

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

April, 2005

⇒ **REQUISITIONS:**

**The last day to submit requisitions on-line for the issuance of purchase orders will be Friday, May 20, 2005, by 4:00 p.m.** For requisitions to be processed, the unit director or principal must also submit electronic approvals prior to this deadline. The last day to process transactions for PAYOUT (cash advances and reimbursements) will be Friday, May 27, 2005 by 3:00 p.m.

⇒ **PUNCHOUT**

Lakeshore Learning will become a punchout vendor on April 11, 2005. You must click on the Lakeshore Learning icon to search for items you wish to purchase. You will no longer be able to search for items under the Main Store.

⇒ **PROCUREMENT CARDS:**

The last day to use the procurement card is Friday, May 20, 2005 by 4:00 p.m. Units should ensure that vendors process their transactions by the close of business on Friday, May 27, 2005. **PROCUREMENT CARD TRANSACTIONS PROCESSED BY VENDORS AFTER MAY 27 WILL BE REJECTED AND WILL HAVE TO BE RESUBMITTED AFTER THE FY06 BUDGET IS LOADED. ALL PROCUREMENT CARDS MUST BE RETURNED TO THE CHIEF PURCHASING OFFICER (CPO) BY FRIDAY, MAY 27, 2005. THE CURRENT PROGRAM IS BEING DISCONTINUED AND THE NEW PROGRAM WILL BE IMPLEMENTED IN FY06.**

⇒ **BOARD REPORTS:**

All requisitions entered on or before Friday, May 20, 2005 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 25, 2005 Board meeting for FY05 dollars. The Board Office deadline for a fully signed Board reports is May 3, 2005. To ensure timely consideration and processing, it is recommended that the unit submit the Board Report to Procurement and Contracts no later than Friday, April 22. If you have any questions about submitting a Board Report, please call Sylvania Smith at 773-553-2253.

Should any units need assistance in identifying authorized Board vendors or have any questions, please contact Ruthann Griffith, Director of Finance and Administrative Services, at 773-553-3294.

⇒ **USED TEXTBOOKS:**

If you have used 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 this information.

Textbooks that are currently available are listed below.

If you are interested in any of our old textbooks listed below, please contact **Mrs. Espinosa at Schurz High School at 773-534-3419** to make arrangement for pick-up.

| COPYRIGHT<br>YEAR | ISBN       | Article I. TITLE            | PUBLISHER        | QTY |
|-------------------|------------|-----------------------------|------------------|-----|
| 1986              | 0395359538 | A PEOPLE AND A NATION       | HOUGH<br>MIFFLIN | 145 |
| 1986              | 0673222608 | HISTORY AND LIFE            | SCOTT FORES      | 130 |
| 1988              | 0395492262 | AMERICA THE GLORIOUS<br>REP | HOUGH MIF        | 150 |
| 1990              | 0314473572 | PSYCHOLOGY AND YOU          | HBJ              | 30  |
| 1990              | 015371123X | SOCIOLOGY AND YOU           | WEST             | 150 |
| 1997              | 0395812526 | HIST OF THE US              | MCDUGAL          | 600 |
|                   |            |                             |                  |     |
| 1992              | 0538128704 | APPLIED BUSINESS LAW        | SOUTH WEST       | 100 |
| 1989              | 0538114304 | PERSONALITY DEV FOR<br>WORK | SOUTH WEST       | 65  |
|                   |            |                             |                  |     |
|                   |            |                             |                  |     |
| 1997              | 0026461188 | ABORDO                      | GLENCOE          | 50  |
| 2000              | 0073655139 | PREGO                       | MCGRAW           | 50  |
|                   |            |                             |                  |     |
| 1986              | 0030021731 | ALGEBRA 2 W/ TRIG           | HOLT             | 38  |
|                   |            |                             |                  |     |
|                   |            |                             |                  |     |
| 1991              | 1566317910 | OFFSET LITHOGRAPHIC TECH    | GOODHEART        | 20  |
|                   |            |                             |                  |     |
|                   |            |                             |                  |     |
| 1994              | 0538618000 | STRUCTURED BASIC            | SOUTH WEST       | 100 |
|                   |            |                             |                  |     |
|                   |            |                             |                  |     |

### ⇒ **APPLE COMPUTER:**

CPS is hosting an Apple Only event entitled Tech Breakout  
 On Friday, April 22, 2005  
 10:00 am - 2:00 pm  
 at Healy School  
 3010 S. Parnell  
 Chicago, IL 60616  
 773-534-9190  
 Technical Coordinator, Kelly Sorrell

Office of Technology Services(OTS) contact:  
 Ashraf Hossain  
 773-773-1425

Invited are all 120+ Apple Schools from CPS. The event will take place in the main auditorium, where we will have an opportunity to showcase Apple Technology, answer questions, demo hardware and software, showcase CPS bundle offerings, provide quotes, discuss AppleCare, Training and Professional development, Education curriculum, etc. We will also feature the TECH/XL bundle offerings, lease pricing and how the program works. This gives the schools one last opportunity to get a closer look at the technology as they prepare to place their orders

<http://www.csc.cps.k12.il.us/purchasing>.

for the FY06 school year.

⇒ **INACTIVATED VENDOR:**

Hamilton Healthcare, Ltd., vendor number 19325, has been determined by the Chief Purchasing Officer to be non-responsible, or unqualified to do business with CPS. Their vendor number has been inactivated. Therefore, under no circumstances should schools or departments do business with the vendor – no purchase orders or internal account orders.

⇒ **STUDENT AGENDA PLANNERS REMINDER:**

The Board of Trustees has approved an agreement with Premier Agenda, Inc. for the purchase of planners for all CPS schools. Excellent quality at special Chicago Public School pricing.

The Board Approved Vendor for Student Agenda Planners is:

Premier Agendas, Inc.

Contact - Mike Ferris

847-760-6744 Office

847-760-6755 Fax

773-505-6933 Cell

Mike Ferris would be happy to come by your school with sample agendas and share the special price list for all Chicago Public Schools. Premier Agenda, Inc. is one of Chicago Public Schools District-wide Contract Suppliers see the website below:

[http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html).

⇒ **ELECTRONIC FILING CABINETS:**

The Chicago Board of Trustees has approved the agreement with Ellis Systems Corporation to purchase Electronic Filing Cabinets for all Chicago Public Schools Departments and Schools.

The Board Approved Vendor for Electronic Filing Cabinets:

Ellis Systems Corporation

Vendor No.: 12736

Contact: Tom Hynes,

Tel. No.: 847-371-0200

Fax No.: 847-371-0202

The CPS Procurement and Contracts, Contract Administrator is Martha Escareno who can be reached at 773-553-2284. Ellis Systems Corporation is one of Chicago Public Schools Strategic Sourcing and District-Wide Contract Suppliers. See the web site below:

[http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html)

⇒ **LIBRARY AND CLASSROOM (NOT TEXTBOOK) PURCHASES:**

**Baker & Taylor** is the place to order your library and classroom library books. Ordering is done on-line, through the Baker & Taylor ordering tool.

**School Select.** Carts must be sent for "price check" prior to submitting to i-Procurement for creation of a purchase order.

Should you require assistance in placing your order, the Baker and Taylor customer service toll free phone number is 877-423-2295. The sales rep, Lois Hanley is also available for appointments or assistance and can be reached at 800-775-7930, ext. 1043. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager who can be reached at 773-553-2989.

**Baker & Taylor is offering training for School Select. Training is open to librarians, as well as teachers, reading specialists and office staff. REGISTRATION IS REQUIRED!** Register online at [www.btol.com](http://www.btol.com). In the School Select area, under "What's New", click on the link (in red) that says "**Click here to register for School Select**"

<http://www.csc.cps.k12.il.us/purchasing>.

**training".** Complete the form with the session that you want to attend. Please contact Lois if there are questions.

Training will be held on the dates and at the locations listed below:

|          |                                                       |
|----------|-------------------------------------------------------|
| April 8  | Prosser Career Academy<br>2148 North Long Street      |
| April 22 | Lane Tech High School<br>2501 West Addison Street     |
| April 29 | North Grand High School<br>4338 North Wabansia Avenue |
| May 6    | Juarez Community Academy<br>2150 South Laflin Street  |
| May 20   | Simeon Career Academy<br>8147 South Vincennes Avenue  |

⇒ **MATH & SCIENCE INITIATIVE:**

Please be reminded that all pricing, gratis material and shipping for the Math & Science Initiative, both elementary and high school, have been negotiated and it is suggested that you take advantage of these discounts being offered by the vendors participating in this initiative. Price lists should be obtained through the Office of Math & Science or the Department of Procurement & Contracts to ensure accurate information. Purchase Orders submitted to vendors with incorrect information will be returned and may delay receipt of goods.

⇒ **NEW SOFTWARE VENDOR:**

Effective April 20, Computer Discount Warehouse- Government (CDW-G) will be replacing Insight (formerly Comark) as the Board's contract vendor for Microsoft and other off-the-shelf ("shrink-wrap") software. Per the Strategic Sourcing Policy, Microsoft and other non-educational off-the-shelf software must be bought through this vendor. Buying through this contract provides many benefits- low prices, good customer service, license tracking, and a Board Report that is already done! Waivers may be requested through the submission of appropriate documentation to the Department of Procurement and Contracts.

You may buy educational software from any CPS vendor, subject to board report limits. Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.

Computer Discount Warehouse- Government  
Vendor #45761  
Board Report 04-1215-PR3  
Contact Sonny Rogalevich, Account Manager  
1-888-685-9672  
CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903

Per the Microsoft Select Agreement, as CPS buys Microsoft products, CPS is responsible for the duplication of disks. CPS has contracted with CDW-G to make the software CDs. Schools will receive one CD (or set) for each software title ordered, even if multiple licenses are ordered. This CD may be used to install the software on the number of computers licensed. Extra CDs for backup or replacement are available at \$8.00 each. These CDs do not increase the number of computers on which a school is allowed to install the software. Extra licenses must be purchased to do so.

⇒ **JANITORIAL PRODUCTS AND SUPPLIES:**

The Board has approved for all schools and departments to purchase janitorial supplies and janitorial equipment through the new Strategic Sourcing Janitorial Supplies contract, Board Report #05-0323-PR1.

The Board hopes that this initiative will not only save you time and money, but will also provide better services, support, online ordering and more.

The approved vendors are:

1. Advantage Supply, Inc.
2. B & L Distributor
3. Chemcraft Industries
4. KMI Supplies
5. Kranz
6. PCS Industries
7. The Standard Company
8. United Supply Services, Inc.
9. Valdes Enterprises, Inc.
10. Zep Manufacturing

To purchase janitorial supplies and equipment, schools and departments must use Board Report 05-0323-PR1, Budget Classification 5320 for Supplies and 5730 for Equipment.

Also, please note that vendor's catalog may contain non-janitorial items which schools and department can still take advantage of a percentage discount price.

If you need assistance in placing your order, you may contact the vendor's contact person listed, or you may call the CPS Procurement and Contract contact, Pamela Seanior at 773-553-2254.

More information will follow.....

⇒ **SCHOOL SPECIALTY:**

Future Deliveries

School Specialty is happy to ship your supply order at a future date. If you would like your order to ship/arrive in the summer or a date of your choice just enter your future delivery request date in the Need by date field.

Please ensure personnel are available at the school on the date you requested.

⇒ **OFFICE DEPOT FUTURE ORDER PROGRAM:**

Enter Office Depot orders now and receive them at a future date when you'll actually need them. The Future Order Program allows CPS to receive orders 1 – 6 months from the original order date.

Effective immediately CPS can begin using this program. The Office Depot Future Order Program can be used to:

- Avoid storage of large orders over the summer.
- Avoid missed deliveries over the summer.
- Avoid damaged or misplaced orders due to summer cleaning.

Future order deliveries can be scheduled on weekdays from May through December 2005.

\*The date must be at least one month from the original order date.

Please follow the below instructions:

1. Enter orders as normal. Enter the date that you would like to have your order delivered in the "Need by Date". Avoid using weekend or holiday dates. If you use a weekend or Holiday date the order will be delivered the next day.

2. Office Depot will deliver the order to your school on the date requested.

3. After receiving your order, please receipt the order as usual.

\*Orders dated less than one month from original order date, weekend or holiday dates will be delivered within the normal (24 hour) delivery time frame

Exception: Grant Funded PO's. Funds for government grants must be paid prior to the grant cancellation date.

⇒ **FREE 3 RING BINDERS ANNOUNCEMENT:**

FREE three-ring binders are available from the CPS Department of Procurement and Contracts on a first-come first-served basis. Supplies are limited. Please call or e-mail your request to Raquel Droira at 773-553-2267 or Maria Gialamas at 773-553-2287 to request a prepackaged variety box of FREE 3-ring binders (about 8-10 binders per box). Please be sure to give Raquel or Maria your name, phone number, alternate phone, school name, school address, unit number, and Mail Run numbers. If available, the binders will be sent to you by CPS Inter Office delivery.

⇒ **STUDENT BACKPACKS:**

**Order soon - Deadline is April 8, 2005.**

The Board has approved a contract for the purchase of three types of **BACKPACKS on Board Report #04-0324-PR1**.

The Board approved VENDOR for these backpacks is:

An Executive Decision

1510 West Wolfram

Chicago, IL 60657

Contact person: Kathy Tuite

CPS vendor #35213

Phone: 773-281-2870

Fax: 773-281-0874

Prices and pictures of the backpacks are available on our website at:

<http://www.csc.cps.k12.il.us/purchasing/pdfs/backpacks.pdf>.

⇒ **VENDOR OF THE MONTH:**

**A VENDOR YOU SHOULD KNOW:**

This month's featured vendor is MJB Decorating Inc.

MJB DECORATING INC.

1033 S. Vail Ave

Arlington Hts, IL. 60005

Voice mail: 847-815-1726 Fax: 847-749-4821 Phone: 847-815-1656

Contact: Joanna Bielic

CPS Vendor: 15032

M.J.B Decorating, Inc. is a painting company. The company has (3) three-man crews. M.J.B. Decorating, Inc. is both a union and certified minority company (WBE-Woman's Business Enterprise). MJB Decorating Inc. is affiliated with Chicago Painters Local 194 and Local 934 Kenosha WI.

M.J.B. Decorating, Inc. has completed over 100 contracts with the Chicago Park District, including the Lincoln Park and Garfield Park conservatories, plus 28 of which were listed on

the National Register of Historic Places. Many of them feature vaulted ceiling and intricate woodwork.

Some references include the following:

**-G.F. Structures Corporation**— projects owned by the Chicago Housing Authority and Cornerstone Bank in Palatine, IL.

**-Meccor Industries, Limited**- projects owned by the Chicago Park District and City of Chicago Department of Aviation (O'Hare).

**-Unicco Construction Services**-Davis Square Field House, owned by the Chicago Park District.

**-Graycor / Capitol Construction**-Gino's East Restaurant project, Indian Lakes Golf Resort.

MJB Decorating Inc. may be utilized for jobs under \$10,000 without a Board Report. Jobs over \$10,000 require the use of the various trades contractors or the CPO Application Request process.

**APPROVED:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer