1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. CHAIRMAN'S REMARKS
5. MINUTES APPROVAL
   A. Animal Services Committee - Regular Meeting - Tuesday June 5th, 2018
6. PROCUREMENT REQUISITIONS
   A. 2018-158 Recommendation for the approval of a contract purchase order to Pet Population Fund program partner, Midwest Veterinary Partners, LLC d/b/a Bensenville Animal Clinic to provide low cost spays/neuters, for DuPage Animal Services, for the period May 9, 2018 through November 30, 2018 for a contract total not to exceed $6,500.00, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids. Total contract amount will vary as it is based on the YTD 2018 total spend and is dependent upon the program utilization of DuPage citizens.
7. ADMINISTRATIVE UPDATE
8. OLD BUSINESS
9. NEW BUSINESS
   A. Discussion -- Fee Review
10. 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**

Citizen Sheila Rutledge spoke about an experience last month when her elderly deaf dog got out of the house. The dog was picked up by West Chicago Police Department and brought to DuPage County Animal Services (DCAS). Due to a miscommunication between the PD and Ms. Rutledge, she was unaware that the dog was brought here until the following day. Ms. Rutledge wanted to let the Committee know that it would be beneficial if DCAS posted their stray animals online. If that would have occurred in her case, she and her dog would have been reunited sooner. Chairman Krajewski and Laura Flamion, Operations Manager, stated that the shelter is currently in an RFP process for a new database that will automatically post stray animals to the website.

4. **CHAIRMAN’S REMARKS**

Chairman Krajewski piggy-backed off of Public Comment stating that some of the PDs also post their strays if they have a holding facility. Member Puchalski asked if all the PDs hold their own animals for the same amount of time. Ms. Flamion stated that every Department is different. Some do not hold at all and bring strays directly to the shelter. Chairman Krajewski also added that Kane County uses one of the software programs included in our bid. Because of that system automatically adding stray animals to their website, this weekend a special needs dog was reunited with their family quickly.

5. **MINUTES APPROVAL**

A. Animal Services Committee - Regular Meeting - May 1, 2018 10:30 AM
RESULT: ACCEPTED [UNANIMOUS]
MOVER: Kevin Wiley, District 6
SECONDER: Janice Anderson, District 5
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

6. PROCUREMENT REQUISITIONS

A. FM-P-0164-18 Recommendation for the approval of a contract purchase order to ComEd, for electric utility distribution services for the connected County facilities, for Facilities Management, for the three-year period April 1, 2018 through March 31, 2021, $1,705,948.81 for Facilities Management, $8,517.66 for Animal Services, $428,130.83 for the Care Center, $70,837.54 for the Division of Transportation, $2,874.52 for ETSB, $138,690.64 for the Health Department and $100,000 for DU-COMM, for a total contract amount not to exceed $2,455,000.00. Per 55 ILCS 5/5-1022 “Competitive Bids” (c) Not suitable for competitive bids – Public Utility

RESULT: APPROVED [UNANIMOUS]
MOVER: Donald Puchalski, District 1
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley

7. OTHER ACTION ITEMS

A. Change Order -- Amendment to Purchase Order 2969-0001-SERV issued to Lombard Veterinary Hospital to increase the encumbrance by $13,320.00 resulting in an amended contract total not to exceed $22,800.00 an increase of 140.51% for the reimbursement of no cost spay/neuter by DuPage County Animal Services per the State of IL restricted Pet Population Fund.

RESULT: APPROVED [UNANIMOUS]
MOVER: Janice Anderson, District 5
SECONDER: Kevin Wiley, District 6
AYES: Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley
B. Change Order -- AMENDMENT to County Contract #3228-0001 SERV issued to MP2 Energy NE, for electric utility supply and management services for the County Campus, Stormwater and Public Works, for Facilities Management, to decrease Facilities Management by $1,705,948.81, Animal Services by $8,517.66, the Care Center by $428,130.83, the Division of Transportation by $70,837.54, ETSB by $2,874.52, the Health Department by $138,690.64 and DU-COMM by $100,000.00, for a total decrease amount of $2,455,000.00, taking the original contract amount of $12,626,410.00, and resulting in an amended contract total amount not to exceed $10,171,410.00, a decrease of -19.44%.

<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>Sean T Noonan, District 2</td>
</tr>
<tr>
<td>AYES:</td>
<td>Anderson, Eckhoff, Krajewski, Noonan, Puchalski, Wiley</td>
</tr>
</tbody>
</table>

8. ADMINISTRATIVE UPDATE
Ms. Flamion stated that the shelter has seen a steep increase in intakes. Dr. Barbara Hanek, Administrator Veterinarian, stated that we currently have 315 animals in the shelter. Year to date there have been 852 intakes.

Dr. Hanek let the Committee know that the veterinary vehicle will be delivered tomorrow. Dr. Hanek reminded the committee that the vehicle ribbon cutting ceremony is next Tuesday and all are invited. Dr. Hanek was the trainer recently for CERT FEMA 1 and 2. The shelter also helped Aurora Animal Care & Control when they were faced with a mandatory evacuation due to a train derailment.

A. Discussion -- ACO On-Call Compensation
Discussion Only - No Vote Needed
Ms. Flamion worked with Tom Cuculich, Chief of Staff, and Margaret Ewing to update Policy 4.2 - Special Compensation, Section D - On-Call Pay (see page 20 in packet). These changes were determined based on comparisons to collar Counties (see page 17 in packet). Member Wiley asked if this will have an impact on the budget. Ms. Flamion and Dr. Hanek stated that due to service changes in 2017 and more recently in 2018 which eliminated many unnecessary calls, there will be no budget impact. The changes to the Policy are County wide.

9. OLD BUSINESS
No Old Business

10. NEW BUSINESS
A. Budget Discussion
Discussion Only - No Vote Needed
Chairman Krajewski kicked off the 2019 budget discussions by reviewing the final 2017 numbers. The dollars in the enterprise fund includes the restricted Pet Population Funds. We have learned that DCAS can reimburse themselves for the spay/neuter of shelter animals going back to 2007. Staff are compiling accurate numbers regarding surgeries and reimbursement rates. On the 2018 budget, $400,000.00 was allocated for Phase 2 architect services. The current spend for 2018 should be around $50,000.00. The Phase 2 project is estimated to cost 12-13 million. A captain campaign feasibility study would be very beneficial to determine how attainable it will be to raise those funds and include a high level marketing plan. Staff are currently working on the RFP for this service and would like to allocate the unused architect services dollars for the study. Member Anderson also brought up the importance of including the increase in utility and upkeep of a new facility. Ms. Flamion stated that they are working on those numbers.

11. ADJOURNMENT
Chairman Krajewski adjourned the meeting at 11:00 AM.
Requisition under 25k dollars

2018-158
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
</tr>
<tr>
<td>May 29, 2018</td>
</tr>
<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
</tr>
<tr>
<td>$6,500.00</td>
</tr>
</tbody>
</table>

### SOLICITATION METHOD FOR SOURCE SELECTION

- **Amanda Talsma**
  - Completed 05/29/2018 10:29 AM

- **Barbara Hanek**
  - Completed 05/29/2018 4:38 PM

- **Kathy Ostrowski**
  - Completed 06/04/2018 11:05 AM

- **James McGuire**
  - Completed 06/04/2018 1:55 PM

- **Paul Rafac**
  - Completed 06/06/2018 7:08 PM

- **Kathy Ostrowski**
  - Completed 06/08/2018 2:55 PM

- **Animal Services Committee**
  - Pending 06/19/2018 10:30 AM
## Purchase Requisition

**Procurement Services Division**

**Date:**

**MinuteTraq (IQM2) ID #:** 12812

**Department Req #:**

**RFP, Bid or Quote #:**

---

### Send Purchase Order To:

<table>
<thead>
<tr>
<th>Vendor: Bensenville Animal Clinic</th>
<th>Vendor #: 29003</th>
<th>Dept: Animal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email: <a href="mailto:matthew.davis@midwestvetpartners.vet">matthew.davis@midwestvetpartners.vet</a></td>
<td>Division:</td>
</tr>
</tbody>
</table>

- **Address:** 1032 West Irving Park Rd.
- **City:** Bensenville
- **State:** IL
- **Zip:** 60106
- **Phone:** 630-766-0620

### Send Invoices To:

<table>
<thead>
<tr>
<th>Vendor: Bensenville Animal Clinic</th>
<th>Vendor #: 29003</th>
<th>Dept: Animal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email: <a href="mailto:amanda.talsma@dupageco.org">amanda.talsma@dupageco.org</a></td>
<td></td>
</tr>
</tbody>
</table>

- **Address:** 120 N. County Farm Rd.
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-282-2800

### Send Payments To:

<table>
<thead>
<tr>
<th>Vendor: Bensenville Animal Clinic</th>
<th>Vendor #: 29003</th>
<th>Dept: Animal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn:</td>
<td>Email: <a href="mailto:tinalmatuk@gmail.com">tinalmatuk@gmail.com</a></td>
<td></td>
</tr>
</tbody>
</table>

- **Address:** 1032 West Irving Park Rd.
- **City:** Bensenville
- **State:** IL
- **Zip:** 60106
- **Phone:** 630-766-0620

### Ship To:

<table>
<thead>
<tr>
<th>Dept: Animal Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attn: Amanda Talsma</td>
</tr>
</tbody>
</table>

- **Address:** 120 N. County Farm Rd.
- **City:** Wheaton
- **State:** IL
- **Zip:** 60187
- **Phone:** 630-282-2800

### Payment Terms

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

### Use for

- **PO25 only**

---

### 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>Reimbursement for no cost spay/neuter surgery via restricted PPF account</td>
<td>18</td>
<td>1100</td>
<td>1300</td>
<td>53075</td>
<td></td>
<td></td>
<td>4,300.00</td>
<td>4,300.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>EA</td>
<td>Reimbursement for no cost vaccinations/pre-surgery exams/microchip</td>
<td>18</td>
<td>1100</td>
<td>1300</td>
<td>53070</td>
<td></td>
<td></td>
<td>2,200.00</td>
<td>2,200.00</td>
</tr>
</tbody>
</table>

**Requisition Total:** $6,500

---

### 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):
Low Income Spay/Neuter Program

DuPage County Animal Care and Control works with local veterinarians to help families participating in the food stamp program throughout Illinois sterilize their pets. Participation in the program is voluntary. Any DuPage County veterinarian who chooses to participate in the program must abide by the program standards, and be licensed in good standing to practice veterinary medicine in Illinois. The reimbursements will be updated to reflect the changes that we are requesting.

### Reimbursement Schedule

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cat Neuter</td>
<td>$150.00</td>
</tr>
<tr>
<td>Cat Spay</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dog Neuter</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dog Spay</td>
<td>$300.00</td>
</tr>
<tr>
<td>Vaccinations/Microchip/Fecal</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

Highlights of the program:
- Clients are approved for program through DCACC, and are given a voucher to bring with them to the spay/neuter appointment.
- Vaccinations, microchipping, and fecal exam are performed the day of surgery.
- Original dated invoice will be sent to DCACC for reimbursement showing a minimum of client’s name and contact information, pet’s name and information, all services performed, invoice number, date of appointment and total due for reimbursement.
- Rabies Vaccination Certificates will be sent to DCACC, along with the invoice, for issuing of rabies tag to the client (veterinary hospitals will not issue rabies tags to these clients).

Please contact DCACC at (630) 407-2800 and dial ‘0’ to speak with a staff member if you have any questions.

Sincerely,

Kelsey Thompson
Lead Intake/Adoption Client Services Coordinator
DuPage County Animal Care and Control
Low Income Spay / Neuter Program

Qualifying Residents:
The DuPage County Animal Care and Control Low Income Spay / Neuter Program is specifically designed to help DuPage County families. State mandated fees have been collected to create a Pet Population Control Fund. The state mandated criteria was designed to help families participating in the food stamp program throughout Illinois sterilize their pets. DCACC has chosen to organize this effort locally in partnership with area Veterinarians to minimize the number of unwanted litters of puppies and kittens in the community.

DCACC Involvement:
DCACC staff will answer all questions regarding the program. DCACC staff will match qualified clients / patients with area veterinarians. DCACC will provide a voucher to qualified clients to bring with them the day of the procedure to the participating veterinarian that will perform the surgery and pre-surgical work. The voucher will be valid for 6 months from the day of their program approval visit at DCACC and must be presented the day of the procedure. Duplicate vouchers will not be issued.

Veterinarian Participation:
Participation in the program by DuPage County veterinarians is voluntary. The program will be in place as long as funding is available. Any DuPage County veterinarian who chooses to participate in the program must abide by the program standards, and be licensed in good standing to practice veterinary medicine in Illinois. The program standards are in place to ensure that uniform and high quality care is offered to patients. Veterinarians / Hospital Staff will approve all documentation provided by DCACC, to ensure client eligibility and provide pre-surgical requirements at the time of the spay / neuter appointment. Participating veterinarians will provide all of the vaccination, microchip and fecal exam requirements while funding is available. Veterinarians will perform pre-surgical blood-work including heartworm test, and FeLV/FIV test. The client will complete all hospital consent forms and typical paperwork the day of the procedure. The veterinarian may cancel or postpone the procedure due to any reason deemed necessary according to their professional judgment.

Animal Health:
Included in the program is a pre-surgical evaluation, updating of the vaccines and implantation of a microchip by the participating veterinarian. Any animal participating in the program for spay / neuter must be free of any contagious disease, and generally in good health the day of the scheduled procedure. As stated above, the veterinarian may postpone or cancel the spay / neuter procedure should an animal be deemed in poor health or without proper pre-surgical care as outlined in the program standards, or for any other reason deemed necessary according to their professional judgment.
**Program Funding:**
Funding for the program is from new revenue collected through animal control agencies across the state, starting in January 2006 according to Public Act 94-0639, the Illinois Public Health and Safety Animal Population Control Act (aka, “Anna’s Law”), which established a state wide low income spay / neuter program. Funds may be either used in the county of origin or made available for the statewide program. All funds raised in DuPage County, according to Anna’s Law, will be available for use in DuPage County. The program will be limited by the available funding on an annual basis, and available on a first come basis.

**Procedure:**
Step One: Resident must qualify for program through proof of residency and proof of currently participating in the food stamp program and receive voucher from DCACC.

Step Two: Appointment made at participating veterinary hospital.

Step Three: Pre-surgical evaluation, updated vaccines, microchip and spay / neuter Surgery.

Step Four: Veterinarian receives reimbursement according to established payment schedule. Rabies tags will be issued by DuPage County Animal Control.

### Canine Pre-Surgical Requirements

*All immunizations must be up to date at the time of the spay/neuter. They can be done the day of the procedure. Reimbursement for immunization services will not be honored unless the spay/neuter surgery is completed. If the animal is already current on an immunization prior to arriving at the vet partner for surgery, those details must be noted on the invoice.*

<table>
<thead>
<tr>
<th><strong>Immunizations</strong></th>
<th><strong>Time Period</strong></th>
<th><strong>Additional Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>5-way distemper</td>
<td>Puppy series or adult booster within past 12 months</td>
<td>May be some variation, vet to determine if current</td>
</tr>
<tr>
<td>Rabies vaccination</td>
<td>1 year within past 12 months 3 year within past 36 months</td>
<td>Must have current rabies tag,</td>
</tr>
<tr>
<td>Bordetella</td>
<td>Within past 6 months</td>
<td>Intranasal or sub-q</td>
</tr>
<tr>
<td>Negative fecal</td>
<td>Within 30 days of procedure</td>
<td>Within 12 months if proof of year-round parasite prevention</td>
</tr>
</tbody>
</table>

**Participating Veterinarian**

**Heartworm Test**

<table>
<thead>
<tr>
<th></th>
<th><strong>Additional Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>All pre-surgical blood-work including a heartworm test will be provided the day of the surgery</td>
<td>Proof of 12 months of year-round parasite prevention the test is not required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time of procedure (If not current, will be included with pre-surgical blood work)</th>
<th>6 months of procedure</th>
<th>Within 6 months of procedure</th>
</tr>
</thead>
</table>
Feline Pre-Surgical Requirements

All immunizations must be up to date at the time of the spay/neuter. They can be done the day of the procedure. Reimbursement for immunization services will not be honored unless the spay/neuter surgery is completed. If the animal is already current on an immunization prior to arriving at the vet partner for surgery, those details must be noted on the invoice.

<table>
<thead>
<tr>
<th>Immunizations</th>
<th>Time Period</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>FVRCP (Feline distemper)</td>
<td>Kitten series or adult booster within past 12 months</td>
<td>May be some variation, vet to determine if current</td>
</tr>
<tr>
<td>Rabies vaccination</td>
<td>1 year within past 12 months, 3 year within past 36 months</td>
<td>Must have current rabies tag</td>
</tr>
<tr>
<td>Negative fecal</td>
<td>Within 30 days of procedure</td>
<td>Within 12 months if proof of year-round parasite prevention</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participating Veterinarian FeLV/FIV Test</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>All pre-surgical blood-work including a FeLV / FIV test will be provided the day of the surgery</td>
<td>IF done within 6 months of procedure not required. (If not current, will be included with pre-surgical blood work) No Additional Charge for pre-surgical blood work or FeLV/ FIV test.</td>
</tr>
</tbody>
</table>

Surgical Requirements Canine & Feline

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Description</th>
<th>Additional Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Surgical Examination</td>
<td>Performed by veterinarian, day of procedure</td>
<td></td>
</tr>
<tr>
<td>Pre-Surgical Blood-work including heartworm test and FeLV/FIV test</td>
<td>BUN, Creat, ALT, Alk Phos, GLU, Na, K, PCV, Heartworm Test or FeLV/FIV test. Performed by veterinarian, day of procedure</td>
<td>Additional tests may be recommended, depending on patient age and general health</td>
</tr>
<tr>
<td>IV catheterization</td>
<td>Not required</td>
<td>Used at veterinarians discretion</td>
</tr>
<tr>
<td>Standard Induction &amp; Gas Anesthesia</td>
<td>Isoflurane or Sevoflurane</td>
<td></td>
</tr>
<tr>
<td>Surgical Monitoring</td>
<td>Respiratory and cardiac monitoring</td>
<td></td>
</tr>
<tr>
<td>Pre-Operative Pain Management</td>
<td>NSAID minimally</td>
<td>Use of additional pain medications will be at the veterinarians discretion</td>
</tr>
<tr>
<td>Post-Operative Recovery</td>
<td>Under supervision of trained staff</td>
<td></td>
</tr>
<tr>
<td>Release</td>
<td>Post-Operative Instructions given to client, including emergency care information.</td>
<td>Complications will be managed by hospital providing services unless they arise after-hours</td>
</tr>
</tbody>
</table>
FREE Spay/Neuter Program

A Program for DuPage County Residents with a Valid LINK Card

Includes:
- Spay/Neuter Surgery
- Vaccinations
- Microchip

No Cost. It’s FREE!

Spay or Neuter Your Pets for FREE!

To Participate:
1. Visit the DCACC shelter anytime 8am-4pm Monday-Friday (no appointment needed)
2. Provide the following:
   - Driver’s License or Photo I.D. with Current Address
   - Most Recent Utility Bill or Lease Agreement if Current Address is not listed on I.D.
   - Valid LINK Card
   - Social Security Number
3. Schedule an appointment with one of the 10 area participating veterinarians
4. Bring your DCACC voucher & your pet to the vet hospital for their surgical appointment
5. Enjoy your pet without the worry of unwanted litters!

Questions?
Call: (630) 407-2800
### Procurement Review Checklist

**Procurement Services Division**

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

<table>
<thead>
<tr>
<th>Vendor: Bensenville Animal Clinic</th>
<th>Vendor #: 2903</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dept: Animal Services</td>
<td></td>
</tr>
<tr>
<td>Contact: Amanda Talsma</td>
<td></td>
</tr>
<tr>
<td>Phone: x8219</td>
<td></td>
</tr>
</tbody>
</table>

**Contract Term:** 5/9/2018 - 11/30/2018  **Contract Total:** $6,500.00  **Assigned Committee:** Animal Care &

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

We incur costs ranging from $250.00 - $400.00 each to offer the service of no cost spay/neuter to those DuPage County residents with a Link card. Per the State of IL, we have a restricted Pet Population Fund (PPF) that can only be used for this service. We partner with multiple veterinary hospitals/clinics to provide the vaccinations and surgery. When a citizen is given a voucher for a no cost spay/neuter, there is a list of the partner veterinarians they can choose from that will perform the surgery. Bensenville Animal Clinic is one of our PPF partner veterinarians. There is no way for us to predetermine the volume any one veterinarian will have in a given year. The requested Contract Total is based on the YTD spend Bensenville Animal Clinic.

**Reason for Procurement**

To reimburse Bensenville Animal Clinic for their services as a PPF partner.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY2018: 1100-1300-53075 and 1100-1300-53070
- Budget Transfer (Date): 

**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 S5 ILCS S/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00  Public Utility
- PER S5 ILCS S/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

We do not bid out our PPF partners. They come to us and agree to charge certain fees for different spay/neuter services. This program is open to any DuPage County veterinary hospital/clinic.

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS515)
- 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>5/31/18</td>
<td>BH</td>
<td>5-31-18</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>Penc</td>
<td>6/4/18</td>
<td>JA</td>
<td>6-4-18</td>
</tr>
</tbody>
</table>

Chief Financial Officer  (Decision Memos Over $25,000)
Date  Chairman's Office  (Decision Memos Over $25,000)  Date

---

Attachment: Bensenville Animal Clinic - Checklist (2018-158 - Midwest Veterinary Partners, LLC / Bensenville Animal Clinic - 2018 PPF Partner)
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: _____________________________

Bid/Contract/PO #: _____________________________

Company Name: Midwest Veterinary Partners
Contact Phone: 312-861-0364

Company Contact: Matthew Davis
Contact Email: matthew.davis@midwestvetspartners.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.

X 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.

X 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 Flie

Printed Name: Matthew Davis

Title: CFO

Date: 5/14/18

Attach additional sheets if necessary. Sign each sheet and number each page. Page _______ of _______ (total number of pages)