



Procurement & Contracts

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

JULY 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

P-CARDS:

Any P-Card transactions that were not approved prior to June 12, 2009 must be processed immediately when Oracle P-Card module is back online in July. In most cases, those transactions must be processed using FY10 funds.

Please contact Lee Saulter at 773-553-3294 if there are questions.

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.

Please contact Jackie Daly at 773-553-2274 regarding questions related to equipment purchases, leases and maintenance agreements.

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.

Copier Equipment Available

The Office of High School Graduation Pathways Student Development unit has a leased, Konica Minolta – Biz Hub 750 available (first come, first served). The equipment is available for a total amount of \$8,651.24, which is the amount of the remaining two (2) year lease payment.

Contact Ms. Renae Ogletree, Manager – Student Development at 773-553-3622 if you have any questions.

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.

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 Pamela Seanior at 773-553-2254 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

Anderson Pest Control
501 West Lake Street, Suite 204
Elmhurst, IL 60126
Contact: Roger Peterson
Phone: 630-834-3300
Fax: 630-834-9298
CPS Vendor #23712

Services: Integrated Pest Management Services

Someone You Should Know in Purchasing

Stuart Unger Director of Vendor Management – Construction

Responsible for all Vendor Management issues relating to Construction;
Prepare all Standard Form Contracts that have been approved under Level 1 of the CPOR process (Contracts up to \$75K);
Review all Solicitations for initial legal form (Bids, RFP's, and RFO's);
Review all Solicitations that relate to Construction for Performance Metrics;
Prepare all Board Reports for Emergency Approvals;
Draft Standard Form Solicitation Templates;
Attend Pre-Submittal Solicitation Meetings; and
Other Projects Assigned by Chief Purchasing Officer.

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