



Procurement & Contracts

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

AUGUST 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

P-CARDS:

Any P-Card transactions that were not approved prior to June 12, 2009 must be processed immediately now that the Oracle P-Card module is back online. 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 will also identify 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 may cause the wrong vendor to receive the document/payment, duplicate shipments, late payments and other discrepancies. We ask that you do not fax or phone Purchase Orders.

Vendors must have a valid Purchase Order before items are delivered or services are rendered.

Contract Administration

Software Licenses for all Microsoft Software and Non-Microsoft Software

The contract awarded to Computer Discount Warehouse-Government (CDW_G) has been amended to exercise the second option to renew. The option expires on June 30, 2010. Board Report No. [09-0624-PR1](#)

Bathroom Towels, Tissues and Dispenser Products

Inlander Brothers has been selected by the Board to enter into a contract for Bathroom Towels, Tissues and Dispenser Products. This agreement expires on July 22, 2011. Board Report No. [09-0624-PR2](#)

Office Supplies

The contract awarded to Office Deport has been amended to exercise the final option to renew. The option expires on June 26, 2011. Board Report No.

09-0624-PR3

Food Service Equipment

Lippert, Inc. has been selected by the Board to enter into a contract for Food Service Equipment. This agreement expires on June 29, 2010.
Board Report No. 09-0624-PR4

Various Trades over \$10,000

The contract awarded to various vendors has been amended to approve their Prequalification status for the Operations and Maintenance Program. This option expires on July 1, 2010. Board Report No. 09-0624-PR7

Computer and Network Maintenance/Support Services

The contract awarded to various vendors has been amended to approve their Prequalification status for Computer and Network Maintenance/Support Services. This option expires on December 31, 2009. Board Report No. 09-0624-PR11

School Furniture

Lowery McDonnell has been selected by the Board to enter into a contract for School Furniture. This agreement expires on July 1, 2010
Board Report No. 09-0624-PR24

OUTPUT DEVICES – ATTENTION

The Department of Procurement and Contracts is working with ITS to develop a new Output Device (MFDs, copiers, digital duplicators, printers, faxes, scanners and associated maintenance and training) RFP. Schools and satellite offices can purchase equipment and associated maintenance from companies that have a CPS vendor number.

Please contact Jackie Daly at 773 553-2274 if you have 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

Library Books, Classroom Library Books, Reference Books and Related Services

Baker & Taylor, Inc.; Capstone Press; Children's Plus, Inc.; Follett Library Resources; Heinemann Raintree Library; Perma-Bound Books; Rainbow Book Company; Scholastic Library Publishing, Inc.; and The Rosen Publishing Group, inc. are your Strategic Sourcing Library Book vendors. This agreement expires August 31, 2010. Board Report 08-0827-PR1.

The Oracle iProcurement ordering method is:

1. Baker and Taylor, Inc. – Punchout Ordering Method
2. Capstone Press – Non-Catalog Ordering Method (soon to be added to iProcurement)
3. Children's Plus, Inc. – Catalog Ordering Method
4. Follett Library Resources, Inc. – Punchout Ordering Method
5. Heinemann Raintree Library – Catalog Ordering Method
6. Perma-Bound Books – Punchout Ordering Method
7. Rainbow Book Company – Non-Catalog Ordering Method (soon to be added to iProcurement)
8. Scholastic Library Publishing, Inc – Non-Catalog Ordering Method (soon to be added to iProcurement)
9. The Rosen Publishing Group, Inc. – Catalog Ordering Method

Please contact Pamela Seanior at 773-553-2254 for assistance.

Unwanted Textbooks

If you have textbooks that are no longer needed at your school, we can post the book information in the monthly Headline and Deadlines Newsletter. You can also contact any of the Strategic Sourcing Library Vendors who may buy the books back, or you may go to the CPS Recycling website for recycling instructions. Please contact Pamela Seanior at 773-553-2254 with your information.

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 Demetra Knowles at 773-553-3256 for questions.

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.

Vendor of the Month

Allied Waste Transportation, Inc d/b/a Allied Waste Services of Chicago
2608 S. Damen
Chicago, IL 60608
Contact: Daniel Gorske
773-797-0116
773-579-1044 – fax
Vendor #: 62298
Services: Solid Waste Disposal and Recycling Services

Someone You Should Know in Purchasing

Alicia Apolinar
Chicago Public Schools
P-Card Administrator
PHONE:(773)553-2294

Assure the P-Card application is complete and sign which includes the following forms:

Employee Application Form
Cardholder Acknowledgement & Agreement
Code of Conduct

- Request new cards to be issue
- Insure that we receive P-cards from the Bank which it takes 2-3 weeks starting from the date I receive the P-Card application
- Maintain database of the cardholders who has a P-card and insure they attended the P-Card training
- Review P-Card transactions on a daily basis
- Send E-mail notifications to the Cardholders advising that transactions

exist in Oracle to expense and approve

- Temporary cancel P-Cards if they fail to approve any outstanding transactions within 48hrs
- Report to the Bank if the card is lost/stolen
- Contact the bank for temporary limit increases as required (per supervisor's approval)

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