



# Procurement & Contracts

[HTTP://WWW.CSC.CPS.K12.IL.US/PURCHASING](http://www.csc.cps.k12.il.us/purchasing)

MARCH 2008

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

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## Quick Links

DEPARTMENT OF  
PROCUREMENT AND  
CONTRACTS WEBSITE

For comments, questions  
or additional information,  
please email us at:  
[purchasing@cps.k12.il.us](mailto:purchasing@cps.k12.il.us)

## Default Board Report Number & Contract Number on Requisition Lines:

Effective **February 1, 2008**, The Purchasing Department will automatically default both the Board Report Number & Contract Number onto the Requisition Lines for Strategic Sourcing Suppliers.

This system change will allow Purchasing to associate a Purchase Order Number to a specific contract number.

If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated. Please contact your local Business Service Center for further instructions."

When this error message is displayed the system will not allow the Requisition to be created. If you encounter this error message, please contact your local Business Service Center. The Business Service Center will work with the Purchasing Department to resolve this issue.

## Contract Administration

### Printing and Reprographic Services

All Printing & Graphics, Inc., Berland Printing, Inc., K & M Printing, Inc., Gem Acquisition Company, Inc. d/b/a/ Gem Business Forms have been selected by the Board to enter into a contract for Printing and Reprographic Services. This agreement expires December 31, 2009. Board Report No. [07-1219-PR1](#)

### Solid Waste Disposal and Recycling Services

Allied Waste Transportation Inc., d/b/a Allied Waste Services of Chicago has been selected by the Board to enter into a contract for Solid Waste and Recycling Services. This agreement expires on December 31, 2012. Board Report No. [07-1219-PR2](#).

### Building Automation System Installation Services

Quantum Crossings, L.L.C. and Windy City Electric have been selected by the Board to enter into a contract for Building Automation System Installation Services. This agreement expires on December 31, 2010. Board Report No. [07-1219-PR5](#).

### Purchase and Lease of Desktop and Laptop Computers and Warranty Services.

The contract awarded to Apple Computer, Inc. and Dell Marketing L.L.P has

been amended to exercise the second option to renew. This option expires on June 30, 2008. Board Report [07-1219-PR7](#).

### **Software License and Services Agreement**

The contract awarded to Maximus, Inc. has been amended to exercise the first option to renew. This option expires on September 30, 2008. Board Report [07-1219-PR8](#).

### Local Area Network System Improvement Services

The contract awarded to Sentinel Technologies has been amended to exercise the second option to renew. This option expires on June 30, 2009. Board Report [07-1219-PR10](#).

### **Media Management Solution and Basic Maintenance**

The contract awarded to Central Audio-Visual Equipment, Inc. has been amended to exercise the first of two existing agreements. This option expires on September 30, 2009. Board Report [07-1219-PR11](#).

### **Wireless Network Interface Card (NIC) Support and Basic Maintenance Services**

The contract awarded to Sun Microsystems has been amended to exercise the second option to renew. This option expires on June 30, 2009. Board Report [07-1219-PR13](#).

## **Strategic Sourcing**

### **Contract Updates**

#### **Konica Minolta Business Solutions**

Michael Tofilon is the NEW National Account Representative for Konica Minolta. Michael can be reached at 312-701-9293.

User Groups: [Schools, Area Instructional Offices, Business Service Centers and Satellite Offices](#)

Products: [Copiers and Digital Duplicators ONLY](#)

**Canon Business Solution – Central** – Wayne Bell 312-294-2855.

User Groups: [Central Office, Schools, Area Instructional Offices, Business Service Centers and Satellite Offices](#)

Products: [Multi-function Devices \(MFDs\), Copiers, Digital Duplicators, Faxes and Scanners](#)

**Hallagan Business Machines** – Joan Hallagan 773-637-0368

User Groups: [Schools and Area Instructional Offices](#)

Products: [Risographs/Digital Duplicators](#)

#### **Chicago Global Capital(Distinctive Business)**

The Board's contract with Chicago Global Capital (Distinctive Business, a Joint Venture, has been cancelled.

Any questions should be directed to Jacqueline Daly at 773-553-2274.

## Library Books

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 listed in Board Report, [06-0726-PR9](#)

Any questions should be directed to [Lee Saulter](#) at 773-553-2989.

## Vendor Management

### 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. Please be aware that payment for these unapproved requisitions will not be guaranteed.

## Special Offers

### **Office Depot’s Discount Purchase Program for Chicago Public Schools Employees**

We are proud to announce a new Office Depot Discount Purchase Program for CPS Employees that will allow CPS Employees to obtain a 10% discount (in all retail stores and retail online) when purchasing products for their personal use. This discount is over and above the regular retail store and retail website prices on most of Office Depot product.

**THESE DISCOUNTS ARE NOT DISCOUNTS FROM (OR IN ANY WAY ASSOCIATED WITH) THE CHICAGO PUBLIC SCHOOLS CONTRACT PRICING.**

Apply online for your card at:

[https://odams.officedepot.com/registrations/cps\\_welcome.html](https://odams.officedepot.com/registrations/cps_welcome.html)

### **Educational Supply News:**

Office Depot offers an expanded assortment of not only office supplies but also Educational Supplies that bring solutions to the classroom. With Office Depot as a contract holder for school supplies for CPS they are one source for all your classroom needs. You will never run out of ideas to keep students engaged and your classroom operating efficiently. OD’s broad assortment of products includes everything you need from classroom management, arts and crafts to professional development, technology and everyday classroom supplies. They now carry products from Scholastic, Evan Moor, Carson Dellosa and Creative Teaching to name a few of the quality educational resources that they carry.

They also have products that meet grant requirements. Office Depot continues to add products that you need to their educational assortment many of which can qualify for grant funding. Products such as math and literacy guides, puzzles, word tiles, activity books and box programs are available through Office Depot. Be sure to checkout their new Classroom Book Catalog that will be arriving in your schools in February. If you need additional information or more catalogs, please email [darlene.moeller@officedepot.com](mailto:darlene.moeller@officedepot.com) .

## 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 your information.

## Textbooks available at Schurz High School

Please contact Charmaine Espinoza at 773-534-3419

Title	ISBN	Quantity
Physical Science	0835922451	50
Life Science	0835922405	50
Algebra 1	0835935000	50
World Geography & Cultures	082240852X	50
World Cultures	0138318018	50
Economics for everybody	0877208727	100
Algebra Essentials	0030642825	700
<a href="#">Interactive Math Program</a>		
Patterns	1559536373	300
Shadows	155953463X	300
The Overland Trail	1559536381	300
Solve It	1559534648	300
CCNA 1 & 2	1587131102	30
CCNA 3 & 4	1587131137	30
IT Essentials 1	1587130920	30
New Interactive Readers 9	0618309950	500
<a href="#">New Shostak Vocabulary Workshop Books</a>		
Level E		260
Level F		300
Level G		100

## Vendor of the Month

### [Ajilon Professional Staffing](#)

Vendor #13692

Katrina Blando

Phone: 312-782-7788 x249

Fax: 312-782-0171

Email: [Katrina.blando@ajilon.com](mailto:Katrina.blando@ajilon.com)

**Leaders in Specialized Financial Staffing & Recruitment**

## Someone You Should Know in Purchasing

### **Demetra Knowles** **Contract Administrator**

- Provide specialized assistance and expertise to facilitate and support highly complex procurement activities for specific commodity/service areas.
- Provide technical expertise to review procurement activities related to specific commodity/service areas including troubleshooting to identify the source(s) of problems, and initiating action to effectively address/resolve issues in a timely manner.
- Responsible for identifying suppliers that offer competitive services in the marketplace, evaluating their overall ability to deliver those services as stipulated (e.g., price, delivery schedule, technology, and other services), and monitoring supplier performance to ensure the consistency of services provided.
- Provide consulting expertise to advise and counsel schools and departmental officials/staff about recommended sources for specific commodity/service areas based upon information collected from suppliers to promote the selection of quality commodities/services that are offered with cost-savings incentives.

### **AAA Rental**

Vendor #48036, Rental Equipment and Supplies  
Jay Heiferman or Gary Heiferman  
(708) 210-1200

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. For a list of items ordered most often by CPS along with the City pricing, click [here](#).

APPROVED:

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Dr. Barbara Eason-Watkins  
Chief Education Officer