DU PAGE COUNTY
ANIMAL CARE AND CONTROL COMMITTEE
FINAL AGENDA

April 3, 2018  Regular Meeting  10:30 AM

ROOM 3500B
421 NORTH COUNTY FARM ROAD
WHEATON, IL  60187

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS
5. MINUTES APPROVAL
   A. Animal Care and Control Committee - Regular Meeting - Tuesday March 20th, 2018
6. PROCUREMENT REQUISITIONS
   A. Recommendation for the approval of a contract purchase order to Datamars, Inc., to provide PetLink microchips, scanners, and chip registration for Animal Care & Control for the period May 1, 2018 through October 31, 2019 (18 months) with two options to renew, for a contract total not to exceed $13,750.00, per lowest responsible bid # 18-043-JM.

   B. Recommendation for the approval of a purchase order to Dr. Von Waldau to provide mobile veterinary services using Animal Care & Control's new spay/neuter van for the period of June 1, 2018 to May 30 2019, for a contract total amount not to exceed $24,000.00. Other Professional Services 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).

7. OTHER ACTION ITEMS
   A. Authorization for Overnight Travel -- Animal Caretaker Travel to Travel to Attend Conference in Bloomington, IL from June 3, 2018 - June 6, 2018. Expenses to include registration, mileage, tolls, lodging, and per diem for the estimated maximum total of $821.70.

   B. Authorization for Overnight Travel -- Senior Intake/Adoption & Client Services Coordinator Travel to Travel to Attend Conference in Bloomington, IL from June 3, 2018 - June 6, 2018. Expenses to include registration, mileage, tolls, lodging, and per diem for the estimated maximum total of $811.00.
8. ADMINISTRATIVE UPDATE
9. OLD BUSINESS
10. NEW BUSINESS
11. ADJOURNMENT
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, Puchalski, Wiley
ABSENT: 

3. PUBLIC COMMENT

No Public Comment

4. CHAIRMAN'S REMARKS

No Chairman Remarks

5. MINUTES APPROVAL

A. Animal Care and Control Committee - Regular Meeting - Feb 20, 2018 10:30 AM

Minutes were accepted as amended to indicate on the vote items that Member Eckhoff arrived after the votes took place.

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

6. PROCUREMENT REQUISITIONS

A. Recommendation for the approval of a purchase order to Rosehaven Exotic Animal Veterinary Service, to provide exotic animal veterinary services including but not limited to phone consultations, exams, surgeries, and timothy hay for the period of April 1, 2018 to October 31, 2019 for a contract total amount not to exceed $12,275.00, Other Professional Services.
RESULT: APPROVED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

B. Recommendation for the approval of a contract purchase order to Nicor Gas for natural gas utility service for the DuPage Animal Care & Control, for the period October 1, 2017 through September 30, 2018 for a contract total not to exceed $18,000.00, Public Utility.

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

7. OTHER ACTION ITEMS

A. Authorization for Overnight Travel -- Volunteer/Rescue/Foster Coordinator to attend conference in Austin, TX from February 9, 2018 - February 13, 2018. Expenses to include registration, transportation, miscellaneous expenses, and per diem for an updated approximate total of $1,367.68.

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

8. ADMINISTRATIVE UPDATE

Laura Flamion, Operations Manager, and Dr. Barbara Hanek, Administrator Veterinarian, informed the Committee that the new Animal Control Officer (ACO), Jason Pounds, started full time on Monday. This brings the shelter up to full staff for the first time in over 2 years. Dr. Hanek also discussed recent training attended by the ACO staff and herself at Willowbrook Wildlife Center. Animal Care & Control receives many calls regarding wildlife and staff are working on proactive communications for the public including tips on what to do and who to contact.

Ms. Flamion let the Committee know that the department is up to date on processing the Rabies Certificate remittances received from area Veterinarians. Due to short staffing, the shelter had fallen behind in remittances. Animal Care & Control has been working with both internal staff and with the Auditor Department to determine best practices and establish essential controls going forward.
Dr. Hanek updated the Committee on the new spay/neuter vehicle. It has been ordered and she is working with the manufacturer on the external wrap design. Animal Care & Control also continues to work with Animal Arts and the County's Architects on the new Phase II shelter design.

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
No New Business

11. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 10:40am.
Requisition under 25k dollars
# PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<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>March 15, 2018</td>
<td>$13,750.00</td>
<td>MARY 1, 2018 THROUGH OCTOBER 31, 2019</td>
<td>ANIMAL CARE AND CONTROL 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>03/15/2018 1:51 PM</td>
</tr>
<tr>
<td>Barbara Hanek</td>
<td>Completed</td>
<td>03/15/2018 9:40 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>03/20/2018 10:56 AM</td>
</tr>
<tr>
<td>James McGuire</td>
<td>Completed</td>
<td>03/21/2018 2:14 PM</td>
</tr>
<tr>
<td>Paul Rafac</td>
<td>Completed</td>
<td>03/21/2018 3:41 PM</td>
</tr>
<tr>
<td>Kathy Ostrowski</td>
<td>Completed</td>
<td>03/28/2018 8:52 AM</td>
</tr>
<tr>
<td>Animal Care and Control Committee</td>
<td>Pending</td>
<td>04/03/2018 10:30 AM</td>
</tr>
</tbody>
</table>
# Purchase Requisition

**Procurement Services Division**

## Send Purchase Order To:
- **Vendor**: Datamars, Inc.
- **Vendor #:**
- **Attn**: Alexandria Pudney  
  **Email**: alexandria.pudney@datamars.com
- **Address**: 250 West Cummings Park  
  **City**: Woburn  
  **State**: IL  
  **Zip**: 01801
- **Phone**: (781) 281-2216  
  **Fax**:

## Send Invoices To:
- **Vendor**: Datamars, Inc.
- **Vendor #:**
- **Attn**: Amanda Talsma  
  **Email**: amanda.talsma@dupageco.org
- **Address**: 120 N. County Farm Road  
  **City**: Wheaton  
  **State**: IL  
  **Zip**: 60187
- **Phone**: 630-407-2800  
  **Fax**: 630-407-2801

## Send Payments To:
- **Vendor**: Datamars, Inc.
- **Vendor #:**
- **Attn**: Rachel Wilson  
  **Email**: Rachel.Wilson@dupageco.org
- **Address**: 110 Industrial Blvd  
  **City**: Temple  
  **State**: TX  
  **Zip**: 76504
- **Phone**: (781) 281-2216  
  **Fax**: (781) 300-7330

## Shipment To:
- **Vendor**: Datamars, Inc.
- **Vendor #:**
- **Attn**: Amanda Talsma  
  **Email**: amanda.talsma@dupageco.org
- **Address**: 120 N. County Farm Road  
  **City**: Wheaton  
  **State**: IL  
  **Zip**: 60187
- **Phone**: 630-407-2800  
  **Fax**: 630-407-2801

## Payment Terms
- **PER 50, ILCS 505/1**
- **F.O.B.**
- **PO 20 Delivery Date**:
- **Requisitioner**:
- **Use for PO25 only**: Contract Administrator  
  **Amanda Talsma**

## Table

<table>
<thead>
<tr>
<th>LN</th>
<th>Qty</th>
<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acctg Unit</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
<th>Unit Price</th>
<th>Extension</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>2500</td>
<td>EA</td>
<td>PetLink Slim 14 gauge with lifetime registration enrollment &amp; complimentary first year of unlimited updates</td>
<td>18 &amp; 19</td>
<td>1100</td>
<td>1300</td>
<td>52320</td>
<td>5.50</td>
<td>13,750.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Requisition Total**: $13,750.00

**Header Comments**: These comments will appear on the PO20 and PO25 Purchase Order.

Compact MAX Universal Scanners provided at no cost. Bluetooth universal scanners to be purchased as needed for shelter software integration as N/E.

**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.
COUNTY OF DU PAGE, ILLINOIS
PROCUREMENT SERVICES DIVISION
QUOTE TABULATION

QUOTATION #18-043-JM
MICROCHIPS, SCANNERS & CHIP REGISTRATION
QUOTE DUE DATE: 2/22/18

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>QUOTE SUMMITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATAMARS, INC. PETLINK</td>
<td>$ 13,750.00</td>
</tr>
<tr>
<td>AVID IDENTIFICATIONS SYSTEMS, INC.</td>
<td>$ 25,594.00</td>
</tr>
<tr>
<td>INTERVET, INC. dba MERCK ANIMAL HEALTH</td>
<td>$ 26,925.00</td>
</tr>
<tr>
<td>HOME AGAIN</td>
<td></td>
</tr>
</tbody>
</table>

INVITATIONS SENT: 10  TOTAL QUOTES RECEIVED: 3

Joan McAvoy
DuPage County Buyer
X6181
# QUOTATION #18-043-JM

MICROCHIPS, SCANNERS & CHIP REGISTRATION

QUOTATION DUE DATE: 2/22/18

<table>
<thead>
<tr>
<th>COMPANY NAME</th>
<th>MICROCHIP COST (each) (Qty 2500)</th>
<th>REGISTRATION COST (each) (Qty 2500)</th>
<th>SCANNER COST (each) (Qty 6)</th>
<th>QUOTE SUMMITAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATAMARS, INC. PETLINK</td>
<td>$ 5.50 ea ($ 13,750 total)</td>
<td>Included w/chip</td>
<td>Included w/chip</td>
<td>$ 13,750.00</td>
</tr>
<tr>
<td>AVID IDENTIFICATIONS SYSTEMS, INC.</td>
<td>$ 4.89 ea ($ 12,225 total)</td>
<td>$ 4.75 ea ($ 11,875 total)</td>
<td>$ 249.00 ea ($ 1,495 total)</td>
<td>$ 25,594.00</td>
</tr>
<tr>
<td>INTERVET, INC. dba MERCK ANIMAL HEALTH HOME AGAIN</td>
<td>$ 9.99 ea ($ 12,225 total)</td>
<td>Included w/chip</td>
<td>$ 325.00 ea ($ 12,225 total)</td>
<td>$ 26,925.00</td>
</tr>
</tbody>
</table>

INVITATIONS SENT: 10  TOTAL QUOTES RECEIVED: 3

Joan McAvoy
DuPage County Buyer
X6181
#18-043-JM QUOTE PRICING

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ITEM DETAIL (PRODUCT #)</th>
<th>ESTIMATED 18 MONTH QTY (A)</th>
<th>UNIT PRICE (B)</th>
<th>EXTENDED COST (A x B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microchip</td>
<td>PetLink Slim 14 gauge with Lifetime enrollment &amp; Complimentary First Year of unlimited updates. Chameleon Software Integration included</td>
<td>2500</td>
<td>$ 5.50</td>
<td>$ 13,750</td>
</tr>
<tr>
<td>Registration</td>
<td>Included in Microchip pricing</td>
<td>2500</td>
<td>N/A</td>
<td>0.00</td>
</tr>
<tr>
<td>Scanner</td>
<td>COMPACT MAX Universal Scanner</td>
<td>6</td>
<td>$ 0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**TOTAL QUOTATION:** $ 13,750

TOTAL QUOTATION: $ 13,750

Thirteen thousand seven hundred fifty Dollars and 0 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>Datamars Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Business Address</td>
<td>250 West Cummings Park</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td>Woburn, MA 01801</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>(781) 281-2216</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:tendersus@datamars.com">tendersus@datamars.com</a></td>
</tr>
<tr>
<td>Fax Number</td>
<td>(781) 300-7330</td>
</tr>
<tr>
<td>Bid Contact Person</td>
<td>Text</td>
</tr>
</tbody>
</table>
2018 Microchip Contract
Updated: 2/8/18

1. What shelter or content management databases does your product interface with?
   PetLink’s recovery database interfaces with several management systems, including Animal Shelter Manager, Chameleon, Rescue Connection/Shelter Track, Rescue Groups, Shelter Pro.

2. Do you offer a buy-out or subsidy program to cover the cost of replacing an agency’s existing inventory of other manufacturer’s microchip scanners with your brand of scanner?
   ☑ Yes ☐ No

3. What is the frequency of your microchips?
   PetLink Slim operates at the 134.2 kHz frequency and can be read by all universal microchip scanners, or by scanners that are specifically tuned to read at 134.2 kHz. Industry standard, universal scanners

4. What frequencies do your scanners read?
   PetLink scanners are universal. They read 125 kHz, 128 kHz and 134.2 kHz.

5. Do you participate in the AAHA online pet microchip lookup tool? ☑ Yes ☐ No

6. What are the different options available for a finder to look up a microchip?
   PetLink offers a shelter web portal, live call center 24/7, and AAHA and Petmaxx (www.petmaxx.com) affiliation.

7. Is your call center staffed 24/7 to accept calls regarding lost/found pets? ☑ Yes ☐ No
   → If no, please list your hours.

8. What is your average call center wait time?
   Our average wait time is twenty-three seconds, however, with our Linkd4Life program, your shelter will be assigned a unique PIN allowing you to be connected immediately with a live agent.

9. Do you provide implant facility information to callers with a found pet? ☑ Yes ☐ No

10. Is the registration included with the microchip purchase? ☑ Yes ☐ No
    → If no, is the fee an annual or lifetime or other (if other, please explain)?
11. What are the different options available for an owner to view or update their registration? Owners may visit our website (www.petlink.net) or call our support line, 1-877-PETLINK (1-877-738-5465)

→ Are the options for shelters different? ☑ Yes ☐ No
   If yes, please provide detail.
   In addition, shelters may call our corporate office during business hours, M-F 8AM-5PM EST.

12. Do you charge a fee to update owner information once a microchip is registered?

   ☑ Yes ☐ No

→ If yes, what is the fee?

   Your customers will receive a complimentary first year to our lifetime registration services, which includes unlimited updates or changes to their profile. A one-time service fee of $9.99 is

13. Do owners have an option to flag their account if their pet is lost? ☑ Yes ☐ No

→ If yes, please provide detail.

   Owners can either notify our call center or file an online lost pet report. Our website offers four different lost pet posters, a lost pet section and multiple social media integrations.

14. Does your microchip registry have the capability to generate lost/found flyers directly or to communicate with other third party online lost/found animals services?

   ☑ Yes ☐ No

→ If yes, please provide detail.

   Our website offers four different lost pet posters, a lost pet section where owners can post their lost pet's information, and Facebook, Twitter, LinkedIn, Google+, Tumblr and Pinterest social media integrations.

15. What else should we know about your products and services not addressed above? Please see attached product brochures.
Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Datamars, Inc.  Vendor #:  Contact: Amanda Talsma
Dept: Animal Care & Control  Phone: x8219

Description of Procurement/Scope of Work/Background:
For PetLink microchips, scanners, and chip registration with Datamars and participation in the LinkdFurLife program for Animal Welfare organizations. Microchipping and registration offer the only truly permanent method of identifying pets. The Humane Society of the United States a study involving thousands of animals that showed a 250% increase in reuniting microchipped and registered dogs with their families. The increase for microchipped cats was 20%.

Reason for Procurement:
To ensure every dog, cat, and rabbit leaving our facility is microchipped.

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

DECISION MEMO NOT REQUIRED
☑ LOWEST RESPONSIBLE QUOTE # or BID # 18-043-JM
☐ 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 # ___________________________
☐ 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 3/5/18

Recommended for Approval Date IT Approval, if required Date

Buyer 3/30/18

Procurement Officer 3-21-18

Chief Financial Officer (Decision Memos Over $25,000) 3-21-18

Chairman's Office (Decision Memos Over $25,000)
Required Vendor Ethics Disclosure Statement

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

Bid/Contract/PO #: QUOTE #18-043-JM

Date: 2/22/18

Company Name: Datamars Inc.

Contact Phone: (781) 281-2216

Company Contact: Brian Zapach

Contact Email: tendersus@datamars.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>
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</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></td>
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</tbody>
</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

Signature on File

Printed Name: Brian Zapach

Title: President

Date: 2/22/18

Packet Pg. 15
REMEMBER
to register PetLink companion animal microchips at PetLink.net!

**PetLink™ Slim**
Companion Animal RFID Microchips

PetLink Slim gives pets a silent but effective voice. Unlike a collar with tag or tattoo, a microchip cannot be falsified, removed, torn or chewed off. Each is as small as a thin grain of rice, weighs a fraction of standard glass microchips and contains a permanent ID code that is unique to that animal.

PetLink Slim gives you a small needle gauge without compromising read distance. Unlike other microchips, PetLink Slim will meet all of your needs regardless of breed or life stage. From very young to very old, from pocket pets to horses – PetLink Slim is the perfect union of form and function. Our revolutionary, bio-compatible, polymer microchips come pre-loaded in sterile syringes ready for implantation and are designed for ease-of-use. The thin, 14 gauge needle allows for smooth, gentle implantation with minimal penetration force. Our special “No Return Click” syringe offers an added safety feature: it blocks the injector once depressed, stopping the microchip from being sucked back by the piston. Once implantation is complete, separate the needle for easy sharps disposal with your veterinary waste. The remainder of the syringe can be recycled.

**Datamars’ Mission**
At Datamars, we pioneered ISO standards for companion animal ID. We continue to work with animal professionals and pet health organizations globally, to improve the lives of pets and give them the best possible chance of being reunited with their families, if they are ever lost. Be sure to complete every pet’s electronic ID by registering his or her microchip in the PetLink database.

Attachment: Datamars - Product Info (12260 - Datamars, Inc - PetLink Microchips)
Recommended Implantation Sites

- **Canine and Feline:** The microchip should be implanted subcutaneously on the dorsal midline, just cranial to the shoulder blades or scapula.
- **Equine:** The microchip should be implanted within the nuchal ligament in its middle third, or at the halfway point between the ears and withers.
- **Other Species:** Microchips can also be implanted in primates, rabbits, birds, reptiles and other exotic animals. The microchip should be implanted on the animal's left side so that placement is consistent with other companion animal species.

For more information on recommended microchip implantation sites, visit the World Small Animal Veterinary Association at www.wsava.org.

Syringe Instructions

**Step 1.** Pull the cap straight off the special, ergonomic, 'No-Return Click' syringe, without twisting. The syringe is then ready for use, and you may proceed with microchip implantation.

**Step 2.** Once the microchip has been implanted, replace the cap on the needle. Twist the needle assembly clockwise to remove it from the body of the syringe.

**Step 3.** Dispose of the needle according to sharps disposal regulations for veterinary waste. The syringe body can be recycled or discarded.

**PetLink microchip scanners**

A scanner reads RFID microchips using low power, low frequency radio waves. The passive microchip transmits its unique, pre-programmed, unalterable code, facilitating rapid identification of each animal. The microchip can be read through any non-conductive material, like an animal's skin or a plastic carrier.

For more information about PetLink universal companion animal scanners, please contact your local sales representative.

**Technical Specifications**

**Dimensions**
- $0.43^\circ \pm 0.016^\circ \times 0.06^\circ \pm 0.001^\circ$
- $10.9 \pm 0.4 \times 1.6 \pm 0.05 \text{ mm}$

**Weight**
- 0.001 ounces or 0.05 grams

**Operating temperature**
- -13°F to +158°F or -25°C to +70°C

**Storage temperature**
- -40°F to +194°F or -40°C to +90°C

**Power Supply**
- Microchips are passive – they do not require batteries to operate

**Frequency**
- 134.2 kHz

**Memory**
- 64-bit (conforms to ISO 11784/5)

**Read distance (with universal scanner)**
- Up to 9.5 inches or 24.2 cm

**Microchip Casing**
- Bio-compatible polymer

**Syringe**
- 14 gauge stainless steel, sterile

Datamars is the global leader for high-performance RFID solutions for the animal, livestock and textile identification markets. Our expertise, track record of technological innovation and profound understanding of customers' needs have earned Datamars a reputation for unsurpassed quality and performance. Datamars employs more than 900 people with offices in Europe, Asia, and the Americas. Datamars is a private company, headquartered in Bedano, Switzerland.

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PetLink is a registered trademark of Datamars, Inc.
PetLink™ COMPACT MAX
Universal Scanner

Product description

COMPACT MAX: The best of Datamars reading technology packed in an extremely reduced form factor!

Thanks to its peripheral antenna, the COMPACT MAX features top of range reading distances in only 6.29" x 3.14" x 0.78" and 6 oz. The scanner can easily fit in any pocket and is able to read FDX-B (ISO), FDX-A/Fecava, Trovan and Avid encrypted microchips. Its basic protection against water also makes it the ideal scanner to use in any condition.

From puppies and kittens to seniors, COMPACT MAX delivers the identification you need. COMPACT MAX has great ergonomics and a very intuitive icon based, graphic interface which makes it the easiest reader to use on the market.

Highlights

• Best-in-class reading performances
• Extremely easy to use
• Slim and elegant design
• Pocket size, lightweight
• Long lasting, rechargeable lithium battery
• Bright color display
• Reads any companion animal microchip

Ideal for vet clinics, shelters, rescues and animal control agencies
Keys to Effective Scanning

- Hold the scanner close to, or touching the animal
- Scan slowly and repeatedly over the entire body to ensure whether or not a microchip is present
- Wave the scanner back and forth lightly while scanning, because microchips can be in various orientations within the animal
- Scan first in a horizontal, then a vertical "S" pattern down the animal's body, as shown in the diagram
- Consider scanning each animal more than once to ensure any present microchip can be localized by the scanner

Scanning & Implantation Sites

Microchips are most often implanted in animals as outlined in the diagrams below. When scanning dogs and cats, begin in the neck area where the microchip is most likely to be located, but be sure to scan slowly and patiently. Scan repeatedly and over the entire body to ensure whether or not a microchip can be localized.

Technical Specifications

Dimensions:
- 6.29" x 3.14" x 0.78"

Weight:
- 6 oz.

Operation temperature:
- +23°F to +131°F 95% RH, non-condensing

Charging temperature:
- +41°F to +113°F 95% RH, non-condensing

Storage temperature:
- -4°F to +149°F 95% RH, non-condensing

Battery:
- Li-ion (1250 mAh)

Typical reading distance:
- FDX-B (134.2 kHz) 4.72"
- FDX-A/Fecava (125 kHz) 2.76"
- Trovan (128 kHz) 1.55"
- Avid Encrypted (125 kHz) 2.76"

Housing:
- White ABS, water-resistant (with USB cap inserted)

Approved by:
- CE/FCC
- National approval in Canada, Australia and New Zealand

Standards:
- ISO 11784/5 (FDX-B)
- Non-synchronizing transceiver

Technical specifications are subject to change without notice.
What Is PetLink?

PetLink is the cornerstone of Datamars’ 24/7/365 pet registry and recovery service.

Microchipping is the only unique, unalterable, tamper-proof, permanent form of identification that owners can provide for pets. Once microchipped, owners are encouraged to register their pets so that their contact information is on record in the event that their pet is ever lost or stolen. A microchip registered with PetLink gives your pet a silent voice, and gives owners peace of mind that your beloved pet will find its way home.

PetLink Benefits

- Lifetime registration for your pet with no renewal fees
- 24/7/365 access to the PetLink Recovery Hotline
- Free Lost Pet Posters, complete with your pet’s photo
- Encouraging Together Again stories, where pet owners just like you talk about their successful experiences with PetLink’s reunification services
- Useful tips and offers
- Travel tips and recommendations for domestic and international travel with your pet
- The PetLink Store, where you can purchase pet care items personalized with your pet’s microchip ID
- Unlimited access to petlink.net

Register Today!

Ensure your microchip can do its job if your pet is lost:

- Visit www.petlink.net (be sure to enter .net!)
- Select the green ‘Register your pet now’ button on the home page
- Select one of the three available options, depending on whether or not you know your microchip ID
- Follow the on-screen instructions to complete your registration

For pet owners with existing PetLink accounts:

- Visit www.petlink.net (be sure to enter .net!)
- Login to your account
- Select “Register New Pet” on the left menu

Don’t wait! The sooner you complete your registration, the better.

For more information, please email us anytime at petlink@petlink.net or visit petlink.net.

Life would be easier if pets could talk.

Trust PetLink to give your pet a voice.
Why do I need PetLink?

Pets are not only curious and prone to explore their surroundings; they are also natural escape artists. Sometimes, the will to wander takes our pets outside the boundaries of home. That is why it is important that your pet is electronically identified with a microchip that contains a unique, permanent, tamper-proof identification number.

Even if your pet stays indoors, unexpected events such as natural disasters, house fires and other unplanned incidents often leave pets unprotected. Through PetLink, you can drastically increase the chances of being reunited with your beloved pet should you ever be unexpectedly separated.

Why should I microchip my pet?

Millions of lost or abandoned animals are taken in each year by animal welfare organizations in the US. Due to a lack of identification, only a very small percentage of those lost are ever reunited with their loving families. Microchipping and registration offer the only truly permanent method of identifying your pet. Collars and tags can be removed, and a tattoo can become illegible as your pet ages. If you want to reduce your beloved pet's chances of being needlessly euthanized and instead improve his or her chances of being returned to you - microchipping together with registration is the best solution.

Is microchipping painful for my pet?

Microchipping your pet is no more painful than any other vaccine or injection; it's sort of like what getting a flu shot feels like to us. Microchipping doesn't require anesthesia and takes only seconds.

How effective is microchipping at reuniting lost pets?

The Humane Society of the United States published data from a study involving thousands of animals that showed a 250% increase in reuniting microchipped and registered dogs with their families. The increase for microchipped cats was 20%. These numbers are significant. Microchipping works, providing your pet is also registered. Register with PetLink today!

Ask your veterinarian or animal care professional about PetLink today!

Your veterinarian or animal care professional recommends Datamars microchips and PetLink because of our outstanding quality and commitment to service. We manufacture our own microchips in accordance with ISO standards 11784/5, and we have built PetLink because of our commitment to animal welfare. Other companies charge annual fees for registration, but not PetLink. Your PetLink registration is often included in the cost of the microchip implantation and covers you for the lifetime of your pet. There are no hidden or annual fees required. For more information, visit www.petlink.net!
## Microchip Guide

<table>
<thead>
<tr>
<th>BRAND</th>
<th>CHIP # FORMAT</th>
<th>MANUFACTURER</th>
<th># DIGITS</th>
<th>FREQUENCY</th>
<th>CONTACT</th>
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<tbody>
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<td>981xxxxxxxxxxxx</td>
<td>Datamars</td>
<td>15-digit (numeric)</td>
<td>134.2 kHz</td>
<td>1-877-738-5485</td>
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<td>DeStron Fearing</td>
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<td>1-888-486-3242</td>
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<td></td>
<td>4xxxxxxxxxxx</td>
<td>Digital Angel</td>
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<td>AVID</td>
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<td>1-800-338-2843</td>
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<td></td>
<td>10-digit (alphanumeric)</td>
<td>125 kHz</td>
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<td>24 PetWatch</td>
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<td>Allflex</td>
<td>15-digit numeric</td>
<td>134.2 kHz</td>
<td>1-866-597-2424</td>
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<td>Unknown</td>
<td>10-digit (alphanumeric)</td>
<td>125 kHz</td>
<td></td>
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</table>

**Microchip Lookup Tools:**
- [www.petlink.net](http://www.petlink.net PetLink 24/7/365 Pet Registry and Recovery Service)
- [www.petmicrochiplookup.org](http://www.petmicrochiplookup.org National database run by the American Animal Hospital Association (AAHA) this searches most (but not all) databases in the USA)
- [www.petmaxx.com](http://www.petmaxx.com International database that searches more than 31 international pet recovery databases)
How to Use PetLink Microchip Scanners

**Keys To Effective Scanning**

- Hold the scanner close to, or touching the animal.
- Scan slowly and repeatedly over the entire body to check if a microchip is present. Scanning slowly allows the universal scanner to cycle through multiple frequencies.
- Wave the scanner back and forth lightly while scanning, because microchips can be in various orientations within the animal.
- Scan first in a horizontal, then a vertical "S" pattern down the animal's body, as shown in the diagram below.
- Consider scanning each animal more than once to ensure any present microchip can be localized by the scanner.
- Remove metal collars before scanning. Computers, metal tables and even fluorescent lighting can interfere with effective scanning.

**Start scanning for microchips at the recommended implantation site...**

- **Captive and Feline:** The microchip should be implanted subcutaneously on the clipped midline, just cranial to the shoulder blades or scapula.
- **Equine:** The microchip should be implanted within the nuchal ligament in its middle third, or at the halfway point between the ears and withers.
- **Other Species:** Microchips can also be implanted in primates, rabbits, birds, reptiles and other exotic animals. The microchip should be implanted on the animal's left side so that placement is consistent with other companion animal species.

For more information on recommended microchip implantation sites, visit the World Small Animal Veterinary Association at www.wsava.org.

... But don't limit your scan. Be sure to cover the entire animal, including the chest area just to be safe!
At PetLink, our focus is to help keep animals in their forever homes. Our goal is to make pet registry and reunification as efficient as possible.

We are the only microchip company dedicated solely to pet identification and reunification. We share your commitment to animal welfare.

Our LinkdFurLife program offers special benefits and opportunities. Find out how your facility can participate in the LinkdFurLife program today!
PetLink: Your Trusted Reunification Partner

We offer these special benefits to customers who participate in the LinkdFurLife program:

Dedicated Customer Care Representative
Receive the name of a dedicated Customer Care Representative and have the opportunity to build a relationship with someone you can reach directly for assistance.

Direct Dial Phone Support for Microchip "Backtracking"
- When no registration data is on file
Bypass the typical options and hold time when you call 1-877-PETLINK by entering your unique ID to be immediately connected with an agent for assistance.

Email Support
Send email to petlink@petlink.net with your unique ID in the subject line to have your message go to the top of the list for response!

Preferred Order Status
Your orders go to the top of the pile for fulfillment!

PetLink Training Sessions
Make the most of the powerful registry and reunification tools available from PetLink, including compassion fatigue training and disaster preparedness training. We'll meet all of your training needs, especially if you have turnover. Contact your dedicated Customer Care Rep to make arrangements.

Scripts and How-Tos
Receive helpful scripts and how-to instructions as helpful resources for your team, or to use as conversation starters with your adopters:

- Talking to customers and adopters about microchipping
- Effective scanning for microchips in companion animals
- Implanting microchips in companion animals
- And more!

Local Event and Fundraising Support
Would you like to host a special microchipping day or make microchipping part of your next vaccination clinic? Contact us through your dedicated Customer Care Representative to receive banners, signs, downloadable logos, a downloadable email template, ad and postcard templates, a customizable press release and other materials to support your event, including possible donations!

Datamars Direct Feedback Program
Help Datamars develop product innovations unique to the animal welfare community by giving ideas and feedback to your dedicated Customer Care Rep. Be the first to try the new products before we offer them to the general market, with advantageous pricing offered only to our LinkdFurLife program members. (10%-25% off MSRP based on annual microchip use)

PetLink Posters
Receive PetLink posters to display at your facility to promote the importance of microchipping and registration.

BONUS!

PetLink’s Animal Welfare Star of the Month

Want some added publicity for your facility and the good works you do? Become PetLink’s featured “Animal Welfare Star of the Month” – we’ll put a profile of your facility and your team on PetLink, and feature you in our national marketing materials. Working together with our Director of Marketing we’ll try to get some additional press (local and national). Help us spread the word to make microchipping and registration part of the standard of care for companion animals so that they can find and stay in their forever homes!

Additional Benefits Available to Animal Professionals using PetLink:

PetLink Mass Import
Web-based, bulk registration upload feature that allows you to process new registrations and transfers of ownership at no cost.

Guardianship
Your facility remains linked to every animal you register in PetLink through Mass Import.

Microchip Guides
Receive printed, laminated microchip guides for easy reference at your various scan stations.
Name (as shown on your income tax return); name is required on this line; do not leave this line blank.

DATAMARS, INC

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - Individual / sole proprietor or
   - Corporation
   - Single-member LLC
   - Limited liability company
   - Partnership
   - Trust / estate
   - Other (see instructions)

4. Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

Part I: Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II: Certification
Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me) and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Signature of U.S. person:

General Instructions
Section references are to the Internal Revenue Code unless otherwise noted. Future developments in tax law may affect the accuracy of the information in this booklet. Future developments of Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN) to report your wages or other income. If you are a U.S. citizen or entity, you may need a TIN.

- Form 1098 (mortgage interest); 1099-E (student loan interest); 1099-T (tuition)
- Form 1099-C (cancellation of debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien) to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 3.

By signing the filed-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued)
2. Certify that you are not subject to backup withholding
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are certifying that any U.S. person, payer or issuer, as indicated on Form 1099-C, is subject to the withholding tax on foreign payments
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.
Requisition under 25k dollars
Requisition under 25k dollars

PROCUREMENT REVIEW CHECKLIST

REQUISITION

This form must accompany all County Purchase Requisitions.

<table>
<thead>
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<th>NEW PURCHASE ORDER REQUEST</th>
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<td>DATE SUBMITTED</td>
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<td>CONTRACT TOTAL AMOUNT</td>
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<td>CONTRACT TERM</td>
<td>JUNE 1, 2018 THROUGH MAY 31, 2019</td>
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<td>REQUESTING DEPT.</td>
<td>ANIMAL CARE AND CONTROL COMMITTEE</td>
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SOLICITATION METHOD FOR SOURCE SELECTION

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<tr>
<td>Barbara Hanek</td>
<td>Completed</td>
<td>03/15/2018 9:39 PM</td>
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<td>Kathy Ostrowski</td>
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<td>James McGuire</td>
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<td>Qty</td>
<td>UOM</td>
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<td>EA</td>
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</table>

**Requisition Total**: $24,000

**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):
**Decision Memo**

**Procurement Services Division**

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

---

**Date:** Mar 1, 2018  
**MinuteTraq (IQM2) ID #:** 12262  
**Department Requisition #:**

---

**Requesting Department:** Animal Care & Control  
**Department Contact:** Amanda Talsma
  
**Contact Email:** amanda.talsma@dupageco.org  
**Contact Phone:** x2819  
**Vendor Name:** Jessica L. Von Waldau, DVM  
**Vendor #:** 28483

---

**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 Contract for Dr. Von Waldau for 1 year (6/1/2018 - 5/31/2019) for $24,000.00.

---

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

A grant for $300,000.00 was awarded to DuPage Animal Friends for the purchase and stocking of a specialty spay/neuter vehicle for Animal Care & Control (ACC). Dr. Von Waldau has extensive experience working in these types of vehicles and providing these services to communities. She was the lead mobile veterinarian at PAWS Chicago for many years and specializes in high volume safe surgeries.

---

**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.

This mobile program utilizing Dr. Von Waldau will help enable the shelter to meet the DuPage County community's needs by performing high volume targeted spay/neuter surgeries decreasing the number of unwanted cats and dogs, providing affordable veterinary services and programs for at-risk pets with the aim to keep the pet with their owner thus preventing the animal from entering the shelter system, and providing emergency disaster veterinary response services for natural disasters.

---

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

A few veterinarians were considered for this contract after ACC learned about the grant a few months ago. As Dr. Von Waldau is a proven leader and pioneer in this area of mobile veterinary shelter medicine, she was chosen.

---

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

Barbara Hanek, DVM, Administrator Veterinarian, recommends this contract due to Dr. Von Waldau’s proven track record and years of experience.

Options: Approve the contract as requested or do not approve the contract and not provide or severely delay the needed services to the DuPage County community.

---

**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 53090  
FY 2018 and 2019  
Total PO: $24,000.00
### Procurement Review Checklist

**Procurement Services Division**

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

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<tr>
<th>Vendor: Jessica L. Von Waldau, DVM</th>
<th>Vendor #: 28483</th>
<th>Contract Term: 1 Year</th>
<th>Contract Total: $24,000.00</th>
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<tr>
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<td>Contact: Amanda Talsma</td>
<td>Phone: x2819</td>
<td>Assigned Animal Care &amp; Control</td>
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</table>

**Description of Procurement/Scope of Work/Background**

A grant for $300,000.00 was awarded to DuPage Animal Friends for the purchase and stocking of a specialty spay/neuter vehicle for Animal Care & Control (ACC). This vehicle will help enable the shelter to meet the DuPage County community's needs by performing high volume targeted spay/neuter surgeries decreasing the number of unwanted cats and dogs, affordable veterinary services and programs for at-risk pets with the aim to keep the pet with their owner thus preventing the animal from entering the shelter system, and providing emergency disaster veterinary response services for natural disasters. Dr. Von Waldau has extensive experience working in these types of vehicles and providing these services to communities. She was the lead mobile veterinarian at PAWS Chicago for many years and specializes in high volume surgeries.

**Reason for Procurement**

To provide mobile veterinary services for the citizens of DuPage County.

**FUNDING SOURCE**

- [ ] Procurement budgeted for (FY and budget code(s)): FY 18 & 19, 1100-1300-53090, Process Level 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)

- Prepared By ____________________________ Date 2/15/18
- Recommended for Approval ____________________________ Date 3/15/18
- IT Approval, if required ____________________________ Date ____________________________

### REVIEWED BY (Initials Only)

- Buyer ____________________________ Date 3/20/18
- Procurement Officer ____________________________ Date 3-21-18
- Chief Financial Officer ____________________________ Date 3-21-18
- Chairman's Office ____________________________ Date ____________________________

---

**Packet Pg. 31**
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: 2/4/18

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Jessica L. Von Waldau</th>
<th>Company Contact:</th>
<th>Jessica L. Von Waldau</th>
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</thead>
<tbody>
<tr>
<td>Contact Phone:</td>
<td>773-408 0276</td>
<td>Contact Email:</td>
<td><a href="mailto:vonwaldau@yahoo.com">vonwaldau@yahoo.com</a></td>
</tr>
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</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.

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

<table>
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<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>
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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.

Authorized Signature: 

Signature on File

Printed Name: Jessica L. Von Waldau

Title

Date 2/4/2018

Attached sheet if necessary. Sign each sheet and number each page. Page 1 of 1 (total number of pages)
Other Action Item

| Request Date: 3/22/2018 | Account Code: 1100-1300 |

Purpose of Trip: (explain fully the necessity of making the trip)
Illinois Animal Welfare Federation Prairie States Conference, Operations Track, will provide valuable information on both canine and feline diseases and common challenges faced by shelter animals and staff including: feral cat socialization, combating compassion fatigue, in-shelter behavior modification, etc. The conference will provide our staff the opportunity to bring back new ideas on enrichment programs, training, animal behavior, body language and safe handling; as well as provide the opportunity to make connections, foster relationships and share best practices with other shelter workers attending the conference.

| Destination: DoubleTree by Hilton, 10 Brickyard Dr, Bloomington, IL 61701 |

| Date of Departure: 6/3/2018 | Date of Return Arrival: 6/6/2018 |

(Please include a detailed explanation if different from official business dates)
The conference begins at 8:00am Monday 6/5. As the drive is approximately 2.5 hours, we've requested an additional hotel night for Sunday.

**Please indicate the estimated amount for each applicable expense.**

<p>| | |</p>
<table>
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Enacted and approved this 10th day of April, 2018 at Wheaton, Illinois.

______________________________
DANIEL J. CRONIN, CHAIRMAN
DU PAGE COUNTY BOARD

Attest: _________________________________
PAUL HINDS, COUNTY CLERK
2018 Prairie States Conference - Attendee Registration

Start 03 Jun 2018
End 06 Jun 2018
Location DoubleTree by Hilton, 10 Brickyard, Bloomington, IL

Registration

- Full conference (Mon-Wed) - IAWF member rate - First registration - $125.00
Available to staff and volunteers from IAWF organizational members. First registration $125, all subsequent registrations $75. Registration for all attendees must be done at one time otherwise discount will not apply. Membership status will be confirmed upon receipt of registration. If membership is not

Join us for our 18th annual Prairie States Animal Welfare Conference and see why we are the premiere conference designed just for animal welfare professionals from the Midwest! Prairie States expects more than 200 attendees from all walks of animal welfare, including executive staff, line staff, and animal control officers along with rescue groups, veterinarians, veterinary technicians and dog trainers.

Catch up with new and old friends, mingle with vendors and be sure to join us for Sunday's Welcome Reception, Monday's Dinner, and Tuesday's Rockin' the Prairie Dance Party!

Thank you to our Premium Sponsor:

[Petco Foundation Logo]
active, you will receive an invoice for the balance due at the nonmember rate.

- **Full conference (Mon-Wed) - Non-IAWF member rate – $150.00**
- **Single day registration - Monday only – $50.00**
- **Single day registration - Tuesday only – $50.00**
- **Single day registration - Wednesday only – $50.00**

Register
Sunday, June 3, 2018

4:00-5:30 PM  Conference Registration

5:30-7:00 PM  Welcome Reception

Monday, June 4, 2018

8:00 AM  Conference Registration and Breakfast

9:30 AM  Welcome and Keynote

*Beyond Labels I: The True Impact of LRR and Intake Policies*
Roger Haston, Chief of Analytics, PetSmart Charities

10:30 AM  Break - Sponsored by Shor-line

11:00 AM  SAWA Leadership Track

*Beyond Labels II: The Future of Animal Welfare*
Roger Haston, Chief of Analytics, PetSmart Charities

HSUS Operations Track

*It's About Dogs AND People: Safe Humane's Court Case Dog Program Collaborations*
Cynthia Bathurst, Executive Director, Safe Humane Chicago

Field Services Track

*Ritualistic Animal Abuse*
Dr. Charlotte Robinson, Director of Vet Services, Code 3 Associates

12:30 PM  Lunch - Sponsored by Mavron
2:00 PM  Management by Walking Around:  
          Session 1  
          Gilda Bon anno, Gilda Bon anno  
          LLC  
          Planning for Disasters:  
          Evacuation and Sheltering  
          Diane Webber, Program  
          Manager, Cedar Rapids Animal  
          Care and Control  
          Coping with Stress: Responders to  
          Victims of Violence & Trauma  
          Related Experiences - Part 1  
          Dr. Olivia Johnson,  
          Founder/Trainer, Blue Wall  
          Institute  

3:30 PM  Break - Sponsored by National Animal Control Association (NACA)  

4:00 PM  Management by Walking Around:  
          Session 2  
          Gilda Bon anno, Gilda Bon anno  
          LLC  
          Foster Programs: The Future of  
          Animal Sheltering  
          Tawny Hammond, Midwest  
          Regional Director, Best Friends  
          Animal Society and Kelly Duer,  
          Foster Care Specialist, Maddie's  
          Fund  
          Coping with Stress: Responders to  
          Victims of Violence & Trauma  
          Related Experiences - Part 2  
          Dr. Olivia Johnson,  
          Founder/Trainer, Blue Wall  
          Institute  

5:30-6:30  Reception  

6:30 PM  Dinner - Sponsored by IAWF  

Tuesday, June 5, 2018  

8:00 AM  Conference Registration and Breakfast  

9:00 AM  Leadership Track  
          Fundraising 101  
          Susan Cosby, Director of  
          Lifesaving Programs, Petco  
          Foundation  
          ASPCA Operations Track  
          Distribution of Infectious  
          Organisms and New Lessons  
          Learned after Natural Disasters  
          Dr. Gerryll Hall, Professional  
          Services Veterinarian, Merck  
          Animal Health  
          IACA Field Services Track  
          Anatomy of a Task Force: Using  
          Resources to Prosecute and Win  
          Kevin Hearst, Animal Cruelty  
          Instructor, Law Enforcement  
          Training Institute  

10:30 AM  Break  

11:00 AM  Who ‘Ya Gonna Call? Abuse  
          Busters!  
          Phil Arkow, Coordinator, The  
          National LINK Coalition  
          Feline Enrichment  
          Aditi Czarnomski, CPDT, Animal  
          Behavior Consultant, Animal  
          Ethically Speaking: Bringing  
          Morals to Our Public  
          Relationships  
          Kevin Hearst, Animal Cruelty  
          https://iawf.wildapricot.org/schedule
### IAWF - Conference Schedule

Control Officer, Urbane Animal Behavior  
Instructor, Law Enforcement Training Institute

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>12:30 PM</td>
<td>Lunch</td>
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<tr>
<td>2:00 PM</td>
<td><em>Making the Decision to Euthanize Potentially Dangerous Dogs</em></td>
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<tr>
<td></td>
<td>Aditi Czarnomski, CPDT, Animal Behavior Consultant, Animal Control Officer, Urbane Animal Behavior</td>
</tr>
<tr>
<td>2:00 PM</td>
<td><em>Service Dogs and the Law</em></td>
</tr>
<tr>
<td></td>
<td>Shelby Clark, Attorney, and Michael Paravag</td>
</tr>
<tr>
<td>3:30 PM</td>
<td>Break - Sponsored by Michelson Found Animals Registry</td>
</tr>
<tr>
<td>4:00 PM</td>
<td><em>And What Could Go Wrong With That? Risk Management Basics for Non-Profit Animal Shelters &amp; Rescues</em></td>
</tr>
<tr>
<td></td>
<td>Mary Tiefenbrunn, Executive Director, Champaign County Humane Society</td>
</tr>
<tr>
<td>4:00 PM</td>
<td><em>Keys to Working with Challenging Volunteers</em></td>
</tr>
<tr>
<td></td>
<td>Hilary Hager, Senior Director of Volunteer Engagement, HSUS</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Rockin' the Prairie Dance Party</td>
</tr>
</tbody>
</table>

### Wednesday, June 6, 2018

8:00 AM    | Conference Registration and Breakfast                                  |
9:00 AM    | **Special Session**                                                    |
|           | *Defensive Handling and Managing Over Aroused Dogs in the Kennel*       |
|           | Aditi Czarnomski, CPDT, Animal Behavior Consultant, Animal Control Officer, Urbane Animal Behavior |

1:00 PM    | End of Conference! See you next year.                                   |

© Illinois Animal Welfare Federation

**Attachment:** IAWF Prairie States 2018 Conference - Schedule (12313 : Animal Caretaker Travel to Attend Conference in Bloomington, IL)
### Other Action Item

**Request Date:** 3/22/2018
**Account Code:** 1100-1300

**Purpose of Trip:** (explain fully the necessity of making the trip)
Illinois Animal Welfare Federation Prairie States Conference, Society of Animal Welfare Administrators (SAWA) Leadership Track will provide valuable training for behind the scenes management/administration of shelters and animal welfare organizations including but not limited to: Identifying challenges faced by shelter animals and staff, effective leadership in a shelter environment, risk management, etc.). The conference will provide this staff member the opportunity to bring back new ideas on the above mentioned areas as well as training information, staff retention, and safe handling. The Prairie States Conference also provides an opportunity for staff to make connections, foster relationships and share best practices with other shelter workers attending the conference.

**Destination:** DoubleTree by Hilton, 10 Brickyard Dr, Bloomington, IL 61701

**Date of Departure:** 6/3/2018  
**Date of Return Arrival:** 6/6/2018

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<td><strong>Total</strong></td>
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</tbody>
</table>

Enacted and approved this 10th day of April, 2018 at Wheaton, Illinois.

---

**Daniel J. Cronin, Chairman**  
**Du Page County Board**

Attest:  
**Paul Hinds, County Clerk**
2018 Prairie States Conference - Attendee Registration

Start  03 Jun 2018  
End   06 Jun 2018  
Location  DoubleTree by Hilton, 10 Brickyard, Bloomington, IL  

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  Available to staff and volunteers from IAWF organizational members. First registration $125, all subsequent registrations $75. Registration for all attendees must be done at one time otherwise discount will not apply. Membership status will be confirmed upon receipt of registration. If membership is not

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Thank you to our Premium Sponsor:

petco foundation
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Cynthia Bathurst, Executive Director, Safe Humane Chicago

Field Services Track
Ritualistic Animal Abuse
Dr. Charlotte Robinson, Director of Vet Services, Code 3 Associates

12:30 PM  Lunch - Sponsored by Mavron
2:00 PM  
*Management by Walking Around: Session 1*
Gilda Bonanno, Gilda Bonanno LLC

*Planning for Disasters: Evacuation and Sheltering*
Diane Webber, Program Manager, Cedar Rapids Animal Care and Control

*Coping with Stress: Responders to Victims of Violence & Trauma Related Experiences - Part 1*
Dr. Olivia Johnson, Founder/Trainer, Blue Wall Institute

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Break - Sponsored by National Animal Control Association (NACA)

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Dinner - Sponsored by IAWF

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Conference Registration and Breakfast

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**ASPCA Operations Track**
*Distribution of Infectious Organisms and New Lessons Learned after Natural Disasters*
Dr. Gerryll Hall, Professional Services Veterinarian, Merck Animal Health

**IACA Field Services Track**
*Anatomy of a Task Force: Using Resources to Prosecute and Win*
Kevin Hearst, Animal Cruelty Instructor, Law Enforcement Training Institute

10:30 AM  
Break

11:00 AM  
**Who 'Ya Gonna Call? Abuse Busters!**
Phil Arkow, Coordinator, The National Link Coalition

**Feline Enrichment**
Aditi Czarnomski, CPDT, Animal Behavior Consultant, Animal

**Ethically Speaking: Bringing Morals to Our Public Relationships**
Kevin Hearst, Animal Cruelty
12:30 PM  Lunch

2:00 PM  *Making the Decision to Euthanize Potentially Dangerous Dogs*  
Aditi Czarnomski, CPDT, Animal Behavior Consultant, Animal Control Officer, Urbane Animal Behavior  
*Service Dogs and the Law*  
Shelby Clark, Attorney, and Michael Paravag  
*Investigating Dog Bite Fatalities: Part 1*  
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Aditi Czarnomski, CPDT, Animal Behavior Consultant, Animal Control Officer, Urbane Animal Behavior

1:00 PM  End of Conference! See you next year.

© Illinois Animal Welfare Federation