

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

June , 2006

⇒ REQUISITIONS

The last day to submit requisitions on-line for the issuance of purchase orders will be Friday **June 13, 2006 by 4:00 p.m.** For requisitions to be processed, the unit approver must also submit electronic approvals prior to this deadline.

As the year-end is fast approaching, please keep in mind the following:

- You cannot create blanket purchase orders for vendors. You **MUST** enter the line items of the supply/service you are requesting from the supplier.
- You cannot create blanket reimbursements to your school. The monies must be spent prior to creating a purchase order. If a check number is not included in the requisition, the requisition **WILL BE** cancelled.
- **DO NOT** wait until the last day to enter PAYOUTS (June 9, 2006 by 3:00 p.m.). If the information is not correct or is lost in the process you will not be able to re-enter until the new budget is loaded.
- If you are creating a purchase order that is over the spending limit, make sure to include the CPO request number or a board report number. If they are not included, the requisitions will be cancelled.
- Ensure you have selected the correct supplier. Many schools have lost money by choosing the incorrect suppliers. If you choose the incorrect supplier and it's not identified until after the year-end close, when closed, the money falls back to the purchase order, which was created using prior year funds. This means you have lost your money!
- Make sure you are using current pricing.
- If you are not sure whether to include shipping or how much, please contact the supplier. Again, you do not want your orders being held up or returned because you did not include an appropriate charge for shipping.

⇒ RECEIPTING/PODDUP

Items and/or services should NOT be receipted unless received. Schools are asking for corrections to receipts for items that were never received. If a supplier bills for items that are not received, they will still get paid when invoicing because you have receipted the items. Please follow proper receipting procedures and remember to receipt items within 72 hours of delivery. This procedure is in place to protect you.

⇒ 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.

⇒ 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 have changed. The new hours are 7:30 a.m. – 4:30 p.m.

⇒ **SCIENCE LABORATORY SUPPLIES, EQUIPMENT AND INSTALLATION SERVICES:**

The Board of Trustees has approved an agreement with Fisher Science Education for the purchase of Science Laboratory supplies for all CPS schools. To purchase science laboratory supplies, schools and departments may use Board Report 05-1116-PR2.

The Board Approved Vendor for Laboratory Supplies is:
Fisher Science Education
Vendor #41947
Contact-Customer Service
800-955-1177
Reference Account # 243768-001

Science Lab Equipment was offered and advertised for 'competitive bidding' to companies for the purpose of saving money for CPS schools and teachers with lower prices and receiving free shipping on orders. Fisher Science Education was the responsive and responsible bidder with the lowest price. Teachers and schools, through this approved Board Report, may order Science Lab Supplies at very competitive pricing.

It is not mandatory that schools order Lab Supplies from Fisher if schools find another vendor with higher quality products and comparable pricing the schools may use another vendor.

The CPS Procurement and Contracts, Contract Administrator is Nanzi Flores who can be reached at 773-553-2273. Free shipping on all orders excluding live, hazardous and motor freight items. You may start ordering now; by logging into the I-Procurement shop page and click on the Fisher Scientific punchout icon.

⇒ **APPLE SERVER PURCHASES**

Apple servers are no longer available under contract. In addition, OTS does not plan to order them this coming Fiscal Year 2006-2007. 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 products or services by obtaining three quotes and submitting 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 Craig Holloway, Commodity Manager, at 3-2903 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**.

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

⇒ **CPS APPLE COMPUTER DISCOUNT**

Did you know that as a CPS employee you have an Apple Computer discount? Do you want an iPod or other Apple product? If so, why not utilize your CPS discount!

For example, the regular price of a 30GB iPod is \$299.00 or 60GB for \$399.00. With your discount you can purchase the same item for \$269.00 and \$369.00 respectively. So, check out www.apple.com under the 'store' option and look up the education prices or visit the Michigan Ave Apple Store location.

If you have any questions or need assistance navigating to the CPS educational price site, please call Craig Holloway, Commodity Manager at 773-553-2903.

⇒ **OFFICE DEPOT ANNOUNCEMENT**

Effective immediately Office Depot has a new customer service number and the new number is **866-607-6787**.

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

⇒ **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.

TRAINING FOR SCHOOL SELECTION

Baker and Taylor is offering training for School Selection. New This Year: Basic and Advanced training will be available. Training is open to librarians, as well as teachers, reading specialists and office staff. Please contact Lois Hanley or Camille Robinson if you are interested.

⇒ **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

⇒ **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 **06-0125-PR1** and the Vendors are as follows:

- | | |
|--|---|
| <p>1. Canon Business Solutions – Central, Inc. Contact: Mark Ehlert/312-294-2872 Customer Service: Wayne Bell/312-294-2855 Equipment: MFDs and Copiers User Groups: Schools</p> <p>2. Chicago Global Capital, a joint venture Contact: Julie Neubert/630-771-8525 Equipment: Digital duplicators, faxes and scanners User Groups: Schools and Area Instructional Offices</p> <p>3. Hallagan Business Machines Contact: Joan Hallagan/773-637-0368</p> | <p>4. Ikon Office Solutions Contact: Victor Smith/312-252-4462 Customer Service: Phyllis Williams/312-252-4513 Equipment: MFDs and Copiers User Groups: Schools</p> <p>5. Konica Minolta Business Solutions Contact: Brian Gasteirer/312-726-9100 Customer Service: Charlie Faso/312-701-9233 Equipment: MFDs and Copiers User Groups: Area Instructional Offices</p> |
|--|---|

Equipment: Digital duplicators
User Groups: Schools and Area Instructional 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.

⇒ **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.

CDW-G

Vendor #**63673**

Board Report 05-0727-PR1

Contacts:

REGION 1 & 2, CENTRAL OFFICES

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

sonnrog@cdwg.com

REGIONS 3 & 4

Maria Jauregui

(877) 208-4537

marijau@cdwg.com

REGIONS 5 & 6

Josh Paveglio

(866) 723-3388

joshpav@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 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.

⇒ **NEW PRINTER VENDOR:**

CDW-G has replaced Microcity and Daly Computers for the purchase of Hewlett Packard printers, Lexmark printers and associated supplies. All other peripherals can be purchased through Office Depot.

Per the Strategic Sourcing Policy, computer printers 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.

Please note that CDW-G does not have Board authority to sell computers and peripherals under this contract.
CDW-G Maria Jauregui

Vendor #63673
Board Report 05-0727-PR1

Josh Paveglio
(866) 723-3388
joshpav@cdwg.com

(877)208-4537
Board Report 05-0727-PR1
marijau@cdwg.com
Sonny Rogalevich, Account Manager
(847) 419-7478 - Phone
(847) 419-8678 – Fax
sonnrog@cdwg.com

CPS Procurement & Contracts contact: Craig Holloway, 773-553-2903.

⇒ **COMPUTER DESKTOP AND LAPTOP NOTIFICATION**

Hewlett Packard is no longer a strategic sourcing vendor for the sell of desktop and laptop computers. Per Board Report 05-1221-PR1, Dell and Apple Computers are the CPS sources for computers. If you have any questions regarding Apple or Dell, please contact Craig Holloway at 773-553-2903.

⇒ **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

⇒ **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.

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.

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.

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.

RENTAL EQUIPMENT AND SUPPLIES-AAA RENTAL

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.

AAA Rental is an existing CPS vendor (CPS vendor #48036) and has been a CPS vendor for 20 years. The company was established in 1927. AAA Rental has a large inventory of chairs, tables, barricades, display boards, easels, podiums, refrigerator/freezers, coffee makers etc. and other rental equipment and provides chairs to the City of Chicago for many of its special events.

Please refer to the following link on the Department of Procurement and Contract's website for a list of items ordered most often by CPS along with the City pricing: <http://www.csc.cps.k12.il.us/purchasing>, then click on the How to Buy icon at top of page, then click SS Suppliers and scroll all the way down to AAA Rental Prices on City contracts.

See AAA Rental web site for a complete list of products offered to CPS. This City contract is valid from March 1, 2006 to February 28, 2011.

In addition to lower pricing on most items, CPS schools would save money by using the City contract by receiving FREE delivery and Pickup and the Setup/Takedown charges are \$18 an hour; less than we currently pay.

AAA Rental
3020 West 167th Street
Harvey, IL 60426
Phone 708-210-1200
Fax 708-210-1267
www.aaarental.com
Contact: Jay or Gary Heiferman
City of Chicago Award Number: 11148
City of Chicago specification Number: 21903

⇒ **SOMEONE YOU SHOULD KNOW IN THE
OFFICE OF PROCUREMENT AND CONTRACTS:**

Nanzi Flores
Contract Administrator
773-553-2273

Manage a business relationship between the end user and the suppliers of products and services.
Participate in the preparation of RFQ/RFP/Bids, open and publicly read bids, evaluate, negotiate and Recommend award of contract.

Receive and Process Requisitions and Purchase Orders for schools and various departments.

Monitor spend on existing contracts.

Participate and/or assist in special projects, and perform associated administrative duties.

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

AAA Rental
CPS Vendor #48036
3020 West 167th Street
Harvey, IL 60426
Phone: 708-210-1200
Fax: 708-210-1267
Contact: Jay or Gary Heiferman
Website: www.aaarental.com

Specialty: Rental of chairs, tables, barricades, display boards, easels, podiums, refrigerator/freezers, coffee makers and other rental equipment and supplies. AAA Rental has been a CPS vendor for 20 years and has been in business since 1927. Ask for our 'special pricing' using the City of Chicago contract, including free delivery/pickup.

Authorized representative for the following companies:

Jay or Gary Heiferman

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer