

# PROCUREMENT & CONTRACTS

## PROCUREMENT & CONTRACTS

*Heather A. Obora, Chief Purchasing Officer*

### HEADLINES & DEADLINES

March 2007

#### **ATTENTION** **STRATEGICALLY SOURCED CONTRACT UPDATE**

Effective February 1, 2007, a new "Process change" began. Schools and departments no longer will be required to complete waiver forms when deciding to purchase goods or services currently covered under Strategic Source contracts.

Commodity Managers and Contract Administrators will compare contracted pricing with non-strategically sourced vendors. Schools and departments will be notified of price differences if it is above the contracted vendor's price. Procurement staff may contact contracted vendors to determine if they are willing to reduce their pricing to meet the non-contract price. **Schools or departments must go through the Bid process for biddable items over \$10,000 and the CPOR process for non-biddable items over \$25,000 if they elect NOT to use the strategically sourced contracts.**

#### ⇒ **PURCHASING INTERNAL WEBSITE:**

The internal purchasing website is now available to schools, central and area offices. Note that you need to be on the CPS network to be able to access the site. The URL for the site is <http://dpc.cps.k12.il.us>

You can use the website to search for board reports, create CPO requests and request strategic sourcing waivers by filling out an on-line waiver form. The home page on the website also contains useful links that lists strategic sourcing suppliers and how to buy processes. Additional content will be made available on the website on a regular basis.

#### ⇒ **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. Payment for these unapproved requisitions will not be guaranteed.

#### ⇒ **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 BOOKS, REFERENCE BOOKS AND RELATED SERVICES:**

The Board has approved entering into agreements with various vendors under the Strategic Sourcing Policy for the purchase of Library Books, Reference Books and related services. The approved "pool" of vendors are currently completing contracts. Additional information will be forthcoming.

Any questions should be directed to Mr. Lee Saulter, Commodity Manager at 773-553-2989.

## ⇒ **OUTPUT DEVICE EQUIPMENT**

(MFDs, COPIERS, DIGITAL DUPLICATORS, FAXES AND SCANNERS)

### **Contracted output device vendors**

- |   |   |
|---|---|
| <p><b>1. Canon Business Solutions – Central Inc.</b><br/>Contact: Mr. Wayne Bell<br/>(708) 692-6946<br/>Vendor No. 39190<br/><b>Equipment:</b> MFDS, Copiers, MFD/Copier<br/>Duplicator Accessories, Faxes and Scanners</p> | <p><b>2. Chicago Global Capital, a Joint Venture</b><br/>Contact: Ms. Julie Neubert<br/>(630) 771-8525<br/>Vendor No. 60601<br/><b>Equipment:</b> Digital duplicators, Faxes<br/>Scanners</p> |
| <p><b>3. Konica Minolta Business Solutions</b><br/>Contact: Mr. Brian Gasteier<br/>(312) 726-9100<br/>Vendor No. 22594<br/><b>Equipment:</b> MFDs and Copiers</p>   | <p><b>4. Hallagan Business Machines</b><br/>Contact: Ms. Joan Hallagan<br/>(773) 637-0368<br/>Vendor No. 19766<br/><b>Equipment:</b> Digital Duplicators</p>                                  |

Contact: Jackie Daly at 773 553-2274 for questions or clarifications.

Equipment request from Central Office Departments will be reviewed and approved by Procurement and Contracts and the Office of Technology Services staff.

Contact: Jackie Daly at 773 553-2274 for questions or clarifications.

CDW-G is now a Punch-Out Supplier in I-Procurement

You can access the CDW-G website by clicking on the new CDW-G icon displayed on our I-Procurement Shop Page. Visit CDW-G for all your software and printer needs.

For help with the CDW-G Website use the following link: <http://dpc.cps.k12.il.us/index.php>

### **REGION 1 & 2, CENTRAL OFFICES**

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

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

### **REGIONS 3 & 4**

Maria Jauregui

(877) 208-4537

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

### **REGIONS 5 & 6**

Josh Paveglio

(866) 723-3388

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

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

## ⇒ **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!

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:

Sonny Rogalevich, Account Manager

(847) 419-7478 – Phone

(847) 419-8678 – Fax

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

Maria Jauregui

(877) 208-4537

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

Josh Paveglio

(866) 723-3388

[joshpav@cdwg.com](mailto:joshpav@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 Jacqueline Daly at CPS to request additional discount cards.

Name: Jacqueline Daly

Phone: 773-553-2274

Email: [jdaly@cps.k12.il.us](mailto:jdaly@cps.k12.il.us)

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

#### **STRATEGIC SOURCING FOR JANITORIAL PRODUCTS**

In the Board's effort to standardize on Janitorial Products for the schools, the Board has added additional Strategic Sourced vendors and products.

#### **The new Board approved Strategic Sourcing Vendors and Products are:**

1. Kraft Paper Sales/Aztec Supply JV  
Customer Service: 708-594-6080  
Vendor No.: 91460  
Product: Touch Free Towel Dispenser (holds White Hard Roll Towels)  
Board Report: [06-0927-PR2](#)

Towel: White 1000L Hard Roll Towel, C-Fold, Multifold, Single Fold  
Board Report: [06-0927-PR2](#)  
Product: One-at-a-Time-Tissue Dispenser (holds White Hygienic Tissue)  
Board Report: [06-0927-PR1](#)

Tissue: White Hygienic Tissue and Coreless Tissue  
Board Report: 06-0927-PR1

2. W. W. Grainger, Inc.  
Customer Service: 773-638-0536  
Vendor No.: 40011  
Product: Stainless Steel Combinations Fold Towel Dispenser (holds C-Fold and Multifold Towels)  
Board Report: 06-0927-PR2

3. Royce Rolls Ringer Co.  
Customer Service: 800-253-9638  
Vendor No.: 35392  
Product: Stainless Steel Fold Towel Dispenser (holds Single Fold and Multifold Towels)  
Board Report: 06-0927-PR2  
Product: Horizontal Stainless Steel Standard or Coreless Two Roll and Four Roll Tissue Dispensers with front covers (holds Standard White Roll Tissue)  
Board Report: 06-0927-PR1

4. Laport Chemical Supply, Inc.  
Customer Service: 312-421-8881  
Vendor No.: 28922  
Product: White or Natural Hard Roll 800L Towel  
Board Report: 06-0927-PR2  
Tissue: White 1 Ply Standard Tissue  
Board Report: 06-0927-PR1

5. B & L Distributors  
Customer Service: 708-361-2300  
Vendor No.: 29609  
Product: Vertical Stainless Steel Multi-Roll Tissue Dispenser (holds Standard White Roll Tissue)

Board Report: 06-0927-PR1  
Product: Hand Dryer (Green Spec - Automatic Fixed Nozzle)  
Board Report: 06-0927-PR2  
Product: Stainless Steel Refill Soap Dispenser (holds Liquid Soaps)  
Board Report: 06-0726-PR7

6. Kranz, Inc.  
Customer Service: 888-638-2201x240  
Vendor No.: 37382  
Product: White 2 Ply Standard Tissue  
Board Report: 06-0927-PR1
7. LP Scientific Corp.  
Customer Service: 815-232-9600  
Vendor No.: 91023  
Product: Hands Free Dispenser (holds Liquid Soaps)  
Board Report: 06-0726-PR7
8. Tek Direct, Inc.  
Customer Service: 773-427-1537  
Vendor No.: 27833  
Product: Form Soap, Form Soap Dispenser and Liquid Soap Refills  
Board Report: 06-0726-PR7
9. Central Poly Corporation  
Customer Service: 800-480-2247x307  
Vendor No. 24630  
Product: Plastic Liners with imprint of "Property of Chicago Public Schools"  
Clear 33, 55, 60 Gallon 1.4 Mil  
Clear 15-16 Gallon .35 Mil (no imprint)  
Blue Recycle 33, 55, 60 Gallon 1.4 Mil  
Black Recycle 33, 55, 60 Gallon 1.4 Mil  
Board Report: 06-0823-PR1

For all other janitorial supplies, please continue to use the existing Strategic Sourced Vendors--Board Report 05-0525-PR1.

**Existing approved Strategic Sourcing Vendors are:**

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

News.....Take advantage of Grainger's Maintenance Repair and Operations (MRO) discount contract No. 4010653 with the State of Illinois and the Board's Joint Purchasing Agreement until June 30, 2007. Contact Grainger Representative Herb Ladd at 773-638-0536.

If you need assistance you may contact 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.

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

Felicia D. Carwell  
Commodity Manager

- Manager the Office Supplier Strategic Sourcing Process
- Manager the Computer Peripheral Strategic Sourcing Process
- Research prospective commodities in the marketplace
- Responsible for the Foodservice Board Report and its related issues
- Interface with end users/departments to develop solicitations and determine needs

### ⇒ **VENDOR OF THE MONTH:**

Tech Depot (*An Office Depot Company*)  
Vendor Number #20011  
Account Manager: Christopher Humann  
6 Cambridge Drive  
Trumbull, Ct 06611  
800625-9866 ext. 7220  
[www.techdepot.com](http://www.techdepot.com)  
Specialty – Computer Peripherals  
*printers, scanners, external drivers, low end faxes etc.*

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

APPROVED:

---

Dr. Barbara Eason-Watkins  
Chief Education Officer