1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. CHAIRMAN'S REMARKS

5. MINUTES APPROVAL
   
   A. Animal Services Committee - Re-Scheduled - Tuesday July 10th, 2018

6. PROCUREMENT REQUISITIONS
   
   A. Recommendation for the approval of a contract purchase order to Nicor Gas for natural gas utility service for the DuPage County Animal Services, for the period October 1, 2018 through September 30, 2019 for a contract total not to exceed $20,000.00, Public Utility.

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

7. OTHER ACTION ITEMS
   
   A. Budget Transfers -- Recommendation to approve four (4) budget transfers for Animal Services 1100-1300: Transfer of funds from account no. 54999 (New Program Requests) to account no. 53090 (Professional Services) in the total amount of $101,638.00 as the amount needed for FY 2018 for animal care was underestimated, also a large amount of this request includes the transfer of funds budgeted under New Programs for Knight Inc. architectural services. Transfer of funds from account no. 54999 (New Program Requests) to account no. 50050 (Temp Salaries/On Call) in the total amount of $10,000.00 due to staffing needs, additional interns/seasonal positions were added. Transfer of funds from account no. 53828 (Contingencies) to account no. 50000 (Regular Salaries) in the total amount of $14,763.00 needed for COLA. Transfer of funds from account no. 54999 (New Program Requests) to account no. 52320 (Medical Supplies) in the total amount of $15,000.00 as the needed amount was underestimated due to increase animal care and the supplies needed for the Specialty Veterinary Vehicle.
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 10:50 AM.

2. **ROLL CALL**

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

3. **PUBLIC COMMENT**

   No Public Comment

4. **CHAIRMAN'S REMARKS**

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

5. **MINUTES APPROVAL**

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

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

6. **OTHER ACTION ITEMS**

   A. AS-O-0046-18 ORDINANCE -- Amendment to Animal Services Ordinance Fee Schedule
7. ADMINISTRATIVE UPDATE

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

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

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

8. OLD BUSINESS

No Old Business.

9. NEW BUSINESS

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

10. ADJOURNMENT

Chairman Krajewski adjourned the meeting at 11:00 AM.
Requisition under 25k dollars
## PROCUREMENT REVIEW CHECKLIST

**REQUISITION**

This form must accompany all County Purchase Requisitions.

<table>
<thead>
<tr>
<th>NEW PURCHASE ORDER REQUEST</th>
<th></th>
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<tbody>
<tr>
<td><strong>DATE SUBMITTED</strong></td>
<td><strong>JULY 25, 2018</strong></td>
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<tr>
<td><strong>CONTRACT TOTAL AMOUNT</strong></td>
<td><strong>$20,000.00</strong></td>
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<tr>
<td><strong>REQUESTING DEPT.</strong></td>
<td><strong>ANIMAL SERVICES COMMITTEE</strong></td>
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<tr>
<td><strong>CONTRACT TERM</strong></td>
<td><strong>10/1/18 - 9/30/19</strong></td>
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### SOLICITATION METHOD FOR SOURCE SELECTION

- **Amanda Talsma**
  - Status: Completed
  - Date: 07/25/2018 9:50 AM

- **Barbara Hanek**
  - Status: Completed
  - Date: 07/25/2018 11:16 AM

- **Kathy Ostrowski**
  - Status: Completed
  - Date: 07/26/2018 11:05 AM

- **James McGuire**
  - Status: Completed
  - Date: 07/27/2018 3:35 PM

- **Paul Rafac**
  - Status: Completed
  - Date: 07/31/2018 12:42 PM

- **Kathy Ostrowski**
  - Status: Completed
  - Date: 08/02/2018 12:56 PM

- **Animal Services Committee**
  - Status: Pending
  - Date: 08/07/2018 10:30 AM
Purchase Requisition
Procurement Services Division

Send Purchase Order To:
Vendor: Nicor Gas  Vendor #: 10057  Dept: Animal Services
Attn:  Email:  Department Req #:  
Address: P.O. Box 5407  
City: Carol Stream  State: IL  Zip: 60197-5407  
Phone: 888-642-6748  

Send Invoices To:
Vendor: Nicor Gas  Vendor #: 10057  Dept: Animal Services
Attn: Amanda Talsma  Email: amanda.talsma@dupageco.org  
Address: P.O. Box 5407  
City: Carol Stream  State: IL  Zip: 60197-5407  
Phone: 888-642-6748  

Send Payments To:
Vendor: Nicor Gas  Vendor #: 10057  Dept: Animal Services
Attn: Amanda Talsma  Email: amanda.talsma@dupageco.org  
Address: P.O. Box 5407  
City: Carol Stream  State: IL  Zip: 60197-5407  
Phone: 888-642-6748  

Ship To:
Dept: Animal Services  Division: 
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  F.O.B.  PO 20 Delivery Date  Requisitioner
PER 50 ILCS 505/1  Destination
Use for  PO25 only
Contract Administrator  Contract Start Date  Contract End Date  Use for  PO25 only
Amanda Talsma  Oct 1, 2018  Sep 30, 2019

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<th>UOM</th>
<th>Item Detail (Product #)</th>
<th>Description</th>
<th>FY</th>
<th>Dept #</th>
<th>Acct #</th>
<th>Sub-Accts and/or Activity #</th>
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<td>EA</td>
<td>Natural Gas</td>
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<td>17 &amp; 18</td>
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<td>1300</td>
<td>53200</td>
<td>20,000.00</td>
<td>20,000</td>
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Requisition Total: $ 20,000

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

Special Instructions/Comments to Buyer or Approver (these comments will NOT appear on the Purchase Order):

User Department Internal Notes (these comments will NOT appear on the Purchase Order):

Packet Pg. 7
Requisition under 25k dollars
Requisition under 25k dollars

PROCUREMENT REVIEW CHECKLIST

This form must accompany all County Purchase Requisitions.

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<td>Paul Rafac</td>
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<tr>
<td>Kathy Ostrowski</td>
</tr>
<tr>
<td>Animal Services Committee</td>
</tr>
</tbody>
</table>
## Purchase Requisition

**Procurement Services Division**

**Date:** Jul 19, 2018  
**MinuteTraq (IQM2) ID #:** 13102  
**Department Req #:**  
**RFP, Bid or Quote #:** 18-096

### Send Purchase Order To:

- **Vendor:** IDEXX Laboratories, Inc.  
  - Vendor #: 12225  
  - Dept: Animal Services  
  - Attn: Jeff Misevich  
  - Email: Jeff-Misevich@idexx.com  
  - Address: One IDEXX Drive  
  - City: Westbrook  
  - State: ME  
  - Zip: 04092  
  - Phone: 207-556-0300  
  - Fax:  

### Send Invoices To:

- **Vendor:** IDEXX Laboratories, Inc.  
  - Vendor #: 12225  
  - Dept: Animal Services  
  - Attn: Amanda Talsma  
  - Email: amanda.talsma@dupageco.org  
  - Address: One IDEXX Drive  
  - City: Westbrook  
  - State: ME  
  - Zip: 04092  
  - Phone: 630-407-2800  
  - Fax:  

### Send Payments To:

- **Vendor:** IDEXX Laboratories, Inc.  
  - Vendor #: 12225  
  - Dept: Animal Services  
  - Attn: Accts Receivable  
  - Email:  
  - Address: One IDEXX Drive  
  - City: Westbrook  
  - State: ME  
  - Zip: 04092  
  - Phone: 800-814-1147  
  - Fax:  

### Ship To:

- **Dept:** Animal Services  
- **Division:**  
- **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

- **F.O.B.**  
- **PO 20 Delivery Date:**  
- **Requisitioner:**  
- **PO 50 ILCS 505/1**  
- **Destination:**  

### Use for

- Contract Administrator  
- PO25 only  
- Amanda Talsma  
- Aug 15, 2018  
- Aug 14, 2019  
- PO25 only

### LN | Qty | UOM | Item Detail (Product #) | Description | FY | Dept # | Acctg Unit | Acct # | Sub-Accts and/or Activity # | Unit Price | Extension |
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<td>500.00</td>
<td>50€</td>
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</table>

**Requisition Total $ 24,15€**

### 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):

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**Packet Pg. 10**

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**FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER**
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: Jul 19, 2018
MinuteTraq (IQM2) ID #: 13102
Department Requisition #: ____________

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

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

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

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

Laboratory testing and SNAP tests for animals is required for proper medical care of the shelter animals, the pets of DuPage County citizens, and community rescue organizations. The lab services include but are not limited to...
- Senior screen and geriatric blood test for the senior animals at the shelter to assure any potential adopters that the older animal is in good health
- Comprehensive fecal tests to properly diagnose and treat disease and parasites
- Biopsy of tissue to diagnose cancer or other ailments
- Urine tests to diagnose infections or other illness

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

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

Strategic Impact

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

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

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

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

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

1. Approve the Contract Purchase Order as requested.
2. Do not approve the Contract PO.
**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 FY 2018 and FY 2019, Process Lev 120:

1100 1300 52320
1100 1300 53090
1100 1300 52320 Activity Code SVV
1100 1300 53090 Activity Code SVV

Total PO: $24,156.00
QUOTE QUESTIONNAIRE
#18-096-JM LAB SERVICES
(Please attached additional sheets if needed)

1. What shelter or veterinary content management databases do you interface with? 
   Cornerstone, NEO, DVMAX, Avimark, Infinity/Impromed, Animal Intelligence, ClientTrax, 
   HVMS, EzyVet, eVetPractice, Intravet, LogiVet, Vetlink, DVM Manager, Onward Vet, RxWorks, 
   SpecVet, VETPort, Vetstar, VIA information systems, VTP. Please note: Vet Connect Plus is 
   our included lab option you use now.

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

3. Do you offer pickup services?  
   → If yes, do you provide an external pickup box and what do you charge for pickup?  
   Yes we offer pick up services. We offer the Lockbox and many supplies at no charge.

4. Do you offer next day lab results? 
   → If no, what is the general time frame? 
   Turn around time varies for test codes. Most are next day by 8am with results available in 
   real time of when ran at the Elmhurst, IL reference lab via vet connect plus website or 
   phone app.

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

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

7. What online services do you provide (Check all that apply):
   ■ X Ordering  
   ■ X Returns  
   ■ X Lab Results  
   ■ X Invoices  
   ■ X Statements  
   ■ XReporting – Please describe the types of reports that can be run, if they export to Excel, 
     PDF, etc...  
   Results are available electronically and can be emailed or printed in PDF format. 
   IDEXX provides the most robust tools for lab results including dot plots, line graphs, 
   and client friendly summaries. We also can share your internal diagnostic growth 
   reports to help optimize and grow diagnostic revenue.
8. What is your return policy?

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

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

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

TOTAL QUOTATION: $ Twenty-eight thousand Total (in figures)
Six hundred ninety-six __Dollars and forty threeCents

(Signature and Title)
Q UOTATION MUST BE SIGNED FOR CONSIDERATION

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

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

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

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

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

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

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

**Signature on File**

---

Form optimized for Acrobat and Adobe Reader version 9 or later.
### Budget Adjustment

**From:** 1100  
**Company #**

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

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

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

**Finance Department Use Only**

Fiscal Year 2018 Budget Journal # Acctg Period

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

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