required  Date

REVIEWED BY (Initials Only)

Buyer  Date  Procurement Officer  Date

Chief Financial Officer (Decision Memos Over $25,000)  Date  Chairman's Office (Decision Memos Over $25,000)  Date
**Requisition under 25k dollars**

**2018-200**

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

Packet Pg. 13
# 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 TOTAL AMOUNT</th>
<th>CONTRACT TERM</th>
<th>REQUESTING DEPT.</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 7, 2018</td>
<td>$8,140.00</td>
<td>8/21/18 - 8/20/19</td>
<td>ANIMAL SERVICES COMMITTEE</td>
</tr>
</tbody>
</table>

## SOLICITATION METHOD FOR SOURCE SELECTION

- Amanda Talsma: Completed 08/07/2018 12:50 PM
- Kathy Ostrowski: Completed 08/08/2018 12:48 PM
- James McGuire: Completed 08/09/2018 10:51 AM
- Paul Rafac: Completed 08/09/2018 5:57 PM
- Kathy Ostrowski: Completed 08/13/2018 9:09 AM
- Animal Services Committee: Completed 08/21/2018 10:30 AM
## Purchase Requisition

**Procurement Services Division**

**Date:** Aug 3, 2018

**MinuteTraq (IQM2) ID #:** 13216

**Department Req #:**

**RFP, Bid or Quote #:** 18-156

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Noah’s Animal Hospital of Wheaton, LLC</th>
<th>Vendor #:</th>
<th>28620</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Dr. Melanie Murphy Email: <a href="mailto:melanie.murphy@noahshospitals.com">melanie.murphy@noahshospitals.com</a></td>
<td>Address: 414 S. Main St.</td>
<td>State: IL Zip: 60187-5235</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>Phone: 630-665-8700</td>
<td>Fax: 630-665-8710</td>
</tr>
</tbody>
</table>

### Send Invoices To:

<table>
<thead>
<tr>
<th>Dept: Animal Services Division:</th>
<th>Attn: Amanda Talsma Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 120 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-2800</td>
<td>Fax: 630-407-2801</td>
</tr>
</tbody>
</table>

### Send Payments To:

<table>
<thead>
<tr>
<th>Dept: Animal Services Division:</th>
<th>Attn: Accounts Receivable Email: <a href="mailto:info@animalhospitalwheaton.com">info@animalhospitalwheaton.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 414 S. Main St.</td>
<td>State: IL Zip: 60187-5235</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>Phone: 630-665-8700</td>
</tr>
<tr>
<td>Phone: 630-665-8700</td>
<td>Fax: 630-665-8710</td>
</tr>
</tbody>
</table>

### Ship To:

<table>
<thead>
<tr>
<th>Dept: Animal Services Division:</th>
<th>Attn: Dr. Barbara Hanek Email: <a href="mailto:barbara.hanek@dupageco.org">barbara.hanek@dupageco.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 120 N. County Farm Road</td>
<td>Room:</td>
</tr>
<tr>
<td>City: Wheaton</td>
<td>State: IL Zip: 60187</td>
</tr>
<tr>
<td>Phone: 630-407-2800</td>
<td>Fax: 630-407-2801</td>
</tr>
</tbody>
</table>

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>EA</td>
<td>Surgeries/Other Medical Back Up Veterinary Services</td>
<td>18 &amp; 19</td>
<td>2018</td>
<td>1100</td>
<td>1300</td>
<td>53090</td>
<td>$8,140.00</td>
<td>$8,140.00</td>
<td></td>
</tr>
</tbody>
</table>

**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):

---

**Requisition Total** $8,140.00

---

Packet Pg. 15
<table>
<thead>
<tr>
<th>SERVICE DESCRIPTION</th>
<th>ESTIMATED USAGE</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dental</td>
<td>17</td>
<td>$100.00</td>
<td>$1,700.00</td>
<td>$150.00</td>
<td>$2,550.00</td>
<td>$105.00</td>
<td>$1,785.00</td>
</tr>
<tr>
<td>Dental with Extraction</td>
<td>11</td>
<td>$160.00</td>
<td>$1,760.00</td>
<td>$200.00</td>
<td>$2,200.00</td>
<td>$125.00</td>
<td>$1,375.00</td>
</tr>
<tr>
<td>Spay Feline</td>
<td>5</td>
<td>$40.00</td>
<td>$200.00</td>
<td>$75.00</td>
<td>$375.00</td>
<td>$130.00</td>
<td>$650.00</td>
</tr>
<tr>
<td>Neuter Feline</td>
<td>6</td>
<td>$30.00</td>
<td>$180.00</td>
<td>$25.00</td>
<td>$150.00</td>
<td>$75.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Spay Canine</td>
<td>15</td>
<td>$60.00</td>
<td>$900.00</td>
<td>$90.00</td>
<td>$1,350.00</td>
<td>$150.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>Neuter Canine</td>
<td>10</td>
<td>$60.00</td>
<td>$600.00</td>
<td>$75.00</td>
<td>$750.00</td>
<td>$90.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>X-Ray</td>
<td>9</td>
<td>$100.00</td>
<td>$900.00</td>
<td>$100.00</td>
<td>$900.00</td>
<td>$90.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>X-Ray with Sedation</td>
<td>2</td>
<td>$150.00</td>
<td>$300.00</td>
<td>$140.00</td>
<td>$280.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Mass Removal</td>
<td>6</td>
<td>$200.00</td>
<td>$1,200.00</td>
<td>$100.00</td>
<td>$600.00</td>
<td>$170.00</td>
<td>$1,020.00</td>
</tr>
<tr>
<td>Ultrasound</td>
<td>2</td>
<td>-</td>
<td>-</td>
<td>$150.00</td>
<td>$300.00</td>
<td>$150.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Cryptorchid Neuter</td>
<td>2</td>
<td>$150.00</td>
<td>$300.00</td>
<td>$100.00</td>
<td>$200.00</td>
<td>$130.00</td>
<td>$260.00</td>
</tr>
<tr>
<td>Emergency Exams Critical Care</td>
<td>2</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$40.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Total Quotation</td>
<td></td>
<td>$8,140.00</td>
<td></td>
<td>$9,705.00</td>
<td></td>
<td>$10,180.00</td>
<td></td>
</tr>
<tr>
<td>Other Surgery Rate per Hour</td>
<td></td>
<td>$175.00</td>
<td></td>
<td>$200.00</td>
<td></td>
<td>$140.00</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
Noah's Animal Hospital did not quote all items

Invitations Sent: 10
Total Quote Responses Received: 3
Request for Quotations: JEM
COUNTY OF DU PAGE, ILLINOIS

TOTAL QUOTATION & SIGNATURE PAGE

#18-156-JM BACK-UP VETERINARY SERVICES

TOTAL QUOTATION: $8140.00
(in figures)

Eight Thousand One Hundred Forty Dollars and NO Cents
(written words)

Signature on File

X ____________________________ Hospital Drich
(Signature and Title)

8/1/18
(Date)

QUOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

<table>
<thead>
<tr>
<th>Full Business Name of Bidder</th>
<th>Noah's Animal Hospital at Wheaton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>444 South Main Street</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Wheaton, IL 60187</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>630 665 8700</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:info@animalhospital.net.com">info@animalhospital.net.com</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td>630 665 8710</td>
</tr>
<tr>
<td>Bid Contact Person</td>
<td>De Mariano, Murray Bus</td>
</tr>
<tr>
<td>DESCRIPTION</td>
<td>ESTIMATED USAGE (A) (Based on previous year)</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>DENTAL</td>
<td>17</td>
</tr>
<tr>
<td>DENTAL with EXTRACTION</td>
<td>11</td>
</tr>
<tr>
<td>SPAY FELINE</td>
<td>5</td>
</tr>
<tr>
<td>NEUTER FELINE</td>
<td>6</td>
</tr>
<tr>
<td>SPAY CANINE</td>
<td>15</td>
</tr>
<tr>
<td>NEUTER CANINE</td>
<td>10</td>
</tr>
<tr>
<td>X-RAY</td>
<td>9</td>
</tr>
<tr>
<td>X-RAY with SEDATION</td>
<td>2</td>
</tr>
<tr>
<td>MASS REMOVAL</td>
<td>6</td>
</tr>
<tr>
<td>ULTRASOUND</td>
<td>2</td>
</tr>
<tr>
<td>CRYPTORCHID NEUTER</td>
<td>2</td>
</tr>
<tr>
<td>EMERGENCY EXAMS / CRITICAL CARE</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL QUOTATION</strong></td>
<td></td>
</tr>
</tbody>
</table>

OTHER SURGERY (RATE per HOUR) $175.00

THE COUNTY OF DU PAGE - QUOTE #18-156-JM
BACK-UP VETERINARY SERVICES
Page 2 of 3
(630) 665-8700
NOAH'S ANIMAL HOSPITAL AT WHEATON
Urgent & Emergency Care

HOURS OF OPERATION:
The Veterinary Experts
Monday  8am to 5pm
Tuesday  8am to 5pm
Wednesday Noon to 8pm
Thursday 8am to 8pm
Friday  8am to 7pm
Saturday 8am to Noon
Sunday  CLOSED

For after-hours emergency care, please contact Emergency Veterinary Services at
(630) 960-2900
Required Vendor Ethics Disclosure Statement

Failure to complete and return this form may result in delay or cancellation of the County’s Contractual Obligation.

Company Name: Noah's Animal Hospital & Vet

Contact Phone: 630 665 8700

Company Contact: Dr. Melanie Murphy B.V.S.C.

Contact Email: Melanie.Murphy@noahshospital.com

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>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</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

<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>
<tbody>
<tr>
<td>Tom Dock</td>
<td>317 281 5658</td>
<td><a href="mailto:Tom.Dock@noahshospital.com">Tom.Dock@noahshospital.com</a></td>
</tr>
<tr>
<td>Kathleen R Michael Thomas</td>
<td>317 401 3710</td>
<td><a href="mailto:mthomas@noahshospital.com">mthomas@noahshospital.com</a></td>
</tr>
<tr>
<td>Denise Katz</td>
<td>317 399 0021</td>
<td><a href="mailto:Denise.Katz@noahshospital.com">Denise.Katz@noahshospital.com</a></td>
</tr>
</tbody>
</table>

A contract 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.

Authorized Signature

Signature on file

Printed Name
Dr. Melanie Murphy B.V.S.C.

Title
Hospital Director

Date
01/1/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page / of / (total number of pages)
## Procurement Review Checklist

**Procurement Services Division**

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

**Vendor:** Noah's Animal Hospital of Wheaton, LLC  
**Vendor #:** 28620  
**Contract Term:** 8/21/18 - 8/20/19  
**Contract Total:** $8,140.00  
**Dept:** Animal Services  
**Contact:** Amanda Talsma  
**Phone:** x2819  
**Assigned Committee:** Animal Services

### Description of Procurement/Scope of Work/Background
Back up veterinary services for Animal Services.

### Reason for Procurement
Due to the busy nature of the shelter along with the bandwidth of current staff, animals occasionally need to be sent off site for surgeries/other medical services.

### FUNDING SOURCE
- Procurement budgeted for (FY and budget code(s)): FY 2018 & 2019, 1100-1300-53090, Process Lev 120

### DECISION MEMO NOT REQUIRED
- LOWEST RESPONSIBLE QUOTE # or BID # 18-156-JM
- RENEWAL, Enter Bid # _____________
-SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00
- PER SS 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 (30ILCS25)
- 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)

<table>
<thead>
<tr>
<th>Prepared By</th>
<th>Date</th>
<th>Recommended for Approval</th>
<th>Date</th>
<th>IT Approval, if required</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMT</td>
<td>8/7/18</td>
<td>9/18</td>
<td>8/7/18</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### REVIEWED BY (Initials Only)

<table>
<thead>
<tr>
<th>Buyer</th>
<th>Date</th>
<th>Procurement Officer</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8/8/18</td>
<td>8-9-18</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chief Financial Officer</th>
<th>Date</th>
<th>Chairman's Office</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Decision Memos Over $25,000)</td>
<td></td>
<td>(Decision Memos Over $25,000)</td>
<td></td>
</tr>
</tbody>
</table>