



Procurement & Contracts

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

APRIL 2009

OPAL L. WALLS, CHIEF PURCHASING OFFICER

Inside This Issue

1. [Contract Administration](#)
2. [Strategic Sourcing](#)
3. [Vendor Management](#)
4. [Vendor of the Month](#)
5. [Someone You Should Know](#)
6. [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

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If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated.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

Friendly Reminder

It is important that the vendor receives the hard copy of the purchase order (sent from Procurement and Contracts only) to identify and verify the following:

1. The mailing address of the vendor and the ship to location.
2. The unit price and the total cost of each item / service listed (shipping is to be included as a line item if required).
3. Discrepancies, which can be resolved before the start of services.

The purchase order also identifies grant funded purchases. These PO's have the letter "G" at the end of the number, and a full detail of the duration of the funding is stated in the description.

Eliminating this process causes the wrong vendor receiving the document/payment, duplicate shipments, late payments and other discrepancies. We ask that you please stop faxing and phoning unauthorized PO's.

CPS is not responsible for items delivered and services rendered without a valid purchase order number.

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 No. [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 No. [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 No. [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 No. [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.

Janitorial Supplies

The Green Cleaning Schools Act was approved by the state of Illinois. This Act mandates schools to purchase and use environmentally sensitive cleaning supplies (Board Report 08-0827-P06). Available is a Janitorial Supplies Booklet which includes contracted and approved janitorial vendors and products for the purchase of the green cleaning products and other janitorial supplies. You may download a copy of the Janitorial Supplies Booklet by going to the Purchasing website and navigating to Strategic Sourcing Supplier.

We are currently in the process of loading the janitorial supply items on the Oracle iProcurement site. You may contact Pamela Seanior at 773-553-2254.

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.

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

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

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.

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

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](mailto: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

L.D. Flooring Co.

1354 Ridge Avenue

Elk Grove Village, IL 60007

Contact person: Lidia Margelu

Phone: 847-364-4467

CPS Vendor #30750

Trades: Wood Flooring, Gym Floor Replacement and Custom Design.

Someone You Should Know in Purchasing

Debra Macklin

- Works diligently to resolve any outstanding issues in the Harris Journal where credits are due to Chicago Public Schools and ensure credits are issued.
- Reconcile credits issued by vendors on the Harris Journal.
- Maintain professional relationship with all P-Card Vendors via telephone and email, as well any outstanding issues.
- Complete monthly balance statements.
- Assist P-Card group with special projects.
- Complete PO statements reconciliations.

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