

CITY OF CHICAGO
 DEPARTMENT OF PURCHASES,
 CONTRACTS AND SUPPLIES
 ROOM 403, CITY HALL, 121 N. LaSALLE ST.

JNCP Form Rev 9/97
S. S. R. B.

DATE 3/2/10
 APPROVED... **B-Q**
 CONDITIONALLY APPROVED... _____
 RETURN TO DEPT... _____
 DISAPPROVED... _____

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 _____ 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 _____ (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., in 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 #: 12196 Company, or Agency Name: Chicago Childrens Museum

Specification #: 43505 Contract or Program Description: _____
 Mod #: _____ (Attach List, if multiple)

Jill McGee 773-686-4898
 Originator Name Telephone


 Signature

Aviation
 Department

2/10/10
 Date

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

<p><input checked="" type="checkbox"/> PROCUREMENT HISTORY PO 12196 with Chicago Childrens Museum was awarded in 2006 via a non-competitive procurement (attached). There has been a contractual relationship since 1996 with Chicago Children Museum. The current contract was awarded for a contract period of 4/1/06-3/31/09 plus two one-year extension options. Pursuant to Department of Procurement Services (DPS) policy, the exercising of the extension period and accompanying vendor limit increase must be brought before the Sole Source Review Board (SSRB) for approval. The purpose of this non-competitive procurement request is to garner the approval of the SSRB for the second and final one-year extension and \$56,544 budget incorporation/vendor limit increase.</p>
<p><input checked="" type="checkbox"/> ESTIMATED COST The budget for the 4/1/10-3/31/11 time period is \$56,544. The revised vendor limit will be \$272,988. The budget for 2010 is at the same level as the 2009 budget.</p>
<p><input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS Duration - One Year from 4/1/10-3/31/2011</p>
<p><input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY Chicago Childrens Museum is the designer of the Kids of the Fly Exhibit which was originally installed in 2006. They have provided service, maintenance, programming, workshops and upgrades via Sole Source agreements since the installation of the exhibit in 2006. PO T26172, also a non-competitive procurement, preceded the current contract.</p>
<p><input checked="" type="checkbox"/> OTHER To date Chicago Children's Museum has far exceeded their MBE/WBE participation goals of 16.9% and 4.5% via indirect compliance.</p>

APPROVED BY Rosemarie S. Andri 3/17/10 [Signature] 3-2-10
 DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE
[Signature] 3/22/10
 CPC., APPROVAL

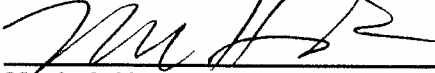


City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Jamie L. Rhee
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-0010 (FAX)
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

Date: March 19, 2010
To: Jamie L. Rhee
Chief Procurement Officer
From: 
Mark J. Hands
Managing Deputy Procurement Officer

Re: Non-Competitive Procurement Review Board
March 2nd, 2010 Meeting

Description: Chicago Children's Museum

Requisition No.: 12196
Specification No.: 43505
Requesting Department: Aviation

The Non-Competitive Procurement Review Board has reviewed the submittal from the City of Chicago Department of Aviation dated February 10th, 2010. After reviewing the attached documentation, this request has been approved in the amount of \$56,544.00 for a one year extension and vendor limit increase. The revised vendor limit will be \$272,988 (See attached funding strip in package).

This Non-Competitive Procurement request is for the maintenance and enhancement of the Kids to Fly Exhibit at O'Hare International Airport. The Chicago Children's Museum is the designer of the Kids to Fly Exhibit which was originally installed in 2006. The Chicago Children's Museum has been providing service, maintenance, programming and upgrades via Sole Source agreements since the 2006 installation.

The Non-Competitive Procurement Review Board approved this request 3-2 on the determination that the Chicago Children's Museum provides maintenance and service for custom built exhibit components and this requires individuals possessing a high degree of professional skill that plays an important part in servicing this particular Exhibit. However, the Board did recommend that the Department of Aviation consider competitively bidding this next year as we believe there may be more than one provider in the market place of this service.

Cc: Rich Butler



DPS PROJECT CHECKLIST

For DPS Use Only

Date Received

Date Returned

Date Accepted

CA/CN's Name

IMPORTANT: ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR ROUTING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602, ATTENTION: CHIEF PROCUREMENT OFFICER.

General Information:

Date: 2/26/10 Need by (estimated date):

Requisition No.: **48454** Contact Person: Project Manager:

Specification No.: (if known) 43505 David Bowman Terri Gibson

PO No.: (if known) 12196 Telephone: -7736867089 Telephone: -7736866649

Modification No.: (if known) Fax: Fax:

Previous PO No.: (if known) Email: Email:

Project Description: Maintenance and enhancements to the Kids on the Fly exhibit at O'Hare

2010 FEB 19 11:32 AM
 48454

Funding:

City: Corporate Bond Enterprise Grant* Other:

State: IDOT/Transit IDOT/Highway Grant* Other:

Federal: FHWA FTA FAA Grant* Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
	10	740	85	4010	0161	0161			\$56,544

Term Estimated Value \$56544
 *IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE _____ COMMITTED OR _____ SPENT BY DEADLINE: _____ (DATE)

Scope Statement:

N/A

Attached is a Detailed Scope of Services and/or Specification. E-mail softcopy in Microsoft Word to DPS Unit Manager

IMPORTANT:

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

Purchase Order Type (Check All That Apply):

New Request	Modification/Amendment
<input type="checkbox"/> Blanket/Term/DUR/Agreement	<input checked="" type="checkbox"/> Time Extension**
<input type="checkbox"/> Master Agreement (Task Order)	<input checked="" type="checkbox"/> Vendor Limit Increase NEW LIMIT \$ 272,988
<input type="checkbox"/> Standard/One-Time Purchase	<input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s)
Forms	<input checked="" type="checkbox"/> Other (specify): INCORPORATE 2010 BUDGET
<input checked="" type="checkbox"/> Requisition	
<input type="checkbox"/> Special Approvals	
<input checked="" type="checkbox"/> Non-Competitive Review Board (NCRB)	

Contract Term:

** Requested Term (Number of Months): 12 months thru 3/31/2011

Pre-Bid/Submittal Requirements:

Mandatory Pre Bid/Submittal Conference? Yes* No

Requesting Site Visit? Yes No

*If yes, explain reasons why mandatory attendance is necessary.

**CITY OF CHICAGO
PRE-APPROVED
MODIFICATION / OVERRIDE REQUISITION**

Copy (Department)

DELIVER TO: 224 O'HARE INTERNATIONAL AIRPORT T2 - MEZZ LEVEL, O'HARE CHICAGO, ILLINOIS 60666, IL	REQUISITION: 48454 For PO Number: 12196 PAGE: 1 DEPARTMENT: 85 - DEPT OF AVIATION PREPARER: David A Bowman NEEDED: PRE-APPROVED 2/17/2010
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REQUISITION DESCRIPTION

REQUEST AMENDMENT FOR ONE YEAR EXTENSION THRU 3/31/2011, VLI OF \$56,544 TO \$272,988 AND INCORPORATION OF 2010 BUDGET FOR PO 12196 WITH CHICAGO CHILDRENS MUSEUM FOR MAINTENANCE AND ENHANCEMENT OF KIDS ON THE FLY EXHIBIT AT ORD
 SPECIFICATION NUMBER: 43505
 Mod Reason: TIME EXTENSION

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	90652 ONE YEAR TIME EXTENSION THRU 3/31/2011	1.00	Year	0.00	0.00						
SUGGESTED VENDOR: CHICAGO CHILDRENS MUSEUM		REQUESTED BY: David A Bowman									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	010	0740	0854010	0161	220161	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	90652 INCREASE VENDOR LIMIT \$56,544 TO \$272,988	56,544.00	USD	0.00	0.00						
SUGGESTED VENDOR: CHICAGO CHILDRENS MUSEUM		REQUESTED BY: David A Bowman									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	010	0740	0854010	0161	220161	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
3	90652 INCORPORATE 2010 BUDGET	1.00	Each	0.00	0.00						
SUGGESTED VENDOR: CHICAGO CHILDRENS MUSEUM		REQUESTED BY: David A Bowman									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	010	0740	0854010	0161	220161	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

2010 FEB 18 AM 8:38
 CONTRACTS

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose. Requisitions prepared incorrectly will be returned to the using department.

DPS PROJECT CHECKLIST

The following is a general description of what should 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.

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

Current Insurance Requirements prepared/approved by Risk Management: Yes No
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

If applicable, 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 _____

If Amendment request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

Attach Recommendation of MBE/WBE/DBE Analysis Form Yes No

AVIATION CONSTRUCTION SUPPLEMENTAL CHECKLIST

DOA sign-off for final design documents: Yes No

Required Attachments:

Copy of Draft Contract Documents and Detailed Specifications

Risk Management:

Current Insurance Requirements prepared/approved by Risk Management: Yes No
Will work be performed within 50 feet of CTA or ATS structure or property? Yes No
Will work be performed airside? Yes No

*NOTE: Any non-construction Aviation request, complete the applicable section.

Do bid documents contain Sensitive Security Information (SSI)? Yes* No Redacted
*If yes, attach Confidentiality Statement

Attach Recommendation of MBE/WBE/DBE Analysis Form Yes No

If Amendment request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

Is this a **Revenue Producing contract?**

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:

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

Risk Management

Current Insurance Requirements prepared/approved by Risk Management:

Yes No

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

Attach Recommendation of **MBE/WBE/DBE Analysis Form**

Yes No

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

If New Request (Check applicable boxes):

Is this a **Request for Information (RFI)?**

Yes No

Is this a **Request for Qualifications (RFQ)?**

Yes No

Is this a **Request for Proposal (RFP)?**

Yes No

If RFQ or RFP, did any outside Consultant provide advice or deliverables in developing the RFQ or RFP?

Yes* No

*If yes, Company Name: **PO#**

Attach a narrative explaining the consulting services and deliverables provided.

Is this a **Non-Competitive Procurement?**

Yes* No

*If yes, attach completed Non-Competitive Justification form, vendor proposal and completed MBE/WBE compliance plan (Schedules C-1 and D-1) submitted to the Non-Competitive Review Board.

Is this a request for **Individual Contract Services?**

Yes* No

*If yes and you seek a sole source contract to hire a person as a Consultant, attach completed Office of Compliance "Request for Individual Contract Services" approval form signed by Department Head, Office of Compliance & OBM.

Is this a **Revenue Producing contract?**

Yes No

Does this request involve the **purchase of Software?**

Yes* No

*If yes, is City required to sign a software license?

Yes* No

*If yes, attach descriptions of software and software license agreement.

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST (continued)

Required Attachments (IF RFP/RFQ OR SOLE SOURCE):

- Statement of Work (SOW), Deliverables or Scope of Services defined
- Does SOW involve any work in the public way? Yes* No
- *If yes, attach list of locations.
- Does SOW involve any public improvement to property that requires performance bond or prevailing wage? Yes* No
- *If yes, attach list of locations.
- Is City Council approval required? Yes No
- Project or Program Background Information
- Project Goals and Objectives
- Qualifications or Licenses/Certifications required for any disciplines
- Evaluation Criterion desired in RFP or RFQ
- Evaluation Committee (EC) members recommended. Attach list of names, titles and departments
- Technical and/or Functional Requirements, if applicable
- Cost Proposal/Schedule of Compensation structure (If Sole Source, over Contract Term by Milestone Deliverables)
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Attach Recommendation of **MBE/WBE/DBE Analysis Form** Yes No

If Amendment request, please verify and provide the following:

- Contractor's Name:
- Contractor's Address:
- Contractor's e-mail Address:
- Contractor's Phone Number:
- Contractor's Contact Person:

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)
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

Attach Recommendation of **MBE/WBE/DBE Analysis Form** Yes No

Is this a **Revenue Producing Contract?** Yes No

If Modification request, please verify and provide the following:

- Contractor's Name:
- Contractor's Address:
- Contractor's e-mail Address:
- Contractor's Phone Number:
- Contractor's Contact Person:

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
- Bidder's qualification, contract term and extension options
- Contractor's qualifications, citation of any applicable City/State/Federal statutes or regulations, citation of any applicable technical standards
- Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate
- If an Information Technology (IT) project valued at \$100,000.00 or more, attach approval transmittal sheet from Information Technology Governance Board (ITGB)

Risk Management:

- Will services be performed within 50 feet (50') 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/bio-waste material? Yes No
- Will services require the blocking of streets or sidewalks which may affect public safety? Yes No

- Attach Recommendation of MBE/WBE/DBE Analysis Form Yes No
- Is this a Revenue Producing contract? Yes No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name: CHICAGO CHILDREN'S MUSEUM
 Contractor's Address: 700 EAST GRAND AVENUE, CHICAGO, ILL. 60611
 Contractor's e-mail Address: PETERW@CHICAGOCHILDRENSMUSEUM.ORG
 Contractor's Phone Number: (312) 527-1000
 Contractor's Contact Person: PETER WILLIAMS

Contract Summary Sheet

Contract (PO) Number: 12196

Specification Number: 43505

Name of Contractor: CHICAGO CHILDRENS MUSEUM

City Department: DEPT OF AVIATION

Title of Contract: MAINTENANCE AND ENHANCEMENTS TO THE KIDS ON THE FLY
EXHIBIT AT O'HARE INTERNATIONAL AIRPORT

Term of Contract: Start Date: 4/1/06

End Date: 3/31/09

Dollar Amount of Contract (or maximum compensation if a Term Agreement) (DUR):
\$159,900.00

Brief Description of Work: MAINTENANCE AND ENHANCEMENTS TO THE KIDS ON THE
FLY EXHIBIT AT O'HARE INTERNATIONAL AIRPORT

Departmental Contact Person: MARGARET KLEIN

Vendor Number: 1006736

Submission Date:

JUL 28 2006

(c) If Consultant is presented with a subpoena or a request by an administrative agency regarding Project Data, Consultant must immediately give notice to the Commissioner and the Corporation Counsel for the City with the understanding that the City will have the opportunity to contest such process by any means available to it before any Project Data are submitted to the court, administrative agency, or other third party. Consultant, however, is not obligated to withhold the delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

(d) Consultant must implement such measures as may be necessary to ensure that its staff and its Subcontractors are bound by (a), (b) and (c) and any other confidentiality provisions in this Agreement.

2.12 Assignments and Subcontracts

(a) Consultant must not assign, delegate or otherwise transfer all or any part of its rights or obligations under this Agreement: (i) unless otherwise provided for elsewhere in this Agreement; or (ii) without the express written consent of the Chief Procurement Officer and the Department. The absence of such a provision or written consent voids the attempted assignment, delegation or transfer and is of no effect as to the Services or this Agreement. No approvals given by the Chief Procurement Officer, including approvals for the use of any Subcontractors, operate to relieve Consultant of any of its obligations or liabilities under this Agreement.

(b) All Subcontractors are subject to the prior approval of the Chief Procurement Officer. Approval for the use of any Subcontractor in performance of the Services is conditioned upon performance by the Subcontractor in accordance with the terms and conditions of this Agreement. If any Subcontractor fails to perform the Services in accordance with the terms and conditions of this Agreement to the satisfaction of the Department, the City has the absolute right upon written notification to immediately rescind approval and to require the performance of this Agreement by Consultant personally or through any other City-approved Subcontractor. Any approval for the use of Subcontractors in the performance of the Services under this Agreement under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement.

(c) Consultant, upon entering into any agreement with a Subcontractor, must furnish upon request of the Chief Procurement Officer or the Department a copy of its agreement. Consultant must ensure that all subcontracts contain provisions that require the Services be performed in strict accordance with the requirements of this Agreement, provide that the Subcontractors are subject to all the terms of this Agreement and are subject to the approval of the Department and the Chief Procurement Officer. If the agreements do not prejudice any of the City's rights under this Agreement, such agreements may contain different provisions than are provided in this Agreement with respect to extensions of schedule, time of completion, payments, guarantees and matters not affecting the quality of the Services.

(d) Consultant must not transfer or assign any funds or claims due or to become due under this Agreement without the prior written approval of the Chief Procurement Officer. The attempted transfer or assignment of any funds, either in whole or in part, or any interest in them, which are due or to become due to Consultant under this Agreement, without such prior written approval, has no effect upon the City.

(e) Under § 2-92-245 of the Municipal Code, the Chief Procurement Officer may make direct payments to Subcontractors for Services performed under this Agreement. Any such payment has the same effect as if the City had paid Consultant that amount directly. Such payment by the City to Consultant's Subcontractor under no circumstances operates to relieve Consultant of any of its obligations or liabilities under this Agreement. This section is solely for the benefit of the City and does not grant any third party beneficiary rights.

(f) The City reserves the right to assign or otherwise transfer all or any part of its interests under this Agreement to any successor.

ARTICLE 3. DURATION OF AGREEMENT

3.01 Term of Performance

This Agreement takes effect as of the Effective Date and continues, except as provided under Sections 4.04 or Article 8, until the later of (i) March 31, 2009, as that date may be extended under Section 3.03, or (ii) completion of the final task assigned before the date, if and as extended, in (i).

3.02 Timeliness of Performance

(a) Consultant must provide the Services and Deliverables within the time limits required under any task order or request for services pursuant to the provisions of Section 2.01 and Exhibit 1. Further, **Consultant acknowledges that TIME IS OF THE ESSENCE and that the failure of Consultant to comply with the required time limits may result in economic or other losses to the City.**

(b) Neither Consultant nor Consultant's agents, employees or Subcontractors are entitled to any damages from the City, nor is any party entitled to be reimbursed by the City, for damages, charges or other losses or expenses incurred by Consultant by reason of delays or hindrances in the performance of the Services, whether or not caused by the City.

3.03 Agreement Extension Option

The Chief Procurement Officer may at any time before this Agreement expires elect to extend this Agreement for up to two (2) years, under the same terms and conditions as this original Agreement, by notice in writing to Consultant.

ARTICLE 4. COMPENSATION

4.01 Basis of Payment

The City will pay Consultant according to the Schedule of Compensation in the attached Exhibit 2 for the completion of the Services in accordance with this Agreement, including the standard of performance in Section 2.03.

4.02 Method of Payment

Consultant must submit monthly invoices (in triplicate) to the City for labor and other direct costs as billed, as outlined in the Schedule of Compensation in Exhibit 2. The invoices must be in such detail as the City requests. The City will process payment within sixty (60) days after receipt of invoices and all supporting documentation necessary for the City to verify the Services provided under this Agreement.

4.03 Funding

The source of funds for payments under this Agreement is Fund number 740 85 4010 0161 0161. Payments under this Agreement must not exceed one hundred fifty nine thousand nine hundred dollars (\$159,900) without a written amendment in accordance with Section 9.03. Funding for this Agreement is subject to the availability of funds and their appropriation by the City Council of the City.

4.04 Non-Appropriation

If no funds or insufficient funds are appropriated and budgeted in any fiscal period of the City for payments to be made under this Agreement, then the City will notify Consultant in writing of that occurrence, and this Agreement will terminate on the earlier of the last day of the fiscal period for which sufficient appropriation was made or whenever the funds appropriated for payment under this Agreement are exhausted. Payments for Services completed to the date of notification will be made to Consultant except that no payments will be made or due to Consultant under this Agreement beyond those amounts appropriated and budgeted by the City to fund payments under this Agreement.

4.05 Electronic Ordering and Invoices

The Contractor will cooperate in good faith with the City in implementing electronic ordering and invoicing, including but not limited to catalogs, purchase orders, releases, and invoices. Contractor will accept electronic purchase orders and releases upon request of the Chief Procurement Officer. Contractor will provide the City electronic catalogs, copies of invoices and other electronic documents upon request. The electronic ordering and invoice documents will be in a format specified by the City and transmitted by an electronic means specified by the City. Such electronic means may include, but are not limited to, disks, e-mail, EDI, FTP, web sites, and third party electronic services. The Chief Procurement Officer reserves the right to change the document format and/or the means of transmission upon written notice to the Contractor. Contractor will ensure that the essential information, as determined by the Chief Procurement Officer, in the electronic document, corresponds to that information submitted by the Contractor in its paper documents. The electronic documents will be in addition to paper documents required by this Contract, however, by written notice to the Contractor, the Chief Procurement Officer may deem any or all of the electronic ordering and invoice documents the official documents and/or eliminate the requirement for paper ordering and invoice documents.

Dear Colleague:

The Department of Procurement Services (DPS) seeks your input to determine vendor responsibility. The purpose of this evaluation is to measure vendor performance in an effort to improve the quality of the City's vendor pool. Your response will allow us to address with the vendor areas requiring improvement and whether or not to continue to do business with the vendor. The form must be submitted to DPS when requesting a contract extension, letter to cure and as part of closing out a contract.

Sincerely,

Montel Gayles
Chief Procurement Officer

For questions regarding this form, please contact: **City of Chicago, Department of Procurement Services, 121 N. LaSalle, Chicago Illinois, 60602, PHONE (312) 744-4900; FAX (312) 744-0010.** Please keep a copy of this form and any other evaluative information in your files. This form must be completed by each department for each vendor under contract with the City for which the user department is responsible.

Department of Aviation

USER DEPARTMENT

Aviation Administration Building, P.O. Box 66142, Chicago, Illinois 60666

ADDRESS

773-686-6649

PHONE

TERI GIBSON

CONTACT

tgibson@cityofchicago.org

E-MAIL

TERI GIBSON

Employee completing form

JILL MCGEE

Department Head

5/12/2009

Date

5/15/2009

Date

City of Chicago Vendor / Contractor Performance Evaluation

Vendor Information

Vendor/Contractor:

CHICAGO CHILDRENS MUSEUM

Vendor #:

1006736

Contract Information (include information)

Contract #:

12196

Specification #:

43505

Address:

NORTH PIER CHICAGO, 700 E GRAND
AVE STE 127

Description:

Maintenance And
Enhancements To The Kids
On The Fly Exhibit At
O'Hare International Airport

Contact:

Mark Frank

Amount of contract:

\$159,900.00

Telephone#:

312-464-7734

To be completed by employee DIRECTLY INVOLVED with vendor's performance

Evaluation Chart

1	Did not meet commitment
2	Met minimum requirements, substantial improvements desirable
3	Met requirements
4	Exceeded requirements

Please select the appropriate answer below. If you rate a vendor unsatisfactory, please give a more detailed evaluation or suggestions for improved services in the comments section of this form.

COMMITMENT	EVALUATION
1) Communication Vendor answered questions, issues in a timely manner.	
2) Performance Vendor achieved all deliverables as specified in the contract.	
3) Timeliness Vendor performed the services within the prescribed or allotted period.	
4) Management Vendor efficiently administered and directed the requirements of the agreement including the scope performed by subcontractor and project budget. (i.e. whether the vendor was able to quickly adjust to any suddenly altered internal/external conditions, and to resume stable operation of the agreement without undue delay)	
5) Professionalism Vendor met personal commitments and promises made to the customer; complied with the City's corporate policies and procedures; demonstrated high quality service standards; and maintained a strong relationship with the customer.	
6) Outcome Consider whether the expected outcome and effect on City operations was achieved.	
Total: The sum of the evaluation categories.	24
Overall Performance (Total/6)	4

- 3.01-4.0: Excellent Performance, the City shall continue to do business with Vendor, but review over generous evaluation.
- 2.76-3.0: Good Performance, the City shall continue to do business with Vendor addressing any weak areas.
- 2.0-2.75: Marginal Performance, issues on the contract must be addressed by Vendor prior to future awards.
- Less than 2.0: Poor Performance, Vendor should be put on probation for a period of at least six (6) months.

To be completed by employee DIRECTLY INVOLVED with vendor's performance

Name of City Employee completing this form: TERI GIBSON

City Employee Title/Position: Public Relations Rep.

Employee phone: 773-686-6649

Employee email: tgibson@cityofchicago.org

Evaluation start date: 9/29/2008 Evaluation end date: 5/12/2009

Date performance began pursuant to signed contract: 4/1/2006 1:00:00 AM

Date performance ended: 3/31/2010

Total amount of department expenditures to vendor this Fiscal Year: \$204,927.89

Is the vendor on a pre-qualified vendor list? Yes No

Would you use this vendor again? Yes No

Would you recommend this vendor? Yes No

Recommend continued use? Yes No

If you've answered NO to either of the last two questions, please use the Additional Comments section of this form to explain how the vendor can improve their service, and why renewal of this contract would not be recommended.

Internal Use Only

*To be completed by Department of Procurement Services

- I. What type of compliance plan did this contract have (please circle):
a. Full Participation (i.e. 16.9% MBE and 4.5% WBE or 24% MBE and 4% WBE)
b. Partial Waiver
c. Target Market with subcontractors
d. Full Waiver
e. No Stated Goals
f. Target Market without subcontractors

If you circled letter d, e, or f to question #1 then STOP HERE!

II. Did the prime meet or exceed the MBE, WBE, or DBE goals? Yes No

III. If no, what are the penalties?

IV. Did EEO and CRO apply to this contract? Yes No

V. If yes, what are the liquidated damages, if any?

VI. At any time did the prime identify any problems with any of their subcontractors?

VII. If yes, briefly describe below the problems that were identified and name the subcontractor(s) involved.

VIII. Did the prime submit their monthly Subcontractor Payment Certification Forms in a timely fashion?

Yes No

XI. Overall, how would you rate the prime's commitment to meeting its MBE/WBE or DBE goals?

- 1. Fair
- 2. Good
- 3. Very Good
- 4. Excellent

Recommend continued use? Yes No

Compliance Officer

Date

Additional Comments

Vendor continuously explore new ideas to upgrade and make the Children's Museum more adventurous for young minds.

Approval Status: Pending Final Cancel Cancel and Recreate



MEMORANDUM

City of Chicago
Richard M. Daley, Mayor

Department of Aviation

Rosemarie S. Andolino
Commissioner

Chicago O'Hare International Airport
P.O. Box 66142
Chicago, Illinois 60666
(773) 686-2200
(773) 686-8333 (TTY)

O'Hare Modernization Program
P.O. Box 66848
10510 W. Zemke Road
Chicago, IL 60666
(773) 462-7300
(773) 462-8552 (Fax)

Chicago Midway International Airport
5700 South Cicero Avenue
Chicago, Illinois 60638
(773) 838-0600
(773) 838-0795 (TTY)

www.flychicago.com
www.OhareModernization.org

To: Jamie L. Rhee
Chief Procurement Officer

Attention: James McIsaac
Deputy Procurement Officer

From: Rosemarie S. Andolino
Commissioner

PSA
NR
2/17/10

Subject: Request for Time Extension Modification
Maintenance and Enhancements to the Kids on the Fly
Exhibit at O'Hare International Airport
Vendor: Chicago Childrens Museum
FMPS Contract Number: 12196
Specification Number: 43505
Original Expiration: March 31, 2009
Current Expiration: March 31, 2010

The Department of Aviation is requesting approval to exercise a one year time extension and incorporate a budget for the contract's final year. The vendor has performed well during the course of their contract which was initially awarded via a non-competitive procurement. In addition, the vendor will honor the original terms and conditions of the contract during the extension period.

This is the second of two possible one year extensions to be exercised. Attached is the contract language that allows for this modification. A vendor limit increase is also required to provide funding for the time extension period/2010 budget. The budget of \$56,544 for 2010 remains at the same level as the budget of 2009.

If you have any questions or need additional information please contact David Bowman at 773-686-7089.



req 48454




Procurement Type: Modification to extend time one year
thru 3/31/2011 and increase vendor limit
\$56,544 to \$272,988

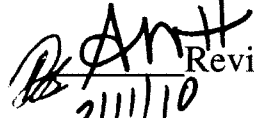
Duration: One year from 3/31/2010 through
3/31/2011

Estimated Annual Cost: \$56,544

Funding Source: 740 85 4010 0161 0161

User Contact: Terri Gibson  Phone: 686-6649

User Deputy: Jill McGee  Phone: 686-4898


2/11/10
Reviewed by Angela Manning, Managing Deputy Commissioner

*Original sub notice
to initiate PO 13196*

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 _____ 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 _____ (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., is 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)

Kristen Cabanban 7736863700 Kristen Cabanban

Originator Name Telephone Signature Department Date

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

PROCUREMENT HISTORY

Chicago Children's Museum is the original designer, developer, installer, and maintainer of the Department of Aviation's Kids on the Fly Exhibit at O'Hare Airport. (SEE ATTACHED)

ESTIMATED COST

The estimated cost to maintain, upgrade, and provide public programming for Kids on the Fly over a three year period is \$159,900. (SEE ATTACHED)

SCHEDULE REQUIREMENTS

The Department of Aviation wishes to begin the agreement between Chicago Children's Museum and the Department of Aviation on March 31, 2006, when the existing agreement expires.

EXCLUSIVE OR UNIQUE CAPABILITY

Chicago Children's Museum, established in 1982, is the only youth museum located in Chicago, and the third largest youth museum in the country. As the fifth most visited cultural institution in Chicago, they are an important part of Chicago's cultural community. (SEE ATTACHED)

OTHER

Chicago Children's Museum, a not-for-profit agency, does not have specific (SEE ATTACHED)

APPROVED BY: _____

DEPARTMENT HEAD
OR DESIGNEE

DATE

11-8-05

BOARD CHAIRPERSON

DATE

Procurement History (continued)

The City of Chicago, Department of Aviation, entered into a contractual relationship with Chicago Children's Museum in 1996. During 1996, the Department of Aviation, with professional assistance from Chicago Children's Museum, developed and built the Kids on the Fly Exhibit. The Department of Aviation then entered into a contract with Chicago Children's Museum to provide oversight and exhibit maintenance services and programming for the "Kids on the Fly" Exhibit at Chicago O'Hare International Airport.

The primary scope of services of the contract includes maintenance services for custom-built exhibit components, exhibit and graphic enhancements, and monthly children's programming. However, the role of the Chicago Children's Museum at the airport is more than fixing parts when they are broken.

Estimated Cost (continued)

The estimated costs for each contracted year are as follows:

2006: \$52,220

2007: \$53,276

2008: \$54,404

The annual budget includes personnel costs for museum staff to maintain the exhibit, repair costs for damaged exhibit components, exhibit and graphic enhancements, and provide public programming. A rise in material costs and inflation each year contribute to the increased budget.

Exclusive or Unique Capability (continued)

For more than 20 years Chicago Children's Museum has served children from birth through 10 years old, their families, caregivers and educators, by creating a place where play and learning connect. Approximately a half-million visitors come annually to the Museum, and over 200,000 travelers visit Kids on the Fly at Chicago O'Hare International Airport.

One of the goals of the Chicago Airport System is to offer unique services and amenities to travelers using our airports: As of one of Chicago's top tourist attractions, the Chicago Children's Museum and their relationship to the Kids on the Fly Exhibit fulfills this goal as a provider with a unique Chicago feel.

Our nine-year partnership with the Museum has created an identity for the exhibit. Signage within the exhibit as well as walls and windows surrounding the exhibit are branded with the Chicago Children's Museum name and logo. Also, some exhibit components incorporate Museum artifacts and messages.

Some children and families purposely visit Kids on the Fly because they recognize the Museum name and associate it with a positive experience they have had at the Museum at Navy Pier. The tie-in with Chicago Children's Museum also has the



Terri Gibson
Public Relations Representative
Chicago Department of Aviation
Aviation Administration Building
10510 West Zemke Road
Chicago, IL 60666

January 28, 2010

Dear Ms. Gibson:

This letter serves as a proposal for Chicago Children's Museum's (CCM) continued Scope of Work and Services for ***Kids on the Fly (KOTF) at O'Hare International Airport*** over a 12 month period from April 1, 2010 through March 31, 2011.

Chicago Children's Museum is proud to be the original designer, developer, and installer of the Department of Aviation's ***Kids on the Fly*** exhibit at O'Hare International Airport. We are equally proud of the ongoing relationship we have had with the Department of Aviation since the exhibit's opening in 1996 to, per our contract, inspect, maintain, provide public programming and enhance exhibit components to insure an engaging and safe destination for families and O'Hare visitors. We hope through this proposal to continue this strong and successful relationship with the Department of Aviation.

Twelve month contract proposal for *Kids on the Fly* exhibit

Chicago Children's Museum proposes to continue to deliver services in the following areas:

- 1. Inspection, Maintenance and Safety**
- 2. Programming for families who use *Kids on the Fly***
- 3. Exhibit and Graphic Enhancements**

The total cost for all services is \$56,544.

Chicago Children's Museum

Navy Pier • 700 East Grand Avenue • Chicago, IL 60611
312.527.1000 • Fax 312.527.9082 • www.ChiChildrensMuseum.org

1

Where play and learning connect!

1. Inspection, Maintenance and Safety

April 1, 2010 through March 31, 2011

\$19,716 twelve month personnel costs
\$ 5,000 twelve month minor repair fund
\$ 7,500 twelve month major repair fund

Chicago Children's Museum (CCM) will provide the following services for the oversight and maintenance of Chicago Children's Museum's *Kids on the Fly* exhibit at O'Hare International Airport:

A. Weekly inspection and reporting on the condition of *KOTF* exhibit

The Museum shall provide oversight of the *KOTF* exhibit by means of weekly inspections, or inspections at a greater frequency if needed. After each inspection, the Museum representative who conducts the inspection will submit to the Department of Aviation's designated contact person a signed, written report on the condition of the installation. The report will indicate what repairs, maintenance or replacement parts are required, and state what interim measures should be taken by the Department of Aviation for any component that has been found unsafe until it can be repaired.

B. Repair and replacement (minor and major)

The Museum will be responsible for minor, immediate repairs and adjustments; certain major repairs; all mechanical design repairs; replacement parts; and repair relating to design, assembly, operational or installation flaws. The Museum will provide on-site repairs, upgrades, maintenance and installation of replacement parts.

C. Safety Procedures

If the Museum staff determines that an unsafe condition exists in *KOTF*, the Museum may unilaterally and immediately declare that a component is unsafe. The Museum will initiate without delay steps to remove or isolate from children any unsafe condition or situation. After consultation with the Department of Aviation, a museum or Department of Aviation staff person may be assigned to the site to ensure that the protective measures undertaken by the Museum are and continue to be sufficient to protect children from any unsafe or dangerous condition until it is repaired.

D. Budget: Inspection, Maintenance and Safety

The monthly fee for CCM personnel to make weekly inspections, maintenance, purchase, and install replacement parts and provide technical and safety information to Department of Aviation staff from April 1, 2010 through March 31, 2011 is \$1643 per month for 40 hours. *Forty hours has been determined to be the amount of time necessary to keep KOTF in top operational condition.*

There will be a charge of \$65 per hour if assigned CCM personnel require more than 40 hours to complete their responsibilities as defined under Inspection, Maintenance and Safety.

The Department of Aviation's Minor Repair Fund, not to exceed \$5,000 per 12 month period, will cover the cost of minor repairs and replacement parts. Minor repairs are those that are estimated to cost less than \$500.

The Department of Aviation's Major Repair Fund, not to exceed \$7,500, will cover the cost of major repairs and replacement parts. Major repairs are those that are estimated to cost more than \$500.

2. Programming

April 1, 2010 through March 31, 2011

\$8,328 twelve month personnel and material costs

Chicago Children's Museum (CCM) will provide the following services for facilitated educational programming of Chicago Children's Museum's *Kids on the Fly* exhibit at O'Hare International Airport:

A. Ongoing programming for *KOTF*

On-going programming in *KOTF*: Chicago Children's Museum proposes to develop and deliver 24, 2-hour workshops over the contracted 12 month period. CCM suggests that the Department of Aviation determine when these workshops would best coincide with heavy travel times throughout the year. This would allow, for example, 2 workshops per day during busy travel times like School Breaks and the Summer Tourist season. CCM will also train Department of Aviation volunteers.

B. Budget: Programming

The fee for CCM personnel to develop, design, travel to, and conduct 24 workshops, 2 hours long, at Chicago Children's Museum's *Kids on the Fly* exhibit at O'Hare International Airport from April 1, 2010 through March 31, 2011 is \$347 per workshop.

3. Exhibit Enhancements

April 1, 2010 through March 31, 2011

\$16,000 One-time cost

CCM proposes the following enhancements with associated costs:

A. Airplane Enhancements

CCM proposes to work with the O'Hare Airport carpenters to modify the back of the airplane by removing the slide, building over the openings left by the slide removal and then finishing the carpentry to match the existing airplane. To add activity where the slide was removed, CCM will have its team of Exhibit Developers, Educators, Designers and Exhibit Preparators create new interactive elements to fit into the airplane's upper rear hold.

B. Budget: Enhancements

The fee for CCM personnel to manage the slide removal and then develop, design, fabricate and install the enhancements at Chicago Children's Museum's *Kids on the Fly* exhibit at O'Hare International Airport from April 1, 2010 through March 31, 2011 is \$16,000 for the entire project.

4. Grand Total for Services

April 1, 2010 through March 31, 2011

Personal costs per contract	\$19,716
Minor repair fund per contract	\$5,000
Major repair fund per contract	\$7,500
24 workshops per contract	\$8,328
Airplane Enhancement Project	\$16,000
TOTAL	\$56,544

5. Billing

On a monthly basis, Chicago Children's Museum will bill the Department of Aviation for CCM personnel expenses and reimbursement of material costs (per sections **1. Inspection, Maintenance and Safety** and **2. Programming** of this contract).

Upon completion, Chicago Children's Museum will bill the Department of Aviation for the Exhibit Flooring Enhancement (per section **3. KOTF Exhibit Flooring Enhancements**)

Documentation of all work completed in KOTF will be provided to the Department of Aviation's designated contact person by the CCM representative who conducts the inspection and maintenance (per section **1. Inspection,**

Maintenance and Safety of this contract) and deliver of programming (per section 2. Programming). The weekly documentation report is the basis of the monthly bill from CCM to the Department of Aviation. Payment of the bill by the Department of Aviation is due in 60 days of the date of the invoice.

In summary, we hope with this proposal to continue the strong partnership of Chicago Children's Museum and the Department of Aviation. After consideration of this proposal, please let us know your response and next steps we should take. We hope to be of continued service in keeping *Kids on the Fly* as a wonderful destination for families and O'Hare visitors.

With kindest regards,

Sincerely,



Peter Williams
Associate Vice President,
Exhibit and Building Operations

Mark Frank
Exhibit Project Director

Chicago Children's Museum

Attachment to *Kids on the Fly* proposal

Monthly estimate of time spent working on *KOTF*

Preparation, Maintenance and Inspection: 36 Hours

- Exhibit maintenance for approx. one month
(Includes roundtrip transportation time from CCM
to O'Hare) 16 Hours
- Fabrication and Installation work 7 Hours
- Material preparation for maintenance 5 Hours
- Material research and ordering 4 Hours
- Exhibit Manager's monthly inspection trip
to O'Hare 4 Hours

Project Management 4 Hours

- Updating and distribution of maintenance report 2 Hours
- CCM internal meetings for project management
purposes over a month's time. 2 Hours

TOTAL 40 Hours Monthly*

*This estimate does not include special projects, programming or graphic design.



City of Chicago
 Department of Aviation
Contracts M/W/DBE Utilization Detail
 Based on Current Award Amounts
 Report As Of: 2/10/2010

Purchase Order No: 12196 Maintenance And Enhancements To The Kids On The Fly Exhibit At O'Hare International Airport

Vendor Name	Original Award	Current Amount	Total Paid	Waiver	Target Mkt.	Award Date
CHICAGO CHILDRENS MUSEUM	\$159,900	\$216,444	\$156,181	\$0	N	06/30/2005

Procurement Type: SOLE SOURCE

Payments through : 12/31/2009

M/W/DBEs	M/W/DBE	Ethnicity	Commitment	%	Payments	% of Commitment	% of Paid to Date
MAGNETIC OFFICE PRODUCTS, LLC	MBE	African American	\$-	0 %	\$21,008	0.00%	13.45%
MULTI-PRODUCTS DISTRIBUTION	MBE	Hispanic	\$36,579	16.90%	\$40,113	109.66%	25.68%
UJAMMA CONSTRUCTION INC	MBE	African American	\$-	0 %	\$0	0.00%	0.00%
WASHINGTON PITTMAN & MC KEEVER	MBE	African American	\$-	0 %	\$0	0.00%	0.00%
Sub Total - MBE			\$36,579	16.90%	\$61,121		39.14%
DARWILL PRESS, INC.	WBE	Non-Minority (WBE Etc.)	\$9,740	4.50%	\$327,935	3,366.90%	209.97%
EVERGREEN SUPPLY CO	WBE	Non-Minority (WBE Etc.)	\$-	0 %	\$0	0.00%	0.00%
J & J MOTOR SERVICE, INC.	WBE	Non-Minority (WBE Etc.)	\$-	0 %	\$0	0.00%	0.00%
Sub Total - WBE			\$9,740	4.50%	\$327,935		209.97%
Total			\$46,319	21.40%	\$389,056		249.11%

Chicago Children's Museum PO #12196 Ownership List Prime & MBE/WBE Subs

Chicago Children's Museum

Darwill Press, Inc.

Magnetic Office Products, LLC

Multi-Products Distribution

Janice Van Dyke-Zeilstra

Gil McCoy

Beatrice Brown

CITY OF CHICAGO ALL PURPOSE REQUISITION FORM

APRF NO.	102489	DEPT USE 1	DEPT USE 2
DATE	02/10/2010	SECTION	MKTG
BUREAU	85	SHIP CODE	224
SHIP TO:	CHGO DEPT AVIATION T2-MEZZ LVL OHARE		
ATTN:			
COMMODITY CODE	90652	PG/RX NUMBER	PV NUMBER
DESCRIBE AND JUSTIFY GOODS OR SERVICES ITEM DESCRIPTION	Non-Commodity Line Modification		
DATE NEEDED		UNIT PRICE	\$1.00
CATALOG NAME/#		UNIT MEASURE	USD
CATALOG DATE		QUANTITY	56,544.000
CATALOG PAGE		UNIT PRICE	\$1.00
CATALOG ITEM/PART #		TOTAL PRICE	\$56,544.00

BRIEF DESCRIPTION
Request for one year Contract Extension.

JUSTIFICATION

BFYR	LINE	FUND	DEPT	ORGN	APPR	OBJT	DOA PROJECT	FMPs PROJECT	DOLLAR AMT
2010	12277	740	85	4010	0161	0161			\$56,544.00

CHECK OR COMPLETE ALL THAT APPLY

PARTICIPATING PO #
12196

TASK ORDER/PROPOSAL #

GRAND TOTAL (ALL PAGES) \$56,544.00

NEW TA OR CONTRACT	SOLE SOURCE	FOR FINANCE OFFICE USE ONLY	FINANCE DIRECTOR	INVOICE NUMBERS	CONTACT INFORMATION
PURCHASE ORDER	CONTRACT AMENDMENT X	CONTRACT REVIEW	PENDING		Name TERRI GIBSON Address Phone
DIRECT VOUCHER	EMERGENCY REQUEST	CAPITAL FIN. DIRECTOR	PENDING		SECTION MANAGER Name Terri Gibson Phone Status Approved 2/10/10
7 DAY BID	REJECTED BY	FMPs APPROVAL DATE	PENDING		DEPUTY Name Phone Status Pending
				VENDOR INFORMATION	
				CHICAGO CHILDRENS MUSEUM	
				NORTH PIER CHICAGO	
				700 E GRAND AVE STE 127	
				CHICAGO, IL 60611	
				1006736 B	
				312 464-7717	