



Procurement & Contracts

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

MAY 2009

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

Requisitions:

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

- Central Office - Wednesday, May 27th, 2009 at 4:00pm.
- Schools and Area Offices - Monday June 2, 2009 at 4:00pm.

For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to these deadlines. **All requisitions that are incomplete or waiting for approval will not be processed.** Should you have any questions, please contact Pearlene Carter at 773-553-2916.

P-CARDS:

You may continue to use your P-Cards for allowable purchases even after the system is down. However, as soon as the system is available in July, you must expense any outstanding items using your FY10 funds. Should you have any questions, please contact Lee Saulter at 773-553-3294.

EMPLOYEE REIMBURSEMENTS:

You may continue to process employee reimbursements through iExpense until Tuesday, June 2, 2009. Please submit itemized receipts and proof of payment to Pearlene Carter for reimbursements that exceed \$500.00. Should you have any questions please contact Pearlene Carter at 773-553-2916.

BOARD REPORTS:

All requisitions entered on or before Tuesday, June 2, 2009 for consulting services of \$75,000 or more, and biddable goods and services of \$10,000 or more, will require Board approval by the May 27, 2009 Board meeting. The Board Office deadline for fully signed Board reports is May 5, 2009. If you have any questions about submitting a Board Report, please call Marianne Walisiak at 773-553-2919.

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If the Board Report and contract are no longer valid the following error message will display: "The contract for the selected supplier may not have been signed or may have been end-dated.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

OUTPUT DEVICES – ATTENTION

The Department of Procurement and Contracts is working with ITS to develop a new Output Device (mfd's, copiers, digital duplicators, printers, faxes, scanner and associated maintenance and training) RFP. In the Interim, schools and satellite offices are encouraged to secure equipment and associated maintenance prior to the end of this fiscal year. Schools and Satellite Offices may obtain equipment and maintenance services from companies that have a CPS vendor number.

Purchase and Lease of Desktop and Laptop Computers and Warranty Services

The Apple Computers Inc. and Lenovo USA contracts have been signed. All Schools, Units and Departments can now place orders with Apple Computers and Lenovo USA.

The Board Report number is 08-0625-PR4.

Departments or Schools that desire to purchase Apple computers can do so by logging into Oracle I-Procurement and navigating to the Apple Computer Catalog. All Apple computer **purchases** must be made using the Apple Computer Catalog.

Departments or Schools that desire to purchase Lenovo computers can do so by logging into Oracle I-Procurement and navigating to the Lenovo USA Punch-Out. All Lenovo computer **purchases** must be made using the Lenovo USA punch-out.

If you need assistance with purchasing Apple, Dell and Lenovo Computers you can contact Craig Holloway at 553-2903.

To **lease** Apple, Dell and Lenovo Computers contact TechXL at 553-3925.

Strategic Sourcing

Contract Updates

Apple Computers
1 Infinite Loop
Cupertino, CA 95014
Contact: Donna Nations
1-800-800-2775 x 42835
nations@apple.com

Lenovo USA Inc.
913 South I-Oka Ave.

Mt. Prospect, IL 60056
Contact: Sam Mekky
(847) 814-3382
sammekky@lenovo.com

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.

School Specialty Incentive Program

School Specialty Educational Products is running an Incentive Program for all CPS schools. The program provides that if a school increases its purchases with School Specialty between the dates of May 1, 2009 and June 30, 2009, the school may be eligible for free products. Please contact the School Specialty Educational Products' Account Manager for details on this promotion.

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@cps.k12.il.us) 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

Smithereen Exterminating Company

7400 N. Melvina

Niles, IL 60714

Contact person: David Harris-John

Phone: 847-647-0010

Fax: 847-647-0606

CPS Vendor #39941

Services: Integrated Pest Management Services.

Someone You Should Know in Purchasing

Pamela Seanior

Contract Administrator

- Prepares RFP, RFQ, RFI and Bid Solicitations.
- Works closely with end users to develop solicitation strategies and determine needs.
- Manages and monitor Strategic Sourcing Janitorial Supplies Contracts.
- Research prospective commodities in the marketplace to create solicitations.
- Track contracts spend performance.
- Provide daily assistance to School Engineers and Central Office.

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