

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

April 2007

ATTENTION STRATEGICALLY SOURCED CONTRACT UPDATE

Effective February 1, 2007, a new "Process change" began. Schools and departments no longer will be required to complete waiver forms when deciding to purchase goods or services currently covered under Strategic Source contracts.

Commodity Managers and Contract Administrators will compare contracted pricing with non-strategically sourced vendors. Schools and departments will be notified of price differences if it is above the contracted vendor's price. Procurement staff may contact contracted vendors to determine if they are willing to reduce their pricing to meet the non-contract price. Schools or departments must go through the Bid process for biddable items over \$10,000 and the CPOR process for non-biddable items over \$25,000 if they elect NOT to use the strategically sourced contracts.

⇒ **PURCHASING INTERNAL WEBSITE:**

The internal purchasing website is now available to schools, central and area offices. Note that you need to be on the CPS network to be able to access the site. The URL for the site is <http://dpc.cps.k12.il.us>

You can use the website to search for board reports, create CPO requests and request strategic sourcing waivers by filling out an on-line waiver form. The home page on the website also contains useful links that lists strategic sourcing suppliers and how to buy processes. Additional content will be made available on the website on a regular basis.

⇒ **IMPORTANT INFORMATION!**

Recently, numerous Chicago Public Schools have placed and received orders from Vendors without an approved Purchase Order. This is not in accordance with Chicago Public Schools Procurement Policy. Payment for these unapproved requisitions will not be guaranteed.

⇒ **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 BOOKS, REFERENCE BOOKS AND RELATED SERVICES:**

The Board has approved entering into agreements with various vendors under the Strategic Sourcing Policy for the purchase of Library Books, Reference Books and related services. The "pool" of vendors are:

| | VENDORS | VENDOR # |
|----|------------------|-----------------|
| 1. | Baker and Taylor | 11371 |
| 2. | Capstone Press | 25462 |
| 3. | Children's Plus | 31279 |

| | | |
|-----|----------------------------|-------|
| 4. | Follett Library | 12708 |
| 5. | Heinemann Raintree Library | 27778 |
| 6. | Perma-Bound Books | 13125 |
| 7. | Rainbow Books | 25596 |
| 8. | Santillana USA | 39267 |
| 9. | Scholastic Library | 90280 |
| 10. | Rosen Publishing | 16434 |

Additional information will be forthcoming. Any questions should be directed to Lee Saulter, Commodity Manager at 773-553-2989.

⇒ **OUTPUT DEVICE EQUIPMENT**

(MFDs, COPIERS, DIGITAL DUPLICATORS, FAXES AND SCANNERS)

Contracted output device vendors

- | | |
|--|--|
| <p>1. Canon Business Solutions – Central Inc. Contact: Mr. Wayne Bell (708) 692-6946 Vendor No. 39190 Equipment: MFDS, Copiers, MFD/Copier Duplicator Accessories, Faxes and Scanners</p> | <p>2. Chicago Global Capital, a Joint Venture Contact: Ms. Julie Neubert (630) 771-8525 Vendor No. 60601 Equipment: Digital duplicators, Faxes Scanners</p> |
| <p>3. Konica Minolta Business Solutions Contact: Mr. Brian Gasteier (312) 726-9100 Vendor No. 22594 Equipment: MFDS and Copiers</p> | <p>4. Hallagan Business Machines Contact: Ms. Joan Hallagan (773) 637-0368 Vendor No. 19766 Equipment: Digital Duplicators</p> |

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.

CDW-G is now a Punch-Out Supplier in I-Procurement

You can access the CDW-G website by clicking on the new CDW-G icon displayed on our I-Procurement Shop Page. Visit CDW-G for all your software and printer needs.

For help with the CDW-G Website use the following link: <http://dpc.cps.k12.il.us/index.php>

REGION 1 & 2, CENTRAL OFFICES

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

REGIONS 3 & 4

Maria Jauregui
 (877) 208-4537
marijau@cdwg.com

REGIONS 5 & 6

Josh Paveglio
 (866) 723-3388
joshpav@cdwg.com

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

⇒ **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!

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:

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CPS Procurement & Contracts contact: Craig Halloway, 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

⇒ **STRATEGIC SOURCING FOR JANITORIAL PRODUCTS**

STRATEGIC SOURCING FOR JANITORIAL PRODUCTS

In the Board's effort to standardize on Janitorial Products for the schools, the Board has added additional Strategic Sourced vendors and products.

The new Board approved Strategic Sourcing Vendors and Products are:

1. Kraft Paper Sales/Aztec Supply JV
Customer Service: 708-594-6080
Vendor No.: 91460
Product: Touch Free Towel Dispenser (holds White Hard Roll Towels)
Board Report: 06-0927-PR2
Towel: White 1000L Hard Roll Towel, C-Fold, Multifold, Single Fold
Board Report: 06-0927-PR2
Product: One-at-a-Time-Tissue Dispenser (holds White Hygienic Tissue)
Board Report: 06-0927-PR1
Tissue: White Hygienic Tissue and Coreless Tissue
Board Report: 06-0927-PR1
2. W. W. Grainger, Inc.
Customer Service: 773-638-0536
Vendor No.: 40011
Product: Stainless Steel Combinations Fold Towel Dispenser (holds C-Fold and Multifold Towels)
Board Report: 06-0927-PR2
3. Royce Rolls Ringer Co.
Customer Service: 800-253-9638
Vendor No.: 35392
Product: Stainless Steel Fold Towel Dispenser (holds Single Fold and Multifold Towels)
Board Report: 06-0927-PR2
Product: Horizontal Stainless Steel Standard or Coreless Two Roll and Four Roll Tissue Dispensers with front covers (holds Standard White Roll Tissue)
Board Report: 06-0927-PR1
4. Laport Chemical Supply, Inc.
Customer Service: 312-421-8881
Vendor No.: 28922
Product: White or Natural Hard Roll 800L Towel
Board Report: 06-0927-PR2
Tissue: White 1 Ply Standard Tissue
Board Report: 06-0927-PR1
5. B & L Distributors
Customer Service: 708-361-2300
Vendor No.: 29609
Product: Vertical Stainless Steel Multi-Roll Tissue Dispenser (holds Standard White Roll Tissue)
Board Report: 06-0927-PR1
Product: Hand Dryer (Green Spec - Automatic Fixed Nozzle)
Board Report: 06-0927-PR2
Product: Stainless Steel Refill Soap Dispenser (holds Liquid Soaps)
Board Report: 06-0726-PR7
6. Kranz, Inc.
Customer Service: 888-638-2201x240
Vendor No.: 37382
Product: White 2 Ply Standard Tissue
Board Report: 06-0927-PR1
7. LP Scientific Corp.
Customer Service: 815-232-9600
Vendor No.: 91023
Product: Hands Free Dispenser (holds Liquid Soaps)
Board Report: 06-0726-PR7
8. Tek Direct, Inc.
Customer Service: 773-427-1537
Vendor No.: 27833
Product: Form Soap, Form Soap Dispenser and Liquid Soap Refills
Board Report: 06-0726-PR7
9. Central Poly Corporation
Customer Service: 800-480-2247x307
Vendor No. 24630
Product: Plastic Liners with imprint of "Property of Chicago Public Schools"
Clear 33, 55, 60 Gallon 1.4 Mil
Clear 15-16 Gallon .35 Mil (no imprint)
Blue Recycle 33, 55, 60 Gallon 1.4 Mil
Black Recycle 33, 55, 60 Gallon 1.4 Mil
Board Report: 06-0823-PR1

For all other janitorial supplies, please continue to use the existing Strategic Sourced Vendors--Board Report 05-0525-PR1.

Existing 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 Enterprise, Inc. |
| 6. KMI Supplies | 12. Zep Manufacturing |

News.....Take advantage of Grainger's Maintenance Repair and Operations (MRO) discount contract No. 4010653 with the State of Illinois and the Board's Joint Purchasing Agreement until June 30, 2007. Contact Grainger Representative Herb Ladd at 773-638-0536.

If you need assistance you may contact 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:

Craig A. Holloway
Commodity Manager

- Manager of the Desktop and Laptop Strategic Sourcing Process
- Manager of the Computer and Network Maintenance Strategic Sourcing Process
- Manager of the Microsoft Software Strategic Sourcing Process
- Manager of the Hewlett Packard and Lexmark Printers Strategic Sourcing Process
- Prepares RFP, RFQ and Bid Solicitations
- Works closely with end user to develop solicitation strategies and determine needs
- Research prospective commodities in the market place

⇒ **VENDOR OF THE MONTH:**

Advance Systems Consultant, Inc.
P.O. Box 3176
Joliet, IL 60434
Ms. Rose Wennlund
rose@advancedsystems.org
(773) 617-1315
Vendor #19018
Computer Repair and Maintenance

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer