

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

JNCP Form Rev _____

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

For contract(s) in this request, answer applicable questions in each of the 4 major subject areas below in accordance with the Instructions for Preparation of Non-Competitive Procurement Form on the reverse side.

Request that negotiations be conducted only with Exsel Exhibits for the product and/or services described herein.

(Name of Person or Firm)

This is a request for _____ (One-Time Contractor Requisition # _____ N/A _____, copy attached) or _____ X _____ Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the _____

(Attach List)

Pre-Assigned Specification No. _____

(Program Name)

Pre-Assigned Contract No. _____

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT

Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: _____

Company or Agency Name: Exsel Exhibits

Specification #: _____

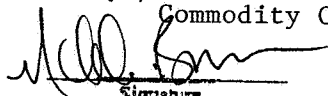
Contract or Program Description: T24239 Exhibits Display Design Serv.

Mod. #: _____ (Attach List, if multiple)

Commodity Code: 906-52

Nikki Bravo

4-7709



08-Planning

Originator Name

Telephone

Signature

Department

Date

Indicate SEE ATTACHED in each box below if additional space needed:

() PROCUREMENT HISTORY

SEE ATTACHED

() ESTIMATED COST

() SCHEDULE REQUIREMENTS

() EXCLUSIVE OR UNIQUE CAPABILITY

SEE ATTACHED

() OTHER

APPROVED BY: _____

DEPARTMENT HEAD
OR DESIGNEE

DATE

BOARD CHAIRPERSON

DATE



City of Chicago
Richard M. Daley, Mayor

Department of Planning
and Development

Denise M. Casalino, P.E.
Commissioner

City Hall, Room 1000
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4190
(312) 744-2271 (FAX)
<http://www.cityofchicago.org>

Justification for Non-Competitive Procurement

Made In Chicago Background

Under the direction of Mayor Daley, the **Made In Chicago** program was designed to provide exposure for manufacturing companies in the City and to tell the story of Chicago's thriving industrial base. The program promotes Chicago and participating companies in multiple ways which include; two exhibits, one that displays products made in Chicago at the entrance to McCormick Place; and another exhibit is set up at various trade shows; a printed book which describes each of the companies and their location; and we highlight these company profiles on the department's website. We feel that the program has been successful, not only on the City's promotional side, but for each of these companies as well. In 1999, there were 30 participating companies, today, there are 150+ companies.

(Please see **more history** attached)

Procurement History

The Department of Planning and Development commissioned a trade show display company, United Display, in 2000. The United Display Company designed and built the City's Made In Chicago display cases; they consulted the department on running the program, collection and management of the inventory of Chicago-made products and assistance with activities at local trade shows, including reconstructing our moveable Made In Chicago display.

In 2002, United Display was bought and absorbed by Sparks Exhibits and Environments to run the company's Chicago office. The City extended the agreement to Sparks with their assurances that they would continue to provide the same services, at the same rates. The current agreement runs through May 2005. Unfortunately, in 2002, the former owner of United Display left Sparks Exhibits, and the company has not been able to meet the terms of the original agreement. They are in fact charging the department more money for a greatly inferior service, including:

- Costs have significantly increased for the same service as the previous year, especially for furniture rental and design services.
- New quotes include shipping charges for rental properties from Atlanta; the Chicago warehouse has closed
- Have not received a warehousing inventory of Made In Chicago products in over two years; our own inventory revealed mismanaged and damaged products
- Maintenance of the Made In Chicago permanent exhibit at



- McCormick Place is unsatisfactory
- Contact with sales representative is unsatisfactory
- The Made In Chicago products were shipped to another vendor warehouse and the department is charged storage fees

In February of 2004, the department identified two local companies willing to partner to handle all of the original elements of the program. The companies are Exsel Exhibits and Nth Degree. Nth Degree is the installation and dismantle company which was subcontracted by United Display to construct the Made In Chicago display. Sparks Exhibits used another company and their knowledge of our booth layout was poor, as seen at the 2004 Flower and Garden Show, which resulted in additional costs.

We anticipate needing the new vendor(s) services for the following trade shows, NASFT (Fancy Food Show), NRA - National Restaurant Show and the All Candy Expo. We will immediately prepare an RFP for the 2005 fiscal year, hopefully for one vendor to meet the complete scope of services.

Estimated Cost

The estimated cost of the project is \$80,000 for the balance of the 2004 fiscal year. The fund # is 100-08-4060-0140. This cost was estimated by previous years' trade show budgets. It is difficult for the department to determine the exact cost of design and installation and dismantle for each trade show because show officials give the City free floor space which has not been sold to other exhibitors, and each year the space is different.

Schedule Requirements

The average time it takes to prepare exhibit layout, graphics, logistics and various order forms for electric, shipping, and set up is one month. Considering the time restraint, we chose this vendor from our file of vendors that send marketing material to the department.

Other

The Department of Planning and Development requires a trade show display vendor to do each of the following:

1. Design booth layout
2. Handle installation and dismantle of booth properties
3. Handle furniture rental
4. Handle shipping of all properties
5. Complete all show service documents

6. Print graphics
7. Warehouse/maintain inventory of all properties
8. Accept delivery of additional company product, sort, inventory and manage
9. Maintenance of Made In Chicago display at McCormick Place as well as rotate product on a quarterly basis.

As it is stated in the procurement history section of this document, all of the things listed here were once performed by our previous display company; that company no longer meets the departments requirements and from meetings and trade show site visits, it is apparent that Exsel Exhibits, Inc. can meet the needs of the department on a temporary basis.



City of Chicago
Richard M. Daley, Mayor

Department of Planning
and Development

Denise M. Casalino, P.E.
Commissioner

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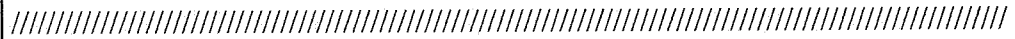
MEMORANDUM

May 6, 2004

TO: Eric J. Griggs
Chief Procurement Officer

FROM: 
Denise M. Casalino, P.E.
Commissioner

RE: Exsel Exhibits Inc.
No Stated Goal Contract Status



The Department of Planning and Development is requesting non-stated MBE and WBE goals for the above referenced contract. The nature of the services to be provided under this contract are such that neither direct or indirect subcontracting opportunities with MBE and WBE firms will be practical or cost effective.

Exsel Exhibits, Inc. will design, construct and manage a three part **Made In Chicago** Exhibit which will appear as a semi-permanent display at McCormick Place. Exsel Exhibits, Inc. will provide a full range of services for the Made In Chicago Program, including but not limited to the following:

- Design and production of graphics/signage
- Project management, including inventory, handling and set-up of Made In Chicago products, warehousing, follow-up and new product inclusion
- Installation and transfer of display to various sites
- Monthly site visits to maintain the exhibit and assure quality control; and quarterly product rotation

An important initiative for the Department of Planning and Development is working to heighten public awareness about products that are made in Chicago. In addition, we are partnering with several trade show organizations to co-sponsor a minority pavilion, to provide small minority-owned businesses exhibit space and exposure at various trade shows.

Job creation will not be a direct result of the Made In Chicago Exhibit but many of the companies that will participate are minority and women owned,



therefore, we anticipate that, many of the jobs that will be created as a result of the exhibit will be MBE and WBE.

We appreciate your assistance. If you need any additional information or have any questions, please contact Ellen O'Connor of my staff at 312-744-4133.

cc: Ellen O'Connor

attachment



City of Chicago
Richard M. Daley, Mayor

**Department of Planning
and Development**

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Commissioner

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March 25, 2004

Dear City of Chicago Certified Minority Business Enterprise:

On behalf of Mayor Richard M. Daley and Chief Procurement Officer, Eric J. Griggs, I would like to introduce you to an excellent opportunity to promote and grow your business.

The Department of Procurement Services and the Department of Planning and Development have established a partnership with the National Restaurant Association Restaurant, Hotel-Motel Show at McCormick Place on May 22-25, 2004. NRA, in collaboration with the MultiCultural Foodservice & Hospitality Alliance, will host a Minority Business Exchange Pavilion at the NRA show.

The pavilion will offer certified Minority Business Enterprises (MBE) an opportunity to showcase their products and services with exhibit space on the trade show floor. In addition, MFHA will coordinate "matchmaking" appointments with national restaurants, and the NRA will offer workshops and educational programs designed to help grow your business.

Enclosed please find an NRA 2004 Minority Business Exchange exhibit packet, which contains all the appropriate information and applications. We urge you to take advantage of this opportunity to network with professionals from the national and international foodservice and hospitality industry.

Please contact Eric Rude of the NRA at (312) 853-2537 with questions about trade show participation. If you have questions about the status of your MBE certification with the City of Chicago, please contact the Department of Procurement Services at (312) 742-0766.

Sincerely,

Denise M. Casalino, P.E.
Commissioner
Department of Planning and Development





7430 N. Lehigh Ave. Niles, Illinois 60714 • (Phone) 847- 647- 7555 • (Fax) 847- 647- 9853 • www.exsel Exhibits.com

SERVICES

- ExSel will assign one Account Executive, namely Deborah Kerrigan , and one Project Manager to support the City of Chicago's trade show program. At all times there will be someone available to assist the City of Chicago representatives.
- Upon receiving your current exhibit materials at our facility, ExSel will conduct a complete inventory and inspection. This includes all lighting, hardware, accessories, crates, etc. Our computerized inventory system tracks the condition and status of all your display materials. Graphics are also inventoried. Digital photographs of the exhibit and the individual graphics are taken to insure the accuracy of the graphics needed. We will provide you with a detailed spreadsheet of your materials upon completion of inspection.
- Graphics: our in-house department will produce graphics from your properly supplied artwork files. See attached information. Please allow 10-15 working days for graphic production. If less time is given, proofs are waived and rush charges may apply. There is no charge for the initial color proofs.
- Design Services: our in-house design department will create black and white line drawing layouts of exhibit components and electrical requirements, based on the space sizes provided, for all City of Chicago shows at no charge. If color renderings are required, then our design services are billed at \$100 per hour.
- Per show services include:
 - Complete set up and inspection of the exhibit prior to shipment to include cleaning of client's carpet if applicable
 - Notification of any damages and estimates for any repairs needed. Exhibit to be repaired if necessary upon authorization and prior to any shipment.
 - Careful and accurate packing of your exhibit, graphics, and carpet if applicable
 - Shipment of the exhibit via your instructions
 - Tracking numbers sent to the designated City of Chicago representative
 - Call to the shipping company to confirm shipment has arrived
 - Return labels in every case
 - Return shipping arrangements scheduled
 - Complete set up and inspection of the exhibit, graphics and carpet if applicable upon return to ExSel.
 - Completion of all applicable show forms from a provided show kit.
 - Coordination of installation and dismantle services.



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SHIPPING

- *Standard Service* - ExSel requires at least 3 weeks notice prior to the show. This allows for thorough inspection of your exhibit and at least one week for normal shipping delivery. We request a copy of your show schedule in order to better shipping rates and service. (Normal delivery time varies upon location of show)
- *Express Service* - If needed ExSel can prepare an exhibit within a 48-hour notice. However, City of Chicago waives the inspection procedure and may incur higher shipping costs depending on the location of the show.
- All shipments are tracked via computer and insured. The tracking number is faxed to the City of Chicago representative who ordered the exhibit.
- Roundtrip shipping can be billed directly to the City of Chicago or through ExSel. There is a 20% surcharge for all shipments billed through ExSel.

GENERAL PRICING INFORMATION

- Warehousing costs are based on the size of the crates/cases and will be determined upon receipt and inspection of your properties.
- Production of graphics assumes that digital artwork provided is properly formatted for output. Design time necessary to prepare artwork is billed at \$100 per hour.
- The initial inspection and inventory of the exhibit material is billed at \$55/hr. Upon receipt and review of the materials, a quote reflecting the accuracy of time spent will be forwarded for your approval.
- There is an in/out charge each time an exhibit leaves ExSel. The fee is \$55 per hour and total cost varies depending on the size of the exhibit. This fee includes the complete setup and inspection of the exhibit, graphics and any carpet prior to shipment and upon its return to ExSel. This fee does not apply to rental materials.
- Freight is billed directly to ExSel or the City of Chicago upon request.
- We will complete and submit all necessary show service forms upon receipt of your show kit using a City of Chicago provided credit card or check. Labor for completion is billed at \$55 per hour. If ExSel provides payment for show services, a 20% surcharge is added to the cost of each service ordered. We will provide the City of Chicago with a detailed spreadsheet for each show indicating the costs involved ranging from show services to shipping. These costs will be reconciled upon final invoicing from the vendors.



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- ExSel prides itself on maintaining long-term relationships with quality vendors. Our vendors provide us with the best possible pricing, which is passed on to our clients. Some services, which may be subcontracted, include: furniture, audio-visual, carpet/pad, and I&D. A fee of 20% of the total cost of these services is charged for coordination.
- ExSel will supervise union labor to install and dismantle the City of Chicago exhibits. Supervisory fees are \$65 per hour straight time (Monday-Friday, 8-5 p.m.) , \$97.50 per hour for over time (5 p.m.- 12 p.m Monday- Friday and all day Saturday) and \$130 per hour for double time (12 p.m.- 8 a.m., all day Sunday). We will coordinate installation and dismantling services with our preferred nationwide independent contractor, Nth Degree. A fee of 20% of the cost of labor is charged. If you prefer to be billed directly for I&D, we can make these arrangements.
- ExSel can provide destruction services for any part of your exhibit and/or materials upon your request. An invoice for this service would reflect actual time and materials. ExSel can also serve as a broker in selling any part of your exhibit and/or materials upon request.

SPECIFIC PRICING INFORMATION

- Movement of all City of Chicago exhibit properties (based on existing inventory list provided) -(1) 48' Semi Truckload or greater of freight from Northland Warehouse in Round Lake, IL to ExSel Exhibits, Inc.'s offsite warehouse facility in Elk Grove Village, IL: **\$375.00**. If the driver needs to assist, there is an additional \$150.00 charge.
- Storage Fees per Quarter will be based on total cubic feet once all materials have been inventoried. Our current rate is \$0.18 per cubic foot per month.
- Installation and Dismantle of the City of Chicago's exhibits at the following shows for 2004: National Restaurant Association, Fancy Food, and All Candy Expo.
- Completion of all show service forms is billed at \$55.00 per hour with a 2 hour minimum. In addition, if the billing for services is contracted by ExSel and charged to our account, there is a 20% mark-up on the listed price. If ExSel completes all forms and services and they are billed to your account, then the mark-up is saved. **\$110.00 minimum charge + 20% mark-up on services if applicable.**
- Initial inspection and inventory of all exhibit materials is billed at \$55.00 per hour.



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- ExSel Exhibits, Inc. will perform quarterly maintenance to the "Made In Chicago" permanent display at McCormick Place to include, but not limited to: repair/replacement of lighting, replacement of graphics, change out of product as requested. This maintenance will be billed on a time and materials basis (hourly rate is \$55/per hour with a 4 hour minimum), and the City of Chicago will receive an estimate for approval prior to any repairs/replacements.
- ExSel Exhibits, Inc. will receive and inventory any product sent to our warehouse facilities by the City of Chicago. We request an original manifest in order to ensure proper receipt of all items sent to ExSel. A handling fee will be charged.

BILLING

- ExSel will provide an itemized invoice of all the services provided and/or components purchased. Prior to production of graphics, or repair damage to the exhibits, a quote will be provided for your approval.
- Warehousing/storage is billed every 3 months. Payment is due within 30 days.
- In/Out charges are billed upon the return inspection of the exhibit. Payment is due within 30 days.

SUMMARY

ExSel Exhibits, Inc. prides itself in its superior attention to the needs of our clients. We are a team oriented, perfection driven, hardworking company built on strong work ethics. We believe in supporting our clients' projects, ideas and goals and providing them with the best possible service.

ExSel has distributed the Nimlok brand for 19 years with confidence and pride. The Nimlok product has revolutionized the design and look of portable and custom exhibits while our expert design staff has produced creative and innovative graphics to display your company message. With forward thinking designers and technology, ExSel is on the cutting edge of exhibits.

We welcome the opportunity to store and manage your trade show materials. We are confident that we will provide you with the most thorough service. Thank you for the opportunity to quote this project.



7430 N. Lehigh Ave. Niles, Illinois 60714 • (Phone) 847-647-7555 • (Fax) 847-647-9853 • www.exselexhibits.com

COMPANY OVERVIEW

- ExSel Exhibits, Inc. has been in business for 19 years.
- Our primary focus has been to represent and distribute the Nimlok product lines as well as serve as a full service exhibit house.
- ExSel Exhibits is the leading Nimlok distributor nationwide. Distributors are located in 45 countries worldwide.

FACILITIES

- ExSel is located in Niles, IL- 20 miles north of McCormick place and central to many exhibition halls nationwide. We store exhibit materials on site and off site in our temperature controlled 86,000 sq. ft. warehouse.
- For your convenience, exhibit components are manufactured on the premises within the Nimlok U.S. manufacturing headquarters.
- Repairs and maintenance to Nimlok, custom or other exhibit brands are done in-house with an expert staff of carpenters and warehouse supervisors.
- Graphics are produced on-site. We specialize in inkjet, vinyl, reflective and translucent graphics of almost any size. We can also provide overhead banners, dimensional signs, and photographic images.

SYSTEMS/PROCEDURES

- ExSel is meticulous in our ordering and shipping procedures. All orders are sent through our project manager who oversees the job from start to finish. All jobs are thoroughly inspected for quality, accuracy, and timeliness. All shipments are tracked and insured.
- Nimlok is ISO 9001 certified.

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	
Date Returned	
Date Accepted	

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT TO THE DESIGNATED CPAC TEAM CONTACT PERSON FOR HANDLING.

CPAC TEAM

- | | | |
|---|--|--|
| <input type="checkbox"/> Architectural/Engineering | <input type="checkbox"/> Delegate Agency | <input type="checkbox"/> Small Orders (under \$10,000) |
| <input type="checkbox"/> Aviation Construction | <input type="checkbox"/> Hardware/Software | <input type="checkbox"/> Telecom/Utilities |
| <input type="checkbox"/> Business Consulting | <input type="checkbox"/> Large Construction (over \$4,000,000) | <input type="checkbox"/> Vehicles/Heavy Equipment |
| <input type="checkbox"/> Commodities | <input checked="" type="checkbox"/> Professional Services | <input type="checkbox"/> Work Services/Facility Maint |
| <input type="checkbox"/> Construction (under \$4,000,000) | | |

PROJECT

Date: _____ Contact Person: Nikki Bravo
 ID No (Spec, RX, Project): B09065203 Tel: 744-7709 Fax: 744-7676 E-mail: N.BRavo@cityoflouisville.gov
 Department: Planning and Development Project Manager: _____
 Bureau: Administration Tel: _____ Fax: _____ E-mail: _____
 Contract No(if known): 13885 Estimated Value \$ _____
 Project Title/Description: Exhibit Display Design Services

SCOPE STATEMENT

Attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute..

TYPE OF PROCUREMENT REQUESTED (check all that apply)

- | | | | | |
|--|--|---|--|--|
| <input type="checkbox"/> Competitive Bid | <input type="checkbox"/> RFQ/RFP/RFS/RFI | <input checked="" type="checkbox"/> Sole Source** | <input checked="" type="checkbox"/> Term Agreement | <input type="checkbox"/> One Shot |
| <input type="checkbox"/> Mod/Amendment | <input type="checkbox"/> Time Extension | <input type="checkbox"/> Additional Funding | <input type="checkbox"/> Small Order | <input type="checkbox"/> S/O Emergency |

FORMS

- | | | |
|--|--|--|
| <input type="checkbox"/> F-25* (add line item) | <input type="checkbox"/> F-10* (special approvals) | <input type="checkbox"/> SSRB** (sole source approval) |
| <input type="checkbox"/> F-26* (new term agreement) | <input type="checkbox"/> RX (one-shot requisition) | <input type="checkbox"/> OBM Authorization |
| <input type="checkbox"/> F-27* (time extension) | <input type="checkbox"/> APRF (all purpose request form) | |
| <input type="checkbox"/> F-29* (change vendor limit) | | |

* Additional F-forms may be required-refer to attached list

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): 100-08-7060-0140

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: _____ Contract Term (y/m/d): _____ No of Annual Extensions: _____

PRE BID/SUBMITTAL REQUIREMENTS

Requesting Pre Bid/Submittal Conference? Yes No
 Requesting Site Visit? Yes No
 Requesting Conference be Mandatory? Yes No
 Requesting Site Visit be Mandatory? Yes No

CPAC PROJECT CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

Required Attachments: Scope of Services, including location, description of project, services required, deliverables, and other information as required

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

Pre-Qualification Category No. _____ Category Description: _____

For Pre-Qualification Program, attach list of suggested firms to be solicited

Other Agency Concurrence Required: None State Federal Other (fill in) _____

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

Current Insurance requirements prepared/reviewed by Risk Management: Yes No

DOA sign-off for final design documents: Yes No

N/A

BUSINESS CONSULTING SUPPLEMENTAL CHECKLIST

Detailed description of project listing obligations of each party.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form(s)

N/A

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

N/A

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments: Copy of Draft (80% Completion)

Copy of Draft (80% Completion) Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

N/A

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance? Yes No

Is boilerplate from Law available or in production? Yes No

Would your department benefit from technical assistance? Yes No

N/A

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

Has the project been approved/authorized by the User Department Commissioner? Yes No

Attach any documentation indicating any previous purchase activity to assist in the procurement process

Grant document attached

N/A

CPAC PROJECT CHECKLIST

LARGE CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments: Copy of Draft (80% Completion)

Copy of Draft (80% Completion) Contract Documents and Detailed Specifications

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?

Will services be performed on or near a waterway?

Yes No
 Yes No

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed description of project listing obligations of each party.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

1. Special Approval Form/Justification Letter.
 e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.,).
 2. Suggested Vendor.
 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
 4. Detailed Specification or Scope of Work.

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Requisition
 YES () NO () Detailed Specifications
 YES () NO () Suggested Vendor
 YES () NO () Support Documentation

2. TERM AGREEMENT

- YES () NO () EPS Form F-10
 YES () NO () EPS Form F-26
 YES () NO () EPS Form F-27

3. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
 YES () NO () Disclosure Affidavit
 YES () NO () Letter of Exclusive or Unique Capability
 YES () NO () Support Documentation from Vendor/Manufacturer.
 YES () NO () Signature(s) of Originator or Departmental Head/Designee.

4. EMERGENCY CONTRACT

- YES () NO () Justification Letter
 YES () NO () Vendor Proposal
 YES () NO () Pre-assigned Requisition (RX)

5. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter
 YES () NO () Requisition (RX)

N/A

TELECOM/UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed scope of services/specification which sets forth all of the anticipated services and products the user department wants provided, including time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No

CPAC PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (___ Manufacturer; or ___ Dealer; ___ or Other Source: _____)
- Copy of current Price List(s)/Catalog(s)
- Form F-10 or other authorization document
- Any other exhibits and attachments

WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detail), user department contacts, work hours/days, laborer/supervisor mix, compensation and price escalation considerations, contract term and extension options, contractor qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards and price lists, catalogs, technical drawings and other exhibits and attachments as appropriate.

Risk Management

- Will services be performed within 50 feet of CTA train or other railroad property? Yes No
- Will services be performed on or near a waterway? Yes No
- Will services require the handling of hazardous/biowaste material? Yes No
- Will services require the blocking of streets or sidewalks in any way which may affect public safety? Yes No