

# PROCUREMENT & CONTRACTS

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*Heather A. Obora, Chief Purchasing Officer*

### **HEADLINES & DEADLINES**

July , 2006

#### ⇒ **RECEIPTING/PODDUP**

Items and/or services should NOT be receipted unless received. Schools are asking for corrections to receipts for items that were never received. If a supplier bills for items that are not received, they will still get paid when invoicing because you have receipted the items. Please follow proper receipting procedures and remember to receipt items within 72 hours of delivery. This procedure is in place to protect you.

#### ⇒ **IPROCUREMENT TRAINING:**

If you are in need of iProcurement Training, please contact Pearlene Carter at 773-553-2916 or Sandra Moses-Potts at 773-553-2292.

#### ⇒ **OFFICE DEPOT – New phone number**

Effective immediately the number for Office Depot has changed. The new number is **866-607-6787**.

#### ⇒ **VENDOR SELECTION**

Many vendors that do business with CPS have very similar names. Please take an extra moment when creating a requisition and choosing a vendor. For example, many schools choose **Lakeshore Computer** when placing an order for Lakeshore Learning. If purchase orders are not received by the correct vendor, you will not receive your merchandise. If you choose an incorrect vendor when creating a requisition you are at risk of losing your money if it is grant funding or at year-end. Please don't let this happen to you. Use caution when creating requisitions.

#### ⇒ **FOR YOUR INFORMATION**

Effective July 1, 2006 the Department of Procurement and Contracts Assistance Center will no longer handle phone calls regarding iProcurement and other purchasing issues. The 3-2265 extension will be eliminated. Business Service Center representatives will be available to all schools to handle these inquiries. Please call the numbers listed below for assistance.

Cluster 1: 535-5970  
Cluster 2: 535-5960  
Cluster 3: 535-5980  
Cluster 4: 535-7584  
Cluster 5: 535-7585  
Cluster 6: 535-7586

⇒ **SCIENCE LABORATORY SUPPLIES, EQUIPMENT AND INSTALLATION SERVICES:**

The Board of Trustees has approved an agreement with Fisher Science Education for the purchase of Science Laboratory supplies for all CPS schools. To purchase science laboratory supplies, schools and departments may use Board Report 05-1116-PR2.

The Board Approved Vendor for Laboratory Supplies is:

Fisher Science Education  
Vendor #41947  
Contact-Customer Service  
800-955-1177  
Reference Account # 243768-001

Science Lab Equipment was offered and advertised for 'competitive bidding' to companies for the purpose of saving money for CPS schools and teachers with lower prices and receiving free shipping on orders. Fisher Science Education was the responsive and responsible bidder with the lowest price. Teachers and schools, through this approved Board Report, may order Science Lab Supplies at very competitive pricing.

It is not mandatory that schools order Lab Supplies from Fisher if schools find another vendor with higher quality products and comparable pricing the schools may use another vendor.

The CPS Procurement and Contracts, Contract Administrator is Nanzi Flores who can be reached at 773-553-2273. Free shipping on all orders excluding live, hazardous and motor freight items. You may start ordering now; by logging into the I-Procurement shop page and click on the Fisher Scientific punchout icon.

⇒ **APPLE SERVER PURCHASES**

Apple servers are no longer available under contract. In addition, OTS does not plan to order them this coming Fiscal Year 2006-2007. Schools desiring to purchase Apple servers for non-ERate eligible purposes may do so up to \$25,000 from any CPS vendor carrying the products. Between \$25,001 and \$75,000, schools may purchase products or services by obtaining three quotes and submitting these quotes to the Chief Purchasing Officer through the CPO Request Application for approval. Purchases above \$75,001 and under \$250,000 will require a written solicitation through the CPO Request Application and a Board Report.

Apple desktops and laptops continue to be available under the strategic sourcing contract with Apple. Please contact Craig Holloway, Commodity Manager, at 3-2903 if you have any questions.

⇒ **APPLE ANNOUNCEMENT**

Apple is pleased to extend the benefits of the Apple Online store for CPS by providing your school with special offers through a custom web store developed just for Chicago Public Schools\*. All CPS K-12 schools are eligible to take advantage of these special offers\*\* and purchase Apple products by using this custom store.

Take advantage of limited-time offers and promotions on the CPS Apple Online store. You can also build your own systems by choosing from Apple's complete line of Macintosh computers and add software, peripherals, and accessories to your order. For volume purchases, contact Kristy Smith-MacLeod, 800-800-2775 extension 46808.

<http://store.apple.com/AppleStore/WebObjects/K12Custom?qprm=127919>

Customer Name: Chicago Public Schools

Password: cpscps

\* This custom store is **only available to Chicago Public School K-12 educators.**

\*\* Special pricing available for select Apple products. Product specifications and prices are subject to change without notice.

### ⇒ **CPS APPLE COMPUTER DISCOUNT**

Did you know that as a CPS employee you have an Apple Computer discount? Do you want an iPod or other Apple product? If so, why not utilize your CPS discount!

For example, the regular price of a 30GB iPod is \$299.00 or 60GB for \$399.00. With your discount you can purchase the same item for \$269.00 and \$369.00 respectively. So, check out [www.apple.com](http://www.apple.com) under the 'store' option and look up the education prices or visit the Michigan Ave Apple Store location.

If you have any questions or need assistance navigating to the CPS educational price site, please call Craig Holloway, Commodity Manager at 773-553-2903.

### ⇒ **USED TEXTBOOKS:**

If you have textbooks that are no longer used at your school, we would like to post this information in the Newsletter for schools that may be interested. **Please contact Lee Saulter at 773-553-2989** with this information.

### ⇒ **LIBRARY AND CLASSROOM (NOT TEXTBOOK) PURCHASES:**

**Baker & Taylor** is the place to order your library and classroom library books. Ordering is done on-line, through the Baker & Taylor ordering tool, **School Select**. Carts must be sent for "price check" prior to submitting to iProcurement for creation of a purchase order.

Should you require assistance in placing your order, the Baker and Taylor customer service toll free phone number is 877-423-2295. The sales representatives, Lois Hanley and Camille Robinson are also available for appointments and/or assistance. Lois can be reached at 800-775-7930, extension 1043 and Camille can be reached at extension 1973. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager, who can be reached at 773-553-2989.

### ⇒ **TRAINING FOR SCHOOL SELECTION**

Baker and Taylor is offering training for School Selection. New This Year: Basic and Advanced training will be available. Training is open to librarians, as well as teachers, reading specialists and office staff. Please contact Lois Hanley or Camille Robinson if you are interested.

### ⇒ **ELECTRONIC FILING CABINETS:**

The Board has approved the agreement with Ellis Systems Corporation to purchase Electronic Filing Cabinets for all Chicago Public Schools Departments and Schools.

#### The Board Approved Vendor for Electronic Filing Cabinets:

Ellis Systems Corporation

Vendor No.: 12736

Contact: Tom Hynes

Tel. No.: 847-371-0200

Fax No.: 847-371-0202

The CPS Procurement and Contracts Contract Administrator is Martha Escareno who can be reached at 773-553-2284. Ellis Systems Corporation is one of Chicago Public Schools Strategic Sourcing and

District-Wide Contract Suppliers. See the web site below:  
[http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html)

⇒ **MULTIFUNCTIONAL DEVICES (MFDs) – Updated Authorized Vendor List**

Contracts have been signed with four (4) MFD/Copier vendors. ***Effective immediately, following are the four (4) authorized vendors:***

1. **Canon Business Solutions – Central, Inc.**  
Contact: Mark Ehlert 312 294-2872  
Customer Service: Wayne Bell 312 294-2855  
Equipment: MFDs and Copiers  
User Groups: Schools
2. **Chicago Global Capital**, a joint venture  
Contact: Julie Neubert 630 771-8525  
Equipment: Digital duplicators, faxes and scanners  
User Groups: Schools and Area Instructional Offices
3. **Hallagan Business Machines**  
Contact: Joan Hallagan 773 637-0368  
Equipment: Digital duplicators  
User Groups: Schools and Area Instructional Offices
4. **Konica Minolta Business Solutions**  
Contact: Brian Gasteirer 312 726-9100  
Customer Service: Charlie Faso 312 701 9233  
James Purgatorio 312 701-9244  
Equipment: MFDs and Copiers  
User Groups: Area Instructional Offices

**Reminder:** The Strategic Sourcing Policy requires schools, Central Office Departments and Area Instructional Offices to utilize the authorized strategic sourcing vendors as listed above for the purchase and/or lease of all copier equipment. Equipment request from Central Office Departments will be reviewed and approved by Procurement and Contracts and the Office of Technology Services staff.

Contact: Jackie Daly at 773 553-2274 for questions or clarifications.

⇒ **SOFTWARE VENDOR:**

Computer Discount Warehouse- Government (CDW-G) is the Board's contract vendor for Microsoft and other off-the-shelf ("shrink-wrap") software. Per the Strategic Sourcing Policy, Microsoft and other non-educational off-the-shelf software must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

**REGION 1 & 2, CENTRAL OFFICES**

Sonny Rogalevich, Account Manager  
(847) 419-7478 – Phone  
(847) 419-8678 – Fax  
[sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

### **REGIONS 3 & 4**

Maria Jauregui  
(877) 208-4537  
[marijau@cdwg.com](mailto:marijau@cdwg.com)

### **REGIONS 5 & 6**

Josh Paveglio  
(866) 723-3388  
[joshpav@cdwg.com](mailto:joshpav@cdwg.com)

CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903

Per the Microsoft Select Agreement, as CPS buys Microsoft products, CPS is responsible for the duplication of disks. CPS has contracted with CDW-G to make the software CDs. Schools will receive one CD (or set) for each software title ordered, even if multiple licenses are ordered. This CD may be used to install the software on the number of computers licensed. Extra CDs for backup or replacement are available at \$8.00 each. These CDs do not increase the number of computers on which a school is allowed to install the software. Extra licenses must be purchased to do so.

### **⇒ NEW PRINTER VENDOR:**

CDW-G has replaced Microcity and Daly Computers for the purchase of Hewlett Packard printers, Lexmark printers and associated supplies. All other peripherals can be purchased through Office Depot.

Per the Strategic Sourcing Policy, computer printers must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.

CDW-G

Vendor #**63673**

Board Report 05-0727-PR1

Contacts:

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

[sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

Maria Jauregui

(877) 208-4537

[marijau@cdwg.com](mailto:marijau@cdwg.com)

Josh Paveglio

(866) 723-3388

[joshpav@cdwg.com](mailto:joshpav@cdwg.com)

CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903.

⇒ **COMPUTER DESKTOP AND LAPTOP NOTIFICATION**

Hewlett Packard is no longer a strategic sourcing vendor for the sell of desktop and laptop computers. Per Board Report 05-1221-PR1, Dell and Apple Computers are the CPS sources for computers. If you have any questions regarding Apple or Dell, please contact Craig Holloway at 773-553-2903.

⇒ **FEDEX KINKO’S DISCOUNT OFFER**

Chicago Public Schools is pleased to announce that FedEx Kinko’s is extending discounted pricing to CPS employees on most services offered at any of FedEx Kinko’s 1450+ domestic locations.

Present a FedEx Kinko’s Discount Card at the point of sale, and you will receive the discount.

Additional Discount Cards

Please contact Jacqueline Daly at CPS to request additional discount cards.

Name: Jacqueline Daly

Phone: 773-553-2274

Email: [jdaly@cps.k12.il.us](mailto:jdaly@cps.k12.il.us)

⇒ **STRATEGIC SOURCING FOR JANITORIAL PRODUCTS AND EQUIPMENT**

The Board has approved Strategic Sourcing for **ALL** schools and departments to purchase Janitorial Products under Board Report #05-0525-PR1.

To view some of the awarded products and be informed of the catalog discounts you may go the Board’s web site at [http://www.csc.cps.k12.il.us/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/ss_Vendors.html).

The approved Strategic Sourcing Vendors are:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Advantage Supply, Inc.           | 7. Kranz, Inc.                   |
| 2. Aztec Supply                     | 8. PCS Industries                |
| 3. B & L Distributor                | 9. The Standard Company          |
| 4. Chemcraft Industries             | 10. United Supply Services, Inc. |
| 5. Every Bloomin’ Industrial Supply | 11. Valdes Enterprises, Inc.     |
| 6. KMI Supplies                     | 12. Zep Manufacturing            |

To purchase janitorial supplies and equipment, schools and departments must use Board Report 05-0525-PR1, budget classification 5320 for supplies and 5730 for equipment.

Also, please note that vendors catalog may contain non-janitorial items which schools and departments can still take advantage of a percentage discount.

If you need assistance in placing your order, you may contact the CPS Procurement and Contracts’ contact Pamela Seanior at 773-553-2254.

⇒ **RENTAL EQUIPMENT AND SUPPLIES-AAA RENTAL**

Chicago Public Schools is now able to purchase on the City of Chicago’s (City Award# 11148) contract prices from AAA Rental for rental equipment and supplies.

AAA Rental is an existing CPS vendor (CPS vendor #48036) and has been a CPS vendor for 20 years. The company was established in 1927. AAA Rental has a large inventory of chairs, tables, barricades, display boards, easels, podiums, refrigerator/freezers, coffee makers etc. and other rental equipment and provides chairs to the City of Chicago for many of its special events.

Please refer to the following link on the Department of Procurement and Contract's website for a list of items ordered most often by CPS along with the City pricing:  
<http://www.csc.cps.k12.il.us/purchasing>, then click on the How to Buy icon at top of page, then click SS Suppliers and scroll all the way down to AAA Rental Prices on City contracts.

See AAA Rental web site for a complete list of products offered to CPS. This City contract is valid from March 1, 2006 to February 28, 2011.

In addition to lower pricing on most items, CPS schools would save money by using the City contract by receiving FREE delivery and Pickup and the Setup/Takedown charges are \$18 an hour; less than we currently pay.

⇒ **SOMEONE YOU SHOULD KNOW IN THE OFFICE OF PROCUREMENT AND CONTRACTS:**

Patricia Hernandez  
Contractor Administrator

Prepare, solicit, analyze, evaluate and advertise various types of solicitations, but major focus is construction and operational solicitations.  
Assist user departments with evaluation, recommendation, and selection of vendor.  
Facilitate pre-submittal meetings and presentations between the user departments and the vendors.  
Process, read, open and tabulate all Bids, including Capital projects.  
Post all information on our Purchasing webpage.  
Process requisitions and issue purchase orders for various contracts.  
Monitor spending on contracts to ensure that they do not exceed Board authority.  
Maintain records, prepare reports and distribute as needed.  
Issue Notices of Award and Notices to Proceed for all capital projects.

⇒ **VENDOR OF THE MONTH:  
A VENDOR YOU SHOULD KNOW:**

Perfection Learning  
[www.perfectionlearning.com](http://www.perfectionlearning.com)  
Kori Kubitz – Account Manager  
Phone 773-202-0955  
Vendor Number: 14523

Specialty: Education Curriculum

APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer