



Procurement & Contracts

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NOVEMBER 2008

OPAL L. WALLS, CHIEF PURCHASING OFFICER

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DEPARTMENT OF
PROCUREMENT AND
CONTRACTS WEBSITE

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

Technology

1. A new catalog has been loaded for Tech Depot. The catalog content has been customized for CPS.
2. The catalog replaces the current catalog loaded in 2007.
3. Going forward catalogs from Vendors will be loaded only on a quarterly basis.

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If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated.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

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, 2009. Board Report [08-0827-PR13](#).

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](#).

Purchase and Lease of Desktop and Laptop Computers and Warranty Services

The Dell Marketing Inc. and Dell Financial Services contract has been approved. All Schools, Units and Departments can now purchase and/or lease computers with Dell Marketing or Dell Financial.

The Board Report number is 08-0625-PR4.

Departments or Schools that desire to purchase Dell Computers can do so by logging into Oracle I-Procurement and navigating to the Dell Punch-out. All Dell computer **purchases** must be made using the Dell Punch-out. If you need assistance with purchasing Dell Computers you can contact Craig Holloway at 553-2903.

To **lease** Dell Computers contact TechXL at 553-3925.

The Apple Computer Inc. and Lenovo USA Inc. contracts are still being negotiated.

A notice will appear in Headlines and Deadlines once the new contracts are finalized with Apple Computers Inc. and Lenovo USA Inc.

Contact: Craig Holloway at 773-553-2903 for questions or clarifications.

Strategic Sourcing

Contract Updates

Dell Marketing/ Dell Financial
One Dell Way
Round Rock, TX 78682

Contacts: Michael Ager- 888-977-3355 ex. 7264004
Alissa Sirianni- 612-871-9439

Hallagan Business Machines

6850-6854 W. North Ave
Chicago, IL 60607
Contact: Joan Hallagan – Phone(773) 637-0368
Vendor Number: 19766

Risograph/Copier Equipment

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

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.harcoutoutlines.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.

Textbooks available at Dodge Renaissance Academy:

Please contact Ed Morris Jr. at 773-534-6640.

Title	ISBN	Quantity
Connected Math Books	Complete Sets for Grades 6 th , 7 th , & 8 th	55 copies for each grade level

Vendor of the Month

Berland Printing, Inc.

3950 South Morgan Street

Chicago, IL 60609

Contact person: Robert Berland

CPS Vendor #20163

Phone: 773-327-7300

Fax: 773-327-8666

Printing and Reprographic Services

Someone You Should Know in Purchasing

Coby Adamczyk
Webmaster, Programmer Analyst
Department of Procurement and Contracts

November Newsletter – Someone You Should Know in Purchasing

- Point of contact responsible for internal and external purchasing website content, servers and databases.
- Provides phone support and works closely with end users and other internal business groups.
- Supports the CPO-Request internal application, in regards to setting up an account, creating a request, inquiring about a submitted request and any programmatic issues related to the custom application.
- Participates in the complete software development lifecycle of a project including user discussion and requirements gathering, data/process flow diagrams and project timelines.
- Designs, implements, tests, documents, and delivers custom applications for the internal purchasing website using application development best practices, and additionally, teaches website training classes.
- Offers general technical support around the office. Works with internal IT department to escalate and troubleshoot hardware and software issues.
- Mentors entry-level developers. Introduced developer to code base library. Guided developer through initial projects with explanations and suggestions.

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer