

PROCUREMENT & CONTRACTS

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Heather A. Obora, Chief Purchasing Officer

HEADLINES & DEADLINES

September, 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.

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

TEXTBOOKS THAT ARE CURRENTLY AVAILABLE:

If you are interested in any of the textbooks below, please contact Ms. Juana Cardona at Everett School to make arrangements for pick-up. Her phone number is 773-535-4550.

PUBLISHER	TITLE	QTY	LANGUAGE	COPYRIGHT
Scott Foreman	Celebrate Reading Level 2	20 sets	English	1997
Scott Foreman	Celebrate Reading Level 3	10 sets	English	1997
Scott Foreman	Celebrate Reading Level 3	5 sets	English	1997

If you are interested in any of the textbooks below, please contact Ms. Ersi Santiago at Irving Park Middle School to make arrangements for pick-up. Her phone number is 773-534-3750.

PUBLISHER	TITLE	QTY	LANGUAGE	COPYRIGHT
Harcourt Brace	Mathematics Plus	160	English	1994
Glencoe/McGrawHill	Science Interactions Course	145	English	1995
Silver, Burdett & Ginn	One Flag, One Land	120	English	1990
Harcourt Brace	Mathematics Plus-Silver	100	English	1994

Glencoe/McGrawHill	Science Interactions Course 1	35	English	1995
Glencoe/McGrawHill	Science Interactions Course 2	35	English	1995
Houghton Mifflin	Math Central Level 6 Workbook	50	English	1999
Harcourt Brace	Mathematics Plus – Green	20	English	1994
Merriam-Webster	Intermediate Dictionary	14	English	1994

If you are interested in any of the textbooks below, please contact Marian Strok, Assistant Principal at De La Cruz Academy. Her phone number is 773-535-4585.

PUBLISHER	TITLE	QTY	LANGUAGE	COPYRIGHT
Glencoe Mathematics	Course 1 (Grade 6)	5	Various teaching materials	2001
Glencoe Mathematics	Course 2 (Grade 7)	64	Various teaching materials	2001
Glencoe Mathematics	Course 3 (Grade 8)	68	Various teaching materials	2001

⇒ **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

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 followed:

- 1. Hallagan Business Machines**
773/637-0368
Contact: Joan Hallagan
Equipment: Digital duplicators
User Groups: Schools and Area Instruction Offices

- 2. Distinctive Business Products, Inc. d/b/a/ Chicago Global Capital, a joint venture**
630/771-2600
Contact: Phillip Lampugano
773/444-0240
Equipment: Digital duplicators
User Groups: Schools and Area Instruction Offices

- 3. Konica-Minolta Business Solution**
312/726-9100
Contact: Brian Gasteier
Equipment: MFDs and Copiers
User Groups: Central Office, Schools, and Area Instruction Offices

- 4. Ikon Office Solutions, Inc.**
312/252-4513
Contact: Victor Smith
Equipment: MFDs and Copiers
User Group: Schools

- 5. Canon Business Solutions – Central, Inc.**
847/706-3411
Contact: Paul Murphy
Equipment: MFDs and Copiers
User Group: Schools

Reminder: The Strategic Sourcing Policy requires schools, Central Office Departments and Area Instruction 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 OTS 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.

⇒ **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 #**63673**

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.

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 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 departments 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.

⇒ **PERIPHERAL PURCHASES**

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 PARTNER 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

Contact Information:

Sonny Rogalevich
(847) 419-7478 – phone
(847) 419-8678 – fax
sonnrog@cdwg.com<nauktiLsibbrig@cdwg.cin>

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

CDW-G

The Right Technology. Right Away.™
230 N. Milwaukee Ave.
Vernon Hills, IL 60061
CPS Vendor: 63673

Sonny Rogalevich
Account Manager
(847) 419-7478 – phone
(847) 419-8678 – fax
sonnrog@cdw.com

Joshua Paveglio
Account Manager
(866) 723-3388
joshpav@cdw.com

Specific services represented: Software, Hewlett Packard and Lexmark printers

Authorized representative for the following companies:

Sonny Rogalevich/Joshua Paveglio

Additional Information:

APPROVED:

Dr. Barbara Eason-Watkins
Chief Education Officer