

From: Sarah Miller <Sarah.Miller3@cityofchicago.org>
Sent: Thursday, October 21, 2021 12:21 PM
To: Richard Superfine <Richard.Superfine@cityofchicago.org>; Reshma Soni <Reshma.Soni@cityofchicago.org>
Cc: Joel Flores <Joel.Flores@cityofchicago.org>; Peter Gribble <Peter.Gribble@cityofchicago.org>; Steven Sakai <Steven.Sakai@cityofchicago.org>; Teri Davis <Teri.Davis@cityofchicago.org>
Subject: Fw: Confidential - RE: Free printer ribbons

Hi Richard/Reshma,

Per your request, here are the details related to the CDW gift of the 10 Epson ERC 41-B black print ribbons.

1. Description of Gift: 10 Epson ERC 41-B black print ribbons. Photo of item in second to last attachment thread.
2. Value = CDW-G advertised price is also listed in last attachment thread: \$5.98 per item = approx. \$59.80. The city may have a slightly different contracted value for this item per the City contract.
3. Donor = CDW-G
4. Gift Date = Oct. 14th, 2021 (Packing slip attached).

Additional Details:

Historically this item is ordered from the City's Office Depot contract. Despite numerous attempts this year and due to supply chain problems, Office Depot is unable to provide this item (See first thread attached).

After conversations with Steve and Teri, I then reached out to CDW to see if they had it in stock and could provide a quote. They then sent me 10 ribbons at no charge. I inquired about additional inventory and a quote and they said they could send me 50 more but they are currently on back order until December. I documented the "no charge" in attached emails.

Concurrently, Steve also suggested I reach out to Atlas Stationers. I have been speaking with them. They have two suppliers, and I am waiting on a quote from them. Payment would have to be addressed via an Exhibit B process as they do not currently have a city contract.

This ribbon is for the Epson printers that allow the cashiers at all payment sites to print receipts to give to customers at completion of each payment.

Current Inventory/Requesting Inventory:

400 W. Superior Payment site: 8/10 requested now
4770 S. Kedzie Payment site: 10/30 requested now
2006 E. 95th Payment site: 5/20 requested now
City Hall Rm 107 Payment site: 5/ 20 requested now

Sp Plus 10 payment sites citywide: 42/ 10 requested now (I gave the 10 gifted from CDW to SP Plus).

I will reshuffle existing inventory as needed to maintain operations as long as possible, but this is a critical issue of supply problems that I am trying daily to address.

Sarah Miller | Assistant Director of Payment Processing

City of Chicago | Department of Finance