

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

July, 2005

⇒ **IPROCUREMENT TRAINING:**

If you are in need of iProcurement Training, please contact Pearlene Carter at 773-553-2916 or Sandra Moses-Potts at 773-553-2292.

⇒ **RECEIPTING:**

The ability to receipt (PODUP) is available year round. Items received should be receipted within 72 hours of receipt. This includes partial shipment.

⇒ **APPLE SERVER PURCHASES**

Apple servers are no longer available under contract. In addition, OTS does not plan to order them this coming Fiscal Year 2005-2006. Schools desiring to purchase Apple servers for non-E-rate eligible purposes may do so up to \$25,000 from any CPS vendor carrying the products. Between \$25,000 and \$75,000, schools may purchase by obtaining three quotes and submit these quotes to the Chief Purchasing Officer through the CPO Request Application for approval. Purchases above \$75,000 and under \$250,000 will require a written solicitation through the CPO Request Application and a board report.

Apple desktops and laptops continue to be available under the strategic sourcing contract with Apple. Please contact Charlita Fain, Contract Administrator, at 3-2259 if you have any questions.

⇒ **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 Sauter at 773-553-2989** with this information.

⇒ **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)

## ⇒ **COPIER, SCANNER, FAX, AND PRINTER PURCHASES:**

Chicago Public Schools is taking a hard look at the costs of buying, operating and maintaining fleets of network printers, non-networked printers, copiers, fax machines, and document scanners.

**As a result, Central Office users may no longer purchase or lease copiers, scanners, faxes, and printers without the approval of the Office of Technology Services (OTS).** This is in preparation for the replacement of this equipment with multi-functional Devices (MFDs) at Central Office.

By consolidating these four separate functions into one networked "multi-functional" device, CPS can reduce costs and increase functionality. Multi-functional Devices (MFDs) allow schools to reduce the number of output devices and to better manage these devices.

**A networked MFD will reduce the number of analog lines needed for inbound and outbound faxing, thus, eliminating the associated costs. Additionally, there will be a reduction in the use of paper as end users can choose to "scan and email" an electronic image of a paper-based document or to print only those electronically delivered documents they choose.**

A networked MFD also means less time at the copy machine. Users who print, and then physically take the document from the printer to the copying machine, can simply print and finish (collating, stapling, three-hole punch) multiple copies directly from the computer to the MFD.

CPS, like all organizations, will always need to fax, print and copy paper; however, there are many instances where the distribution of an electronic version of a document, rather than the paper-based version, is the fastest, easiest and lowest cost option.

A pilot of MFDs will be conducted early in calendar 2005 at 125 S. Clark. This pilot will last 30-60 days and allow comparison between the products of the short-list MFD vendors. After the pilot and Board approval of the selected vendors, MFDs will be rolled out to Central Office. It is anticipated that nearly all printers, faxes, copiers, and document scanners will be replaced. After the Central Office rollout, OTS will develop a timeline to phase in MFDs at the schools.

When Procurement and Contracts receives a purchase order for a Central Office unit, the request will be referred to Anthony McPhearson in OTS, 3-1346. If he determines that your need will not be met by the upcoming MFDs, your PO will be approved. If you have an urgent need that will eventually be met by MFDs, OTS may be able to arrange for surplus equipment to be assigned to you pending the rollout of MFDs. **This fiscal year, schools will be unaffected by the pilot or the rollout and may continue to purchase the above equipment as usual.**

A reminder that the Strategic Sourcing Policy requires schools, Central Office Departments and Area Instruction Offices to only utilize the three authorized strategic sourcing vendors (Active Copiers, United Business Solutions and Konica-Minolta) for the purchase of all copier equipment.

**Equipment requests from Central Office Departments will be reviewed and approved by Procurement and Contracts and OTS staff.** Note: Copier leases are only authorized for Active Copiers and Konica-Minolta. Hallagan Business Machines is authorized for the purchase and lease of duplicating equipment/Risographs. Contact Jackie Daly at (773)553-2274 for questions or clarification.

On September 23, 2004, the Department of Procurement and Contracts received responses from vendors for the above solicitation. Evaluation and recommendations for copier equipment vendors has been delayed due to a variety of e-rate projects. Schools and departments may continue to purchase and/or lease copier equipment from Hallagan, Active Copiers, Konica-Minolta and United Business Systems until further notice. Contact Jackie Daly at (773)553-2274 for questions.

## ⇒ **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 iProcurement 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 representatives, Lois Hanley and Camille Robinson are also available for appointments and/or assistance. Lois can be reached at 800-775-7930, extension 1043 and Camille can be reached at extension 1973. The CPS Procurement & Contracts contact is Lee R. Saulter, Commodity Manager who can be reached at 773-553-2989.

## ⇒ **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.

## ⇒ **STRATEGIC SOURCING FOR JANITORIAL PRODUCTS AND EQUIPMENT**

The Board has approved through the Strategic Sourcing for **ALL** schools and departments to purchase janitorial products and equipment, Board Report #05-0525-PR1.

You may start ordering now. To view some of the awarded products and be informed of the catalog discounts you may go the Board's web site at [http://www.csc.cps.k12.il.us/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/ss_Vendors.html).

The approved Strategic Sourcing Vendors are:

- |                                     |                                  |
|-------------------------------------|----------------------------------|
| 1. Advantage Supply, Inc.           | 7. Kranz, Inc.                   |
| 2. Aztec Supply                     | 8. PCS Industries                |
| 3. B & L Distributor                | 9. The Standard Company          |
| 4. Chemcraft Industries             | 10. United Supply Services, Inc. |
| 5. Every Bloomin' Industrial Supply | 11. Valdes Enterprises, Inc.     |
| 6. KMI Supplies                     | 12. 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.

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

The Board is currently in the process of uploading the janitorial products in the Oracle iProcurement database for online purchasing.

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

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 Contracts' contact, Pamela Seanior at 773-553-2254.

⇒ **VENDOR OF THE MONTH:  
A VENDOR YOU SHOULD KNOW:**

**Michelle Davis**

**THE READING CIRCLE**

**7858 Industrial Parkway**

**Plain City, OH 43064**

**Phone – 1800-293-9552 Fax – 614-873-7135**

**Email – [Mdavis@thereadingcircle.com](mailto:Mdavis@thereadingcircle.com)**

**Website – <http://www.thereadingcircle.com>**

**CPS Vendor: 80801**

<b>Authorized representative for the following companies:</b>
---

Michelle Davis
----------------

<b>Specific services represented:</b>
---------------------------------------

The Reading Circle has supplied quality hard cover books to Schools and Libraries for 122 years. The company was established in 1883, and is based in Columbus, OH. The company's mission statement is "Service Above the Dollar".
--

<b>Additional Information:</b>
--------------------------------

The Reading Circle is a provider of sole source collections of new release Children's and young adult titles. The Reading Circle also offers thirteen tailored reading level book sets, reference materials and book processing. All book purchases are price discounted, and are guaranteed for one year.
--

**APPROVED:**

---

Dr. Barbara Eason-Watkins  
Chief Education Officer