



# Procurement & Contracts

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

FEBRUARY 2009

OPAL L. WALLS, 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)

## Technology

1. A new catalog has been loaded for Tech Depot. The catalog content has been customized for CPS.
2. A new catalog has been loaded for Office Depot. 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If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated.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

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.

## Special Offers

Grants Management and Administration has one (1) "used" Konica Minolta Di750, copier, serial number 313721. The equipment is available to the first school that wants the copier. The school would be required to make arrangements to have the equipment picked up from 125 S. Clark and transported to their facility, at their own expense.

Please contact Ms. Patricia Walker in Grants Management and Administration at 773-553-1990.

## Chicago Public Schools Recycling Programs:

Chicago Public Schools Procurement and Contracts Department is pleased to announce the launching of two CPS-Recycling Programs for inkjet and toner cartridges for all schools and departments by the following contracted vendors:

Office Depot – <http://odams.officedepot.com/cpsrecycle>

Staples – [www.corerecycling.com](http://www.corerecycling.com)

Both programs have been customized for Chicago Public Schools. Join both programs and support CPS environmental goals and earn rebate dollars for school, and department. Just simply sign-up and the necessary materials will be sent to you.

For addition information contact, Felicia D. Carwell Commodity Manager at 773-553-2289.

## 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](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'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. If you need additional information or more catalogs, please email [darlene.moeller@officedepot.com](mailto:darlene.moeller@officedepot.com).

Listed below are the descriptions of various copier equipment toner cartridges. The cartridges are available on a FIRST COME, FIRST SERVED BASIS:

- MICR-TJN-810 Toner Cartridge LJ810 **(Qty 1)**
- Lexmark 12A6835 Print Cartridge **(Qty 2)**
- Xerox Fax Telecopier 70321 Imaging Cartridge Refills 7033 **(Qty 2)**
- Lexmark 1382925 Laser Print Cartridge **(Qty 2)**
- PC-201 Brother Print Cartridge **(Qty 1)**

Please contact Ms. Walker for details.

*Patricia M. Walker  
Assistant to the Officer  
Chicago Public Schools  
Grants Management and Administration  
125 South Clark Street - 13th Floor/Adams  
Chicago, Illinois 60603  
773-553-1990  
[pwalker@cps.k12.il.us](mailto:pwalker@cps.k12.il.us)*

## 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 Lane Tech College Prep H.S.:

Please contact Michael A. DeRoss at 773-534-5650.

Title	ISBN	Quantity
Modern Chemistry by Holt, Rinehart and Winston Author: Davis, Metcalfe, Williams, Castka	0-03-051122-4 Copyright 1999	Approx 400

## Vendor of the Month

### Herff Jones, Inc.

901 Bob King Drive  
Arcola, IL 61910

Contact person: Thomas McNamara

Phone: 773-445-0353 or 1-800-637-1124

CPS Vendor #17837

Caps and Gowns for Graduation ceremonies.

## Someone You Should Know in Purchasing

### Martha S. Escareno, Contract Administrator

- Prepare, solicit, analyze, evaluate and advertise various types of Solicitations;
- Assist the User Departments with evaluations, recommendations, and the selection of vendors;
- Facilitate pre-submittal meetings and presentations between the user departments and the vendors;
- Process, read, open and tabulate Bids/RFPs;
- Post and update all information on Procurement's webpage;
- Monitor the Educational Supplies Strategic Sourcing Vendors;
- Provide daily assistance to school's staff while focusing mainly on educational supplies items;
- Receive and Process Requisitions and Purchase Orders for schools and various departments;
- Monitor the expenditures on Contracts, in order to ensure that these expenditures do not exceed the Board's authority;
- Issue Notices of Awards to Vendors.
- You can contact Martha at 3-2284 or by [email](#).

## **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