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**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT(S)**

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 Ace Rent a Car for the product and/or services described herein.  
(Name of Person or Firm)

This is a request for: \_\_\_ (One-Time Contract per Requisition # \_\_\_\_\_, copy attached) or \_\_\_ Term Agreement or \_\_\_ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the

\_\_\_\_\_  
(Program Name) (Attach List) Pre-Assigned Specification No. \_\_\_\_\_  
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: \_\_\_\_\_

Specification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_  
Mod #: \_\_\_\_\_ (Attach List, if multiple)

V Thomas 4-0568 V Thomas MOSE 4/20/04  
Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> <b>PROCUREMENT HISTORY</b> See Att.
<input checked="" type="checkbox"/> <b>ESTIMATED COST</b> See Att.
<input checked="" type="checkbox"/> <b>SCHEDULE REQUIREMENTS</b> See Att.
<input checked="" type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b> See Attached
<input type="checkbox"/> <b>OTHER</b>

APPROVED BY: [Signature] 4/19/04 \_\_\_\_\_  
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**For**

**ACE RENT A CAR**

**for the Mayor's Office of Special Events (MOSE) Jumping Jack Program**

**PROCUREMENT HISTORY:**

The Mayor's Office of Special Events is required to rent vans for Mayor's Daley's Jumping Jack Program.

15 Passenger vans are required to transport seasonal Jumping Jack personnel and accompanying equipment to various different sites throughout the City of Chicago. Cargo Vans are used strictly to transport no more than one person + driver along with accompanying equipment. Mini vans are used by MOSE personnel to do site checks and for equipment replacement.

Initially, vans were acquired through the city-wide blanket agreement with Budget Rent a Car. However, Budget nor Enterprise Rent a Car no longer carry the vans needed for this program. Our department along with Fleet Management researched this matter, seeking one company for this requirement, therefore, we found Ace Rent a Car. We passed this information along to Fleet Management for guidance, however, nothing materialized. ACE RENT a CAR of all the companies approached was the only to commit to having the quantity of vehicles requested.

**ESTIMATED COST:**

**\$148,528.00**

**SCHEDULE REQUIREMENTS:**

- (2) cargo vans @ \$26.00 per day @ 130 days
- (1) cargo van @ \$26.00 per day @ 107 days
- (1) 15 pass. van @ \$49.00 per day @ 130 days
- (8) 15 pass. vans @ \$49.00 per day @ 107 days
- (9) 15 pass. vans @ \$49.00 per day @ 93 days
- (2) 15 pass vans @ \$49.00 per day @ 91 days
- (9) 15 pass. vans @ \$49.00 per day @ 79 days
- (1) minivan @ \$26.00 per day @ 145 days
- (1) minivan @ \$26.00 per day @ 82 days

**EXCLUSIVE OR UNIQUE CAPABILITY:**

After contacting many rent a cars companies (ie Enterprise, Budget, Hertz, Alamo, Avis and Pride) non of which could either supply our numbers and/or delivery schedule.

This is a procurement that will be required in the very near future.



2985 Mannheim Road  
Des Plaines, IL 60018

(847) 297-3350  
(847) 297-0517 fax

## 2004 Van Proposal for Mayor's Office of Special Events

April 8, 2004  
Mr. Thomas E. Gray  
121 North LaSalle Street  
Chicago, IL. 60602

Re: Van Rates and information

**Estimate...**

Cargo Van @ \$26.00 per day * 130 days = \$3,380.00	
2 Cargo Vans @ \$3,380.00 .....	\$ 6,760.00 ✓
1 15pass @ \$49.00 per day * 130 days.....	\$ 6,370.00
1 Minivan @ \$26.00 per day * 145 days .....	\$ 3,770.00
15pass @ \$49.00 per day * 107 days = \$5,243.00	
8 15 pass @ \$5,243.00.....	\$ 41,944.00
1 Cargo Van @ \$26.00 per day * 107 days.....	\$ 2,782.00
15pass @ \$49.00 per day * 93 days = \$4,557.00	
9 15 pass @ \$4,557.00.....	\$ 41,013.00
15pass @ \$49.00 per day * 79 days = \$3,871.00	
9 15 pass @ \$3,871.00.....	\$ 34,839.00
15 pass @ \$49.00 per day * 91 days = \$4,459.00	
2 15 pass @ \$4,459.00.....	\$ 8,918.00
1 Minivan @ \$26.00 per day * 82 days.....	<u>\$2,132.00</u>

**Estimate Total\*:** **\$148,528.00**

\*Please note this is only an estimated total. Your actual total bill may vary due to refueling costs, additional miles, or extra day(s). ACE Rent A Car rents on a 24hour rental day.

If you have any questions, please feel free to contact me. Thank you for giving ACE Rent A Car the opportunity to earn your business.

Payment Due in the amount of \$74,264.00 on May 1, 2004, and June 1, 2004.  
Any additional cost will be billed at end of rentals.

Michael A. Russo  
Assistant Location Manager  
Ace-Rent-A-Car, Inc.

Thomas E. Gray  
Director of Community Relations  
Mayor's Office of Special Events

You Can Depend On ACE!

# 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 FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

**PROJECT**  
 Date: 05/12/04  
 ID No (Spec, RX, Project): \_\_\_\_\_  
 Department: MOSE  
 Bureau: SPEC - EVENTS  
 Contract No (if known): \_\_\_\_\_  
 Project Title/Description: VANS FOR JUMPING JACK PROGRAM

Contact Person: V. Thomas  
 Tel: 4-0568 Fax: 4-0613 E-mail: v.thomase@coc.org  
 Project Manager: \_\_\_\_\_  
 Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Estimated Value \$ \_\_\_\_\_

**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)**

Competitive Bid     RFQ/RFP/RFS/RFI     Sole Source\*\*     Term Agreement     One Shot  
 Mod/Amendment     Time Extension     Additional Funding     Small Order     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 checked="" 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)		

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

**FUNDING**

City:	<input type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____	
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other _____
Funding Strip(s):	<u>355 24 4005 9815 0151</u>				

\* Attach copy of any applicable grant agreement terms and conditions

**TIME FRAME**

Date Needed: 5/3/04 Requested Contract Term (y/m/d): \_\_\_\_\_

**PRE BID/SUBMITTAL REQUIREMENTS**

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