

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

December, 2005

#### ⇒ **IPROUREMENT 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.

#### ⇒ **VENDOR SELECTION**

Many vendors that do business with CPS have very similar names. Please take an extra moment when creating a requisition and choosing a vendor. For example, many schools choose **Lakeshore Computer** when placing an order for Lakeshore Learning. If Purchase orders are not received by the correct vendor, you will not receive your merchandise. If you choose an incorrect vendor when creating a requisition you are at risk of losing your money if it is grant funding or at year-end. Please don't let this happen to you. Use caution when creating requisitions.

The Procurement & Contracts Assistance Center hours will change December 1, 2005. The new hours will be 7:30 a.m. – 4:30 p.m.

#### ⇒ **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-ERate eligible purposes may do so up to \$25,000 from any CPS vendor carrying the products. Between \$25,001 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 \$75,001 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.

#### ⇒ **APPLE ANNOUNCEMENT**

Apple is pleased to extend the benefits of the Apple Online store for CPS by providing your school with special offers through a custom web store developed just for Chicago Public Schools\*. All CPS K-12 schools are eligible to take advantage of these special offers\*\* and purchase Apple products by using this custom store.

Take advantage of limited-time offers and promotions on the CPS Apple Online store. You can also build your own systems by choosing from Apple's complete line of Macintosh computers and add software, peripherals, and accessories to your order. For volume purchases, contact Kristy Smith-MacLeod, 800.800.2775 extension 46808.

<http://store.apple.com/AppleStore/WebObjects/K12Custom?qprm=127919>

Customer Name: Chicago Public Schools  
Password: cpscps

\* This custom store is **only available to Chicago Public School K-12 educators.**

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

\*\* Special pricing available for select Apple products. Product specifications and prices are subject to change without notice.

⇒ **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.

⇒ **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 to request a prepackaged variety box of free 3-ring binders (about 8-10 binders per box). Please be sure to give Raquel your name, phone number, alternate phone number, school name, school address, unit number, and mail run numbers. If available, the binders will be sent to you by CPS Inter-Office delivery.

⇒ **ELECTRONIC FILING CABINETS:**

The Board 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)

⇒ **MULTIFUNCTIONAL DEVICES (MFDs) Updates**

The Board of Education awarded the multi-function devices (MFDs) recommendations at the July 27, 2005 Board Meeting. At this time the Law Department is working on the contracts with the successful Proposers. The Board Report Number is **05-0727-PR10** and the Vendors are as follows:

1. **Canon Business Solutions – Central, Inc.**  
**Contact:** Mark Ehlert/312-294-2872  
**Customer Service:** Wayne Bell/312-294-2855  
**Equipment:** MFDs and Copiers  
**User Group:** Schools
2. **Chicago Global Capital, a joint venture**  
**Contact:** Julie Neubert/630-771-8525  
**Equipment:** Digital duplicators, faxes and scanners  
**User Groups:** Schools and Area Instruction Offices
3. **Hallagan Business Machines**  
**Contact:** Joan Hallagan/773-637-0368  
**Equipment:** Digital duplicators  
**User Groups:** Schools and Area Instruction Offices
4. **Ikon Office Solutions, Inc.**  
**Contact:** Victor Smith/312-252-4462  
**Customer Service:** Phyllis Williams/312-252-4513  
**Equipment:** MFDs and Copiers  
**User Group:** Schools

## 5. Konica-Minolta Business Solution

**Contact:** Brian Gasteier/312/726-9100

**Customer Service:** 312-701-9233

**Equipment:** MFDs and Copiers

**User Groups:** Central Office, Schools, and Area Instruction Offices

**Reminder:** All Strategic Sourcing Policy requires schools, Central Office Departments and Area Instructional Offices to utilize the authorized strategic sourcing vendors as listed above for the purchase and/or lease of all copier equipment. Equipment requests from Central Office Departments will be reviewed and approved by Procurement and Contracts and the Office of Technology Services staff.

Contact: Linda Newcomb Kelly at 773/553-2278 for questions or clarifications.

### ⇒ **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.

Baker and Taylor will be offering training for School Selection, beginning this fall. **New This Year:** Basic and Advanced training will be available. 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 Selection area under "What's New?" click on the link (in red) that says "Click here to register for School Selection Training". Complete the form, selecting the location and time. Please refer all questions to Lois Hanley or Camille Robinson.

### ⇒ **NEW SOFTWARE VENDOR:**

As of April 20, 2005 Computer Discount Warehouse- Government (CDW-G) replaced 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 #**63673**

Board Report 04-1215-PR3

Contact Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

[sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

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

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

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.

⇒ **CDWG LEXMARK PRINTER PURCHASE PROMOTION**

Triple Play - Three Color Laser Printers for under \$1,000.00

Promo: Buy two Lexmark C510n color laser printers and get one C510n FREE. To get the FREE C510n, customers can also buy two (2) C510n.

Valid thru September 19, 2005 – December 31, 2005.

Sonny Rogalevich, Account Manager

Email: [sonnrog@cdwg.com](mailto:sonnrog@cdwg.com)

Phone: 877-685-9672

All products must be sold at the same time, single purchase order; cannot be combined with any other offer or rebate.

⇒ **FEDEX KINKO'S DISCOUNT OFFER**

Chicago Public Schools is pleased to announce that FedEx Kinko's is extending discounted pricing to CPS employees on most services offered at any of FedEx Kinko's 1450+ domestic locations.

Present a FedEx Kinko's Discount Card at the point of sale, and you will receive the discount.

Additional Discount Cards

Please contact Linda Newcomb-Kelly at CPS to request additional discount cards.

Name: Linda Newcomb-Kelly

Phone: 773-553-2278

Email: [lnewcomb-kelly@cps.k12.il.us](mailto:lnewcomb-kelly@cps.k12.il.us)

⇒ **SPECIAL CALCULATOR PRICING FROM OFFICE DEPOT**

The CPS Office of Procurements has negotiated special pricing for calculator purchase through Office Depot. Please see information in the attachment below which lists calculators that are appropriate for use in various grade bands, along with the Office Depot special pricing. Schools may contact the Office of Mathematics and Science (773) 553-6230 with questions related to calculator purchases.

<http://cmsi.cps.k12.il.us/ViewNewsDetails.aspx?pid=2637&id=5191>

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

The Board has approved Strategic Sourcing for **ALL** schools and departments to purchase Janitorial Products under 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 05-0525-PR1, budget classification 5320 for supplies and 5730 for equipment.

The Department of Procurement and Contracts is currently in the process of uploading the janitorial catalogs in the Oracle iProcurement database for on-line purchasing.

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

If you need assistance in placing your order, you may contact the CPS Procurement and Contracts' contact Pamela Seanior at 773-553-2254.

## ⇒ **STRATEGIC SOURCING VENDORS**

As of the contract expiration date, June 30, 2005, peripherals are no longer available under contract through Daly Computers and Micro City. All peripheral items **with the exception of printers and audio visual equipment** are available through Office Depot.

CDWG: THE NEW STRATEGIC SOURCING Vendor FOR HP AND LEXMARK PRINTERS

The board had approved printer purchases (**Hewlett Packard and Lexmark only**) for all schools and departments, Board Report 05-0727-PR1 [http://dps.cps.k12.il.us/index.php?br\\_id=3786](http://dps.cps.k12.il.us/index.php?br_id=3786)

### Audio Visual Equipment

The Strategic Sourcing Vendors for audio visual equipment are Central Audio Visual, Micro City and Interstate Electronic. The contacts are:

Central Audio Visual – Milan Duris	630-372-8100
Micro City - Herb Steininger	630-395-2212
Interstate Electronic - George Lux	630-789-8700

### Office Supplies

The Strategic Sourcing Vendor for office supplies is Office Depot. The contact is Robert Peluso 1-800-613-4624 ext. 4450. The CPS customer service number is 1-800-521-3939. Look for the 2005-2006 catalogs to be delivered to the schools.

The following Office Depot procedures can be found on the cps website at [http://www.csc.cps.k12.il.us/purchasing/ss\\_Vendors.html](http://www.csc.cps.k12.il.us/purchasing/ss_Vendors.html): Ordering/Credit Return Procedures, Special Order Procedures, PO Tracking Procedures and Store Purchasing Card Procedures. These procedures usually address the most frequently asked Office Depot questions.

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

### **Rico Enterprises, Inc**

Contact: Guadalupe Rico  
Voice 312-594-7426  
Fax 708-594-7426  
CPS Vendor: **50080**

Specific services represented: Computers - Hardware

### **Authorized representative for the following companies:**

Guadalupe Rico

**APPROVED:**

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Dr. Barbara Eason-Watkins  
Chief Education Officer