



Procurement & Contracts

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

JUNE 2008

HEATHER A. OBORA, CHIEF PURCHASING OFFICER

Inside This Issue

1. [Requisition Deadline](#)
2. [Contract Administration](#)
3. [Strategic Sourcing](#)
4. [Library Books](#)
5. [Vendor Management](#)
6. [Special Offers](#)
7. [Vendor of the Month](#)
8. [Someone You Should Know](#)
9. [AAA Rental](#)

Quick Links

DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

For comments, questions
or additional information,
please email us at:
purchasing@cps.k12.il.us

Requisitions:

The last day to submit requisitions on-line for the issuance of purchase orders are:

- Central Office - Wednesday, May 28th, 2008 at 4:00pm.
- Schools and Area Offices - Monday June 2, 2008 at 4:00pm.

For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to the deadlines.

Requisitions that are incomplete or waiting for approval will not be processed.

Change requests for requisitions that are awaiting approval will also be rejected. Requestors and Approvers will need to closely monitor their notifications and take appropriate action on their To-Do notifications.

If you have any questions, please contact your BSC or contact Opal Walls at 773-553-2280.

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If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated.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.

Technology

1. A new catalog from Frey Scientific will be available as of Wednesday, April 23, 2008. This catalog will replace the current catalog which has been in place for the past year.
2. A new catalog from office supplies vendor Garvey's Office products will be available as of Thursday, May 1, 2008.

3. The library book vendor Perma-Bound will now be available through a punch-out on the shopping page. The punch-out has been tested and will go live the week of April 28th. Currently Perma-Bound representatives are training librarians on the use of their web site for ordering. Please watch out for additional communication from Perma-Bound. If you have any questions about the punch-out, please contact Lee Saulter at 773-553-2289.
4. Suppliers with contracts exceeding \$25,000 will be published starting May 1st, 2008 on the Purchasing external web site for contracts signed after January 1st, 2008.

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.

Student Planners:

As previously reported, the Chicago Public Schools Procurement and Contracts Department & the Communications Department are evaluating new options for the purchase of student planners (agendas). We are happy to announce that

a limited pilot program is scheduled to get underway for the 2008-2009 fall school year, at selected school locations.

Presently, there is no contract in place between Chicago Public Schools and any company to provide student planners to our schools. With this in mind, below you will find a list of companies that sell customized student planners as well as standard student planners at various prices. Shop around for a student planner that meets your budget.

Action Agendas – 1-800-388-2919 – www.actionagendas.com/
Day Timer – www.daytimer.com/collections/studentcollections/0/False/1
Harcourt – 1-800-278-5165 – www.harcourtoutlines.com/studentplanners.cfm
Mead – 1-800-936-9811 – www.mead.com
Meridian Planners – 1-888-724-8512 – www.meridianplanners.com/
Premier Agendas – 1-800-447-2024 – mferris@premieragendas.com
Quality Planners – 1-800-869-4158 – www.qualityplanners.com/
School Date Books – 1-800-705-7526 – www.schooldatebooks.com/
School Planners 1-800-370-2129
www.schoolplanners.com/schoolplanner/index.asp
For addition information contact, Felicia D. Carwell Commodity Manager at 773-553-2289.

Special Offers

Staples Recycles for Education Program

Staples Contract Division welcomes Chicago Public Schools to Staples Recycle for Education Program. Staples makes it easy to raise money for your school. Just collect used ink or used laser toner cartridges and Staples will take care of the rest. Not registered yet? Do it now! For more information click here: <http://www.staplesrecycleford.com>

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 Office Depot products.

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

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. Office Depot 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. If you need additional information or more catalogs, please email 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.

Free 3 Ringer Binders Announcement:

Free three-ring binders are available from the CPS Department of Procurement and Contracts on a first-come first-served basis. Supplies are limited. Please call Jennifer Castro at 773-553-2293 to request a prepackaged variety box of free 3-ring binders (about 8-10 binders per box). Please be sure to give Jennifer your name, phone number, alternate phone number, school name, school address, unit number, and mail run number. If available, the binders will be sent to you by CPS Inter-Office delivery.

Vendor of the Month

Sun Microsystems Inc.

[Charles Lockman](#), Regional Sales Executive

Vendor #89823

Wireless Network Services

Phone: 217-359-9805

Someone You Should Know in Purchasing

Pearlene Carter

Manager

Training and Process Improvement

Department of Procurement and Contracts

- Conducts IProcurement and General Purchasing training for central office employees and schools.
- Conducts CPOR Training.
- Assists CPS employees with questions relating to policies and procedures in the Department of Procurement and Contracts.
- Audit and approve employee reimbursement requests.
- Serves as a community liaison by doing presentations and participating in panel discussions.
- Assist the Vendor Management Director with vendor relationship and partnership building.

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:

Dr. Barbara Eason-Watkins
Chief Education Officer