

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 RMS BUSINESS SYSTEMS for the product and/or services described herein.
 (Name of Person or Firm)

This is a request for _____ (One-Time Contractor 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., 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 #: 4503 (FMPS # 15955) Company or Agency Name: RMS BUSINESS SYSTEMS
 Specification #: _____ Contract or Program Description: VIDEO ARREST ROOM PROJECT
 Mod. #: _____ (Attach List, if multiple)

MICHAEL PALUMBO 5-5640 Michael Palumbo Police 8/4/04
 Originator Name Telephone Signature Department Date

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

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

APPROVED BY: Michael Palumbo 8/4/04
 DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

**SCOPE OF SERVICE
VIDEO ARREST ROOM PROJECT**

PROJECT JUSTIFICATION

The Chicago Police Department is mandated by Illinois State Statute to make electronic recordings of all custodial interrogations that are to be used as evidence against an accused in any criminal proceeding brought under Section 9-1, 9-1.2, 9-2, 9-2.1, 9-3, or 9-3.3 of the Criminal Code of 1961. Within the City of Chicago currently there are approximately 500 homicide investigations a year. This homicide rate is not static and does change yearly. In the last ten years the City of Chicago homicide rate has been as high as 943 and as low as 599. For almost every homicide investigation there are two to three subjects who rise to a level of investigative interest which would fall within the legislative mandate of electronic recording. That means, had the City of Chicago been operating under the current legislative mandate, the Chicago Police Department would have had to record annually as many as 2,829 interrogations or as few as 1,797 over the last ten years. By Department policy these interrogations can range from an hour, up to a maximum of forty-eight hours in length. Had just one quarter of the total interrogations required lasted forty-eight hours that would have given us a range of 33,948 hours or 1,414 recording days for the high and 21,564 hours or 898 recording days for the low. Had just an eighth of the interrogations gone forty-eight hours our high would have been 16,974 hours or 707 recording days for a high and 10,782 hours or 449 recording days for a low.

The Chicago Police Department is broken up into five Detective Division investigative areas. These five areas have a total of 34 interrogation rooms. The rooms are distributed as follows: Area One – 8, Area Two – 7, Area Three – 7, Area Four – 6, Area Five -6, Because homicides occur randomly throughout the city in relation to time and geographic area it is not practical to equip only a set number of rooms in each Detective Area. These interrogation rooms are also used for almost every felony violent crime case in which an arrest is made and some of the property crime cases. The impact on having to stop investigations and/or shift investigations around to allow for access to selected video equipped interrogation rooms is not practical or operationally efficient.

The Department also operates a Cold Case Squad out of the Homan Square Police facility. Since this squad primarily conducts investigations into old homicides it also must have video arrest room capability. The Major Accident Investigation Unit will also use this location for conducting vehicular homicide investigations. The 39th Street Police facility currently houses the Department's Polygraph Examiners Unit. This unit's work is technically an interrogation and must be recorded during homicide investigations. These two locations have a total of five interrogation rooms. (Homan Square – 3 and 39th Street – 2)

The total Chicago Police Department Video Arrest (Interrogation) rooms to be outfitted are Thirty- nine.

SCOPE OF WORK

The contractor is to provide the following service as set forth in this Scope of Service in order to complete the Video Arrest Room Project within the time limits outlined. Specific components of the Chicago Police Department's (CPD) Video Arrest Room Project include the purchase, assembly, and integration of all components into a functional video management system. The video management system must link all five CPD Detective Area Headquarters and Homan Square to Police Headquarters via the 911 fiber network. The video management system will at all times maintain two separate complete video files until it (The digital video/audio file) is imported and accepted into CLEAR. The contractor will be required to provide all necessary equipment, assembly, transportation, installation and testing within the timelines as stated. The contractor will complete this work within its own offices, offices of sub-contractors, CPD Detective Division Area Headquarters, Police Headquarters and the Office of Emergency Management and Communications. Contractor will complete functionality testing and approval as outlined within Section 9.4 of the original contract agreement.

The CPD reserves the right of refusal to any sub-contractor or equipment choice for cause. The contractor will make any changes as deemed necessary by the CPD Project Manager before proceeding with installation at another Detective Division Area Headquarters.

Video Arrest Room

Each Video Arrest Room will be equipped with a sealed camera capable of capturing video and audio in both light and dark conditions. Outside each Video Arrest Room there will be a control panel that can turn the entire video management system for that specific room on and off. The control panel will have an indicator light along with an LED within the camera housing showing that the video management system is recording both video and audio. A small viewing screen (minimum 8 inches) will display the video image being recorded by the video management system from that specific Video Arrest Room. Two audio jacks capable of accepting standard audio headphone plugs with controllable volume will be in each control panel. Each control panel will have an "Attorney Switch" which will disable the video and audio coming from the Video Arrest Room but not shut down that Video Arrest Room's - video management system. An audio alarm will beep at regular intervals within the Video Arrest Room when the Attorney Switch is activated. An audio tone will be sounded when the video management system for that specific Video Arrest Room is turned off.

Detective Area – Video Control Room

Each Detective Area and Homan Square will have a Video Management Control Room. This control room will have the ability of capturing video and audio from each of the Video Arrest Rooms at that Detective Area.

Each arrest room will have a viewing station within the Video Control Room complete with a color monitor (minimum of 17 inches), a DVR that will record the video/audio feed and storing it for a period of not less than fifteen days. Each of the DVR's will have the ability to download its recordings to a DVD Burner while still recording live video and audio from its assigned Video Arrest Room. Each monitoring station will have audio monitoring jacks capable of accepting standard audio headphone plugs with controllable volume within the control room. Each DVR will have the capability of sending its video/audio file to one of two DVD burners within the video control room. Each DVD burner will have an in line video text generator that will overwrite onto the video image the location at which the DVD is being made.

The Video Control Room will have an overall Video Management System. The Video Management System will use MP2 compression or greater. The video management system will capture and store the video/audio from all the Video Arrest Rooms located at that Detective Area onto a SAN (minimum of 2.5 tera bytes / maximum of 5.0 tera bytes). The video management system must be capable of transmitting each of the video/audio files captured locally and stored at each of the Detective Area's and Homan Square to a staging server(50 tera byte minimum) located within Police Headquarters. All video/audio files will be transmitted over the Office of Emergency Management and Communications fiber network. The Video Management System must ensure the file transfer is complete and accurate. The Video Management System must ensure a second complete and accurate copy of each digital file is written to a separate backup device (60 tera byte minimum). The Video Management System will be equipped with an uninterrupted power supply system capable of sustaining the entire Video Management System at a specific Detective Area for a minimum of one hour.

All components of the Video Management System and related hardware will be totally encased within a cabinet(s) mounting system. Each cabinet will be on wheels/rollers.

Each of the Detective Area Video Control Rooms and the Homan Square location will have a security camera mounted within the room capable of capturing video image of any person entering the room or working with the video management system. These images will be interfaced with the Video Management System and will be recorded and retained for a period of seven working days in the Video Management System at the Headquarters Control Room. The images will be erased after seven days.

Six standard head phones will be provided at each of the Detective Areas. Four Headphones will be supplied to the Homan Square and 39th Street locations. Two headphones will be supplied to Police Headquarters.

39TH STREET VIDEO ARREST ROOMS

The contractor will install in each of the polygraph examiners rooms currently located at 39th street a sealed camera capable of capturing video and audio in both light and dark conditions. The video and audio images captured from these cameras will be recorded on to a DVR and burned concurrently to a DVD.

Outside each Video Arrest Room there will be a control panel that can turn the entire Video Management System for each individual room on and off. The control panel will have an indicator light showing that the Video Management System is recording both video and audio. A small viewing screen will display the video image being recorded by the Video Management System from that specific Video Arrest Room.

The Video Management System will be equipped with an uninterrupted power supply system capable of sustaining the entire Video Management System for a minimum of one hour.

All components of the Video Management System and related hardware will be totally encased within a cabinet(s) mounting system. Each cabinet will be on wheels/rollers. This system will be so designed that the entire system can be relocated with a minimum of work. All video/audio and power connections made to components outside of the rack storage cabinet will be easy disconnect able to allow the entire system to be relocated.

HEADQUARTERS VIDEO CONTROL ROOM

The Headquarters Video Control Room will be built in a location defined by the CPD.

The Headquarters Video Control Room will be capable of receiving file transmissions from all five of the Detective Area Headquarters and Homan Square simultaneously from the Office of Emergency Management and Communications fiber network. The Video Management System must provide a daily log of each time a Video Arrest Room station was turned on and off at any of the Detective Areas or Homan Square. The Video Management System must be able to accept and import separate video/audio files recorded outside of the Video Management System onto a DVD. These separate files must be indexed onto the daily log. The Video Management System must be capable of displaying any of the digital files currently or previously transmitted from a Detective Area until the digital file is formally moved and accepted into the CPD CLEAR computer system.

The Video Management System must be fully compatible with the CPD CLEAR network as specified by the CPD Information Systems Division.

The contractor must provide the interface for file transfer and acceptance into the CLEAR system.

The Video Management System must provide its own storage with a minimum of fifty tera bytes up to a maximum of one hundred tera bytes.

The Video Management System must also write each digital video/audio file to a separate storage device (minimum size 60 tera bytes).

The Headquarters Video Control Room will have a video monitor (minimum of 17 inches) and audio monitoring jacks capable of accepting standard audio headphone plugs with controllable volume.

The Headquarters Video Control Room will have the ability to burn three separate digital files onto DVDs simultaneously. Each DVD burner will have an in line video text generator that will overwrite onto the video image that this DVD is an Official CPD Records Division Copy of the Digital file. The Headquarters Video Control Room will have a separate DVD burner/copier capable of duplicating ten DVD's simultaneously.

The Video Management System will be equipped with an uninterrupted power supply system capable of sustaining the entire Video Management System a minimum of one hour.

All components of the Video Management System and related hardware will be totally encased within a cabinet(s) mounting or rack system to be specified by the CPD Project Manager.

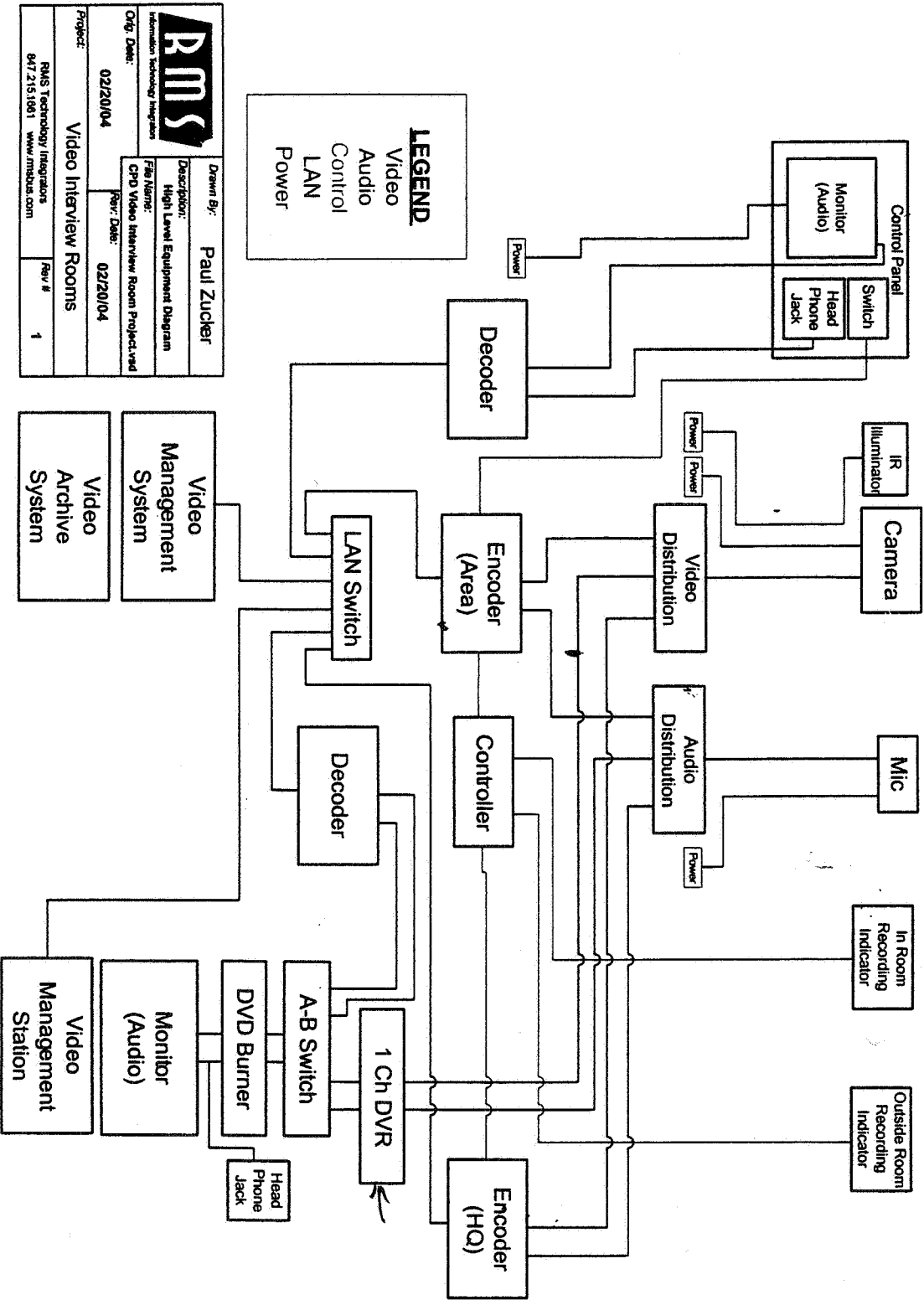
TIME LINE for COMPLETION

The contractor shall within thirty days of contract approval secure the related parts/components for all of the individual Detective Areas, Homan Square and 39th Street Arrest Rooms. The contractor will at the earliest point but not later than sixty days from contract approval begin installation of the Video Arrest Room components at the Detective Areas, Homan Square and 39th Street as outlined:

1. Area Three Detective Headquarters,
2. Area Four Detective Headquarters,
3. Area Two Detective Headquarters,
4. Area Five Detective Headquarters,
5. Area One Detective Headquarters,
6. Homan Square and 39th Street

The contractor will have all the Detective Area's Homan Square and 39th Street at a minimum functioning on a stand alone video management system by 1 January 2005. The Video Management Network with integration into the CPD CLEAR system will be operational no later than 1 June 2005.

CPD Video Interview Room High Level Layout

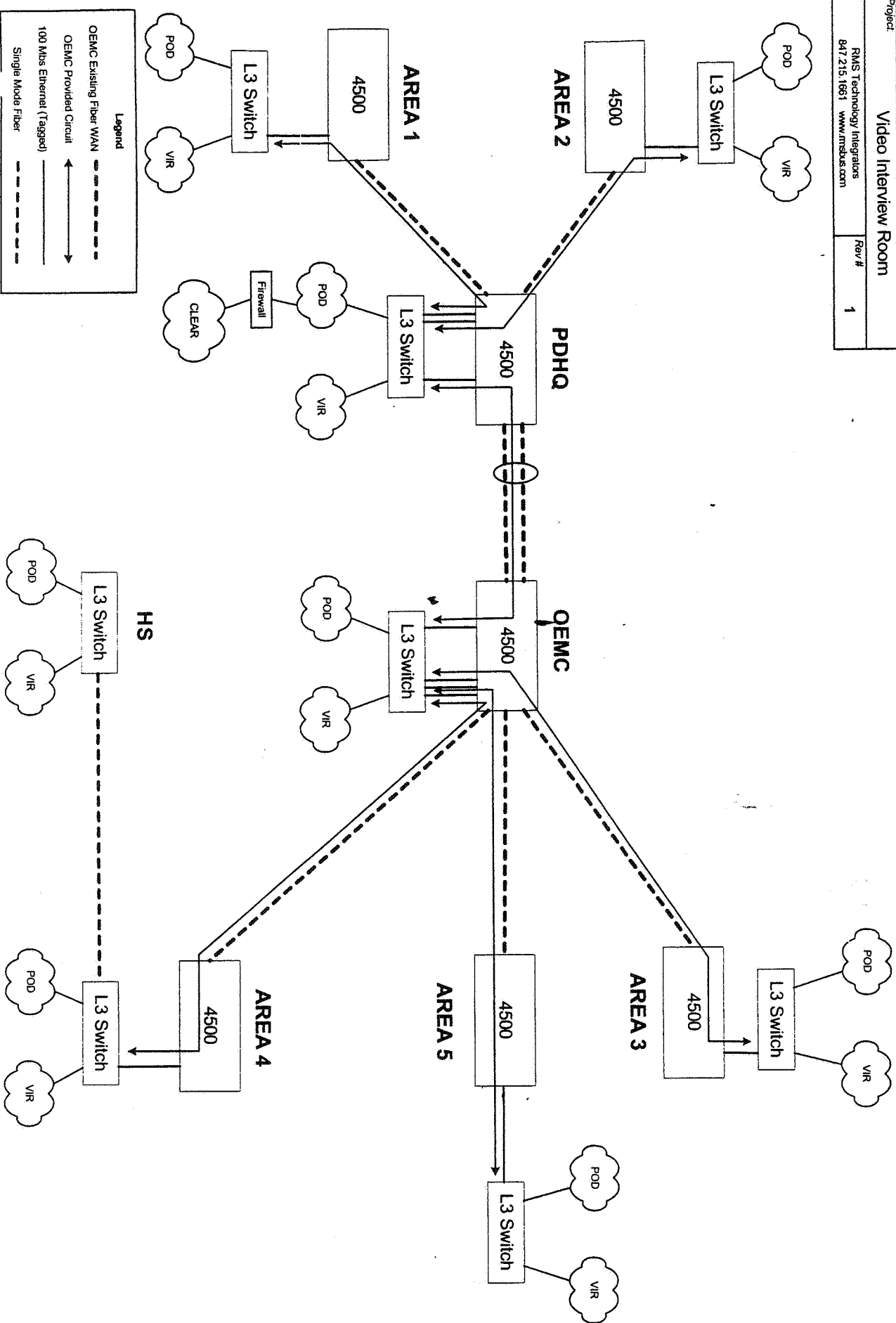


RMS Information Technology Integration	Drawn By: Paul Zucker
Orig. Date: 02/20/04	Description: High Level Equipment Diagram
02/20/04	Rev. Name: CPD Video Interview Room Project.vsd
02/20/04	Rev. Date: 02/20/04
Project: Video Interview Rooms	Rev. # 1
RMS Technology/Integrators 947.215.1981 www.rmsbus.com	



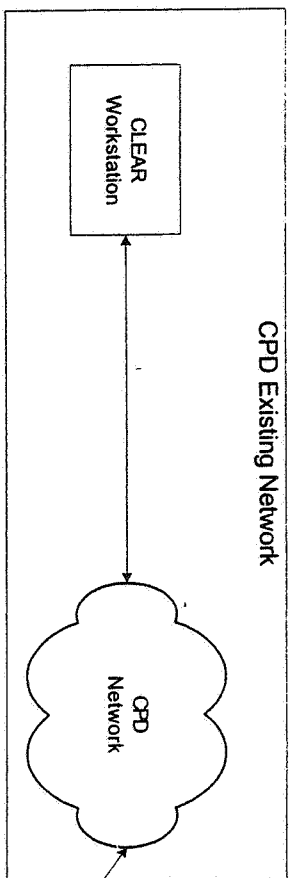
Drawn By:	Paul Zucker
Description:	High Level Video WAN
File Name:	CPD Video Interview Room Project.vsd
Org. Date:	05/19/04
Rev. Date:	05/19/04
Project:	Video Interview Room
RMS Technology Integrators	847.215.1861 www.rmsus.com
Rev. #	1

OEMC - CPD High Level Video Wide Area Network

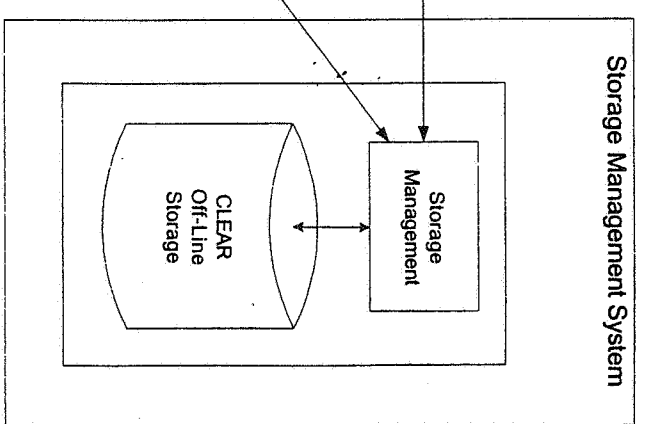
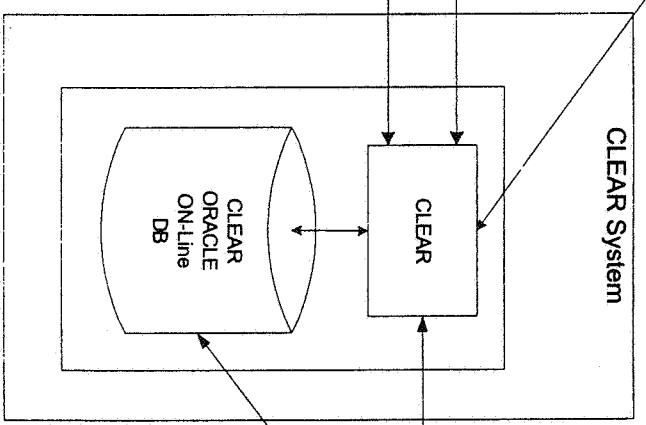
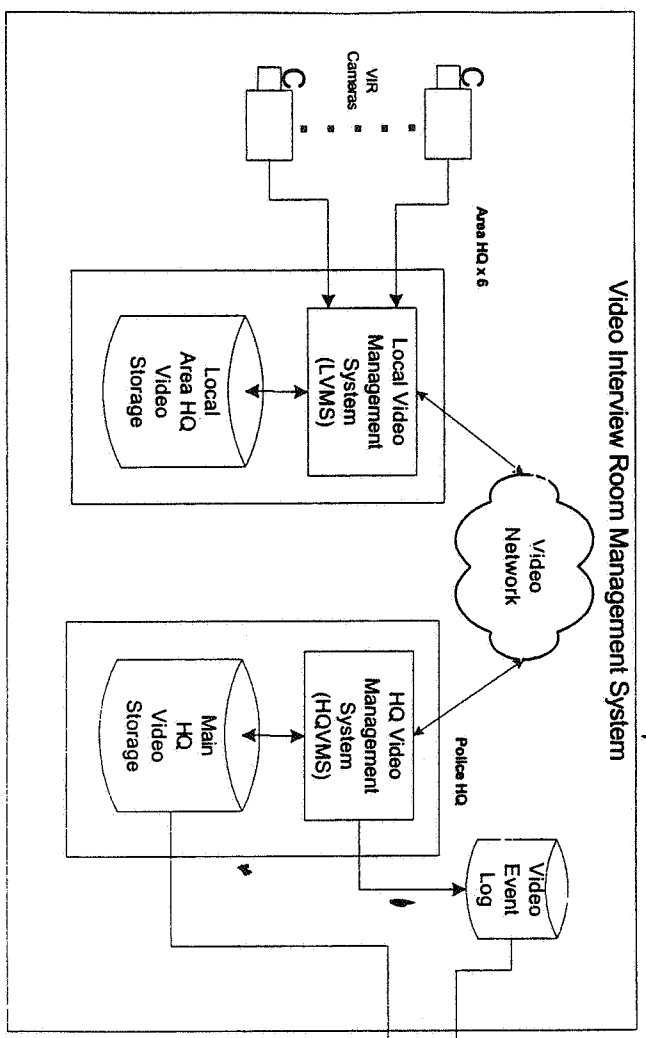


Video Interview Room

High Level Design



- CPD Existing Network**
- Connectivity to CLEAR system
 - Delivery of audio/video for review at:
 - Selected PD locations
 - Court



Drawn By: Paul Zucker	
Description: High Level Design	
File Name: CPD Video Interview Room Project.vsd	
Org: Dallas	Rev: 1
Proj: 05/05/04	Rev: 05/05/04
Project: Video Interview Room	
RMS Technology Integrators	
847.215.1661 www.rmsus.com	

- Video Interview Room Management System**
- Ensure audio/video is authentic, and acceptable in court
 - Ensure Local and HQ audio/video storage are synchronized
 - Provide all recording, control, and activation functions for Interview Rooms
 - Provide electronic "Video Event Log" for audit of CLEAR import function
 - Provide audio/video in a standard web based format and viewer
 - Provide audio/video for import into the CLEAR system

- CLEAR**
- Capture all audio/video Index information
 - Import audio/video from HQVMS
 - Link audio/video clips to appropriate CLEAR data
 - Entry and tagging of significant events in video
 - View video from existing CLEAR applications
 - Export audio/video for review outside of CLEAR
 - Security and access logging for all audio/video functions
 - Exception reporting for unprocessed interviews
- Storage Management**
- Data storage (on-line)
 - Data backup
 - Achieve to off-line storage
 - Retrieval from off-line storage

**Chicago Police Department
Video Interview Room Project
Project Estimated Summary
As of: 06/28/04**

Item Description	Amount	Qty	Total
In Room Systems			
In Room Equipment	1,108.99	38	\$ 42,141.66
Door Station Equipment	1,207.22	38	\$ 45,874.32
Area Control Room Equipment (Each Room)	6,277.60	38	\$ 238,548.65
39th Street Control Room (No VMS)	14,960.48	1	\$ 14,960.48
Area Control Room Equipment Common	14,960.48	6	-\$ 89,762.87
PD HQ Equipment	30,285.67	1	\$ 30,285.67
Racks (Areas Only)	59,124.34	1	\$ 59,124.34
Services	206,420.00	1	\$ 206,420.00
Spare Parts	52,923.87	1	\$ 52,923.87
Spare Parts Services	7,500.00	1	\$ 7,500.00
In Room Systems Subtotal (without Video Management System)			\$ 787,541.85
Video Management System (Estimated)			
Video Management Each Area	\$ 93,210.00	6	\$ 559,260.00
Video Management HQ	\$ 930,144.80	1	\$ 930,144.80
Video Management Services	\$ 65,830.00	1	\$ 65,830.00
Video Management Racks	\$ 5,200.00	1	\$ 5,200.00
Video Management System Subtotal (Estimated)			\$ 1,560,434.80
Project Estimated Total			\$ 2,347,976.65

Notes:

These are budgetary estimates until the design and prototype phase has been completed
Continued design / meetings not included in this budget



Chicago Police Department
Video Interview Room Equipment Requirements
As of: 06/28/04

Project / Description	Materials			Total
	Qty	Vendor	Part #	
Room Equipment				
Camera	1	ExtremeCCTV	EY-36Q8302WN	963.52
Camera Enclosure	1	INCL		
IR Illuminator	1	INCL		
Enclosure	1	INCL		
Microphone	1	Crown	PZM11	136.44
Enclosure	1	INCL		
In Room Covert Recording Indicator	1	Radio Shack	276-084	2.54
Enclosure	1	INCL		
Mounting Hardware	1	Toggles	1/4"X20	6.50
Room Subtotal				\$ 1,108.99

Door Station Components				
Locking Control Panel	1	Acudor	ASVB 12X12X4	239.20
8" Color Monitor	1	ToteVision	LCD801	684.87
Power Supply	1	INCL	INCL	
Volume Control (with Off)	1	INCL	INCL	
Record ON/OFF Toggle	1	McGill	J22401	40.95
Key plate for LED's	1	Alarm Controls	RP3	13.65
Privacy Attorney Switch	1	Alarm Controls	KA108A	40.95
Momentary View Switch	1	Alarm Controls	AC-SW4	29.25
Momentary View Switch Back Plate	1	Alarm Controls	AC-MP26	8.65
Volume Control	1	Radio Shack	tbid	3.84
Head Phone Jack (1/8")	2	Comprehensive	SPJ-CMS	1.09
Outside Room Red Overt Recording Indicator 12vdc	1	NAPA	tbid	18.88
Plastic Door station Cover	1	Piper Plastics	12X12X1/4"	45.50
Door Station Cover Stress Relief Brackets	2	Piper Plastics	12X12X1/4"	26.00
Security screws	1	McMaster Carr	1/4" X 20	7.81
Mounting Hardware	1	Anchor/Lag	2"	6.50
Misc Electrical	1			39.00
Door Station Subtotal				\$ 1,207.22

Control Room (for each room)

Video Distribution	1	Pelco	PE-DA104DT	156.30	156.30
Audio Processor	1	Symetrix	528E	595.40	595.40
Audio Distribution	1	Symetrix	305	159.90	159.90
Single Channel DVR	1	Sony	HSRX20016	1,900.29	1,900.29
Single Channel DVR additional Hard Drive	1	Sony	HSEKX20016	734.11	734.11
Audio Panel	1				
Headphone amplifier	1	Symetrix	304	235.30	235.30
17" Analog Monitor with Audio/ rack slide	1	ToteVision	LCD-1700VR	1,713.34	1,713.34
Relay mounting board	1	Piper	Custom	39.00	39.00
Terminal Strips	4	ADI	DP-TB310	4.68	18.72
Timer Relay for Audio Tones	2	Altronix	6062	20.15	40.30
Sonic Alert Tone	2	Sonic Alert	AS-PAL328N	10.40	20.80
Relay hardware/boards	2	Altronix	AX-RB610	28.12	56.24
47Mfd Cap	1	Radio Shack	272-1027	1.55	1.55
Red LED	1	McGill	0891-1411	5.85	5.85
Green LED	1	McGill	0891-1412	5.85	5.85
Audio / Video Cables	1	Comprehensive	(see detail)	196.83	196.83
Misc hardware	1	Zimmerman	Design	65.00	65.00
Misc Electrical	1	Zimmerman	Design	65.00	65.00
12 VDC Power supply	1	Radio Shack	12VDC-25A	128.70	128.70
UPS	1	APC	BP 280S	139.13	139.13

Control Room (for each room) Subtotal

\$ 6,277.60

Control Room (Common)

DVD Burner		2	Bosch/Phillips	PB-DVDR75	588.84	1,177.67
Rack mount for DVD Burner		2	Bosch/Phillips		104.00	208.00
Overview Camera		1	Video Alarm	VL-WS630NF	473.14	473.14
Text Generator		2	Video Messenger	VM-VM3	699.34	1,398.67
8:1 Multiplexer for DVR Input from individual room		2	Bitronics	BI-VPS81C	744.90	1,489.80
Video Cables for above		8	Comprehensive	CB-PP-C-25B	38.94	311.48
Audio Cables for above		8	Comprehensive	CPP-PP-CV-25B	38.94	311.48
Audio Panel						
Headphone amplifier		2	Symetrix	304	235.30	470.60
Head Phones A		6	Maxell	190400	35.49	212.94
17" Analog Monitor with Audio/ rack slide		2	ToteVision	LCD-1700VR	1,713.34	3,426.67
24 Port LAN Switch		1	Cisco	3550	3243.5	3,243.50
LAN Cable		8	Generic	12-st	6.5	52.00
Misc mounting hardware/ply/din rails		1	Zimmerman	Design	112.72	112.72
Misc Electrical		1			105.05	105.05
UPS		2	APC	BP 280S	194.99	389.97
Cable						
Coax	1000'	3	Genisis	WG-50011008	124.74	374.21
#18-2	1000'	2	Genisis	WG-11181109	85.74	171.47
#18-4	1000'	3	Genisis	WG-11191109	156.81	470.42
#22-2 shielded	1000'	2	Genisis	WG-1202109	66.24	132.47
#22-12	1000'	2	Genisis	WG-11131109	210.54	421.07
Cable lablles		1	Genisis	N/A	7.15	7.15
Control Room (Common) Subtotal						\$ 14,960.48

HQ Control Room and Equipment

17" Analog Monitor with Audio/ rack slide		3	ToteVision	LCD-1700VR	1,712.10	5,136.30
DVD Burner		3	Bosch/Phillips	PB-DVDR75	588.84	1,766.51
Rack mount for DVD Burner		3	Bosch/Phillips		104.00	312.00
Text Generator		3	Video Messenger	VM-VM3	699.34	2,098.01
Misc Audio / Video Cables		3	Comprehensive	tbid	39.00	117.00
DVD Duplicator		1	Pioneer	DVR-106D	15600	15,600.00
24 Port Layer 3 Switch		1	Cisco	3550-L3	4540.90	4,540.90
Misc mounting hardware/ply/din rails		1	Zimmerman	Design	65.00	65.00
Misc Electrical		1			65.00	65.00
UPS		3	APC	BP 280S	194.99	584.96
HQ Control Room Subtotal						\$ 30,285.67

Audio Cables

Mic (N/C) to Voice Processor (XLR Male)	1	Comprehensive	NC3MRC	8.18	8.18
Voice Processor (1/4 Stereo) to Audio Dist (N/C)	1	Comprehensive	SPP-PRO1	3.89	3.89
Audio Dist. A (N/C) to DVR IN (RCA Male)	1	Comprehensive	RCA-PRO1	4.80	4.80
Audio Dist. B (N/C) to Live Audio (1/4 Stereo)	1	Comprehensive	SPP-PRO1	3.89	3.89
Audio Dist. C (N/C) to Door Station (N/C)	1	Custom	Custom	0.00	-
DVR out (RCA Male) to DVD IN (RCA M)	1	Comprehensive	2PP-2PP-10EFX	25.99	25.99
DVD out "L" (RCA M) to replay audio A (1/4 Stereo M)	1	Comprehensive	2PP-2PP-3EFX	18.19	18.19
DVD out "R" (RCA M) to replay audio B (1/4 Stereo M)	1	Comprehensive	2PP-2PP-3EFX	18.19	18.19
Video Cables					
Camera (BNC) to Vicoe Dist. (BNC)	1	Custom	Custom	7.80	7.80
Video Dist. Out (BNC) to DVR IN (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
DVR out (BNC) to Text Gen In (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
DVR Loop Out (BNC) to Live Monitor (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
Live Monitor Out (BNC) to Door Station (BNC)	1	Custom	Custom	7.80	7.80
Text Gen Out (BNC) to DVD In (RCA M)	1	Comprehensive	B-PP-C-10HR	18.19	18.19
DVD Out (RCA M) to Playback Monitor (BNC)	1	Comprehensive	B-PP-C-10HR	18.19	18.19
Audio Adaptors					
1/4 stereo jack to mini jack	6	Comprehensive	SPP-MJS	2.72	16.30
RCA Male to "Y" RCA parallel Male	1	Comprehensive	SP-5-C	6.49	6.49

Audio/Video Subtotal

\$ 196.83

Notes:

Freight are not included in this work plan

These are budgetary estimates only, actual cost to be determined after video management system has been approved

Chicago Police Department
Video Interview Room Racking Requirements
As of: 06/28/04

Project / Description	Materials			Total
	Qty	Vendor	Part #	
Control Room (for two rooms)				
Rack / furniture	1	Mid-Atlantic	SCQ14271217BK	646.56
Rack / furniture	1	Mid-Atlantic	SPNQ14271217BK	280.41
Rack / furniture	1	Mid-Atlantic	NO-SCQ3T14BK	312.38
Rack / furniture	1	Mid-Atlantic	NO-SPNQ3T1BK	148.20
Rack / furniture	1	Mid-Atlantic	NO-SCTK	26.14
Rack / furniture	2	Mid-Atlantic	NO-PD1415C	90.23
Rack / furniture	2	Mid-Atlantic	NO-BL1	12.94
Rack / furniture	1	Mid-Atlantic	NO-WS1S18GBF	161.14
Rack / furniture	2	Mid-Atlantic	RC-3	44.43
Rack / furniture	1	Mid-Atlantic	NO-CBS-WRK27	233.94
Rack / furniture	2	Symetrix	FP-3	16.90
Rack / furniture	2	Symetrix	RM-3	20.80
Control Room (for each room) Subtotal				\$ 2,179.36

Control Room (Common)				
Rack / furniture	1	Mid-Atlantic	SCQ14271217BK	646.56
Rack / furniture	1	Mid-Atlantic	SPNQ14271217BK	280.41
Rack / furniture	1	Mid-Atlantic	NO-SCQ3T14BK	312.38
Rack / furniture	1	Mid-Atlantic	NO-SPNQ3T1BK	148.20
Rack / furniture	1	Mid-Atlantic	NO-SCTK	26.14
Rack / furniture	2	Mid-Atlantic	NO-PD1415C	90.23
Rack / furniture	1	Mid-Atlantic	NO-U2	40.24
Rack / furniture	2	Mid-Atlantic	NO-BL1	12.94
Rack / furniture	1	Mid-Atlantic	NO-WS1S18GBF	161.14
Rack / furniture	2	Mid-Atlantic	RC-3	44.43
Rack / furniture	1	Mid-Atlantic	NO-CBS-WRK27	233.94
Rack / furniture	2	Symetrix	FP-3	16.90
Rack / furniture	2	Symetrix	RM-3	20.80
Control Room (Common) Subtotal				\$ 2,219.59

Racking Summary by Area

Area 1 Rooms	8 Rooms	4		\$ 2,179.36	\$ 8,717.44
Area 1 Common		1		\$ 2,219.59	\$ 2,219.59
Area 2 Rooms	7 Rooms	4		\$ 2,179.36	\$ 8,717.44
Area 2 Common		1		\$ 2,219.59	\$ 2,219.59
Area 3 Rooms	7 Rooms	3	(already have 1)	\$ 2,179.36	\$ 6,538.08
Area 3 Common		1		\$ 2,219.59	\$ 2,219.59
Area 4 Rooms	6 Rooms	3		\$ 2,179.36	\$ 6,538.08
Area 4 Common		1		\$ 2,219.59	\$ 2,219.59
Area 5 Rooms	6 Rooms	3		\$ 2,179.36	\$ 6,538.08
Area 5 Common		1		\$ 2,219.59	\$ 2,219.59
HS Rooms	3 Rooms	2		\$ 2,179.36	\$ 4,358.72
HS Common		1		\$ 2,219.59	\$ 2,219.59
39th Street Rooms	2 Rooms	1		\$ 2,179.36	\$ 2,179.36
39th Street Common		1		\$ 2,219.59	\$ 2,219.59

Racking Subtotal

\$ 59,124.34

Notes:

Freight are not included in this work plan

These are budgetary estimates only, actual cost to be determined after video management system has been approved

Chicago Police Department
Video Interview Room Project
VIR Estimated Services
As of: 06/28/04

Category	Task Description	Hours	Rate	Qty	Amount
Site	Coordinate equipment delivery / staging	8	155	6	7,440.00
Site	Deliver rack equipment (2 men)	16	125	6	12,000.00
Room	Build room controller board	4	125	38	19,000.00
Room	Integrate camera enclosure (LED, Tones)	2	125	38	9,500.00
Room	Integrate Door Station	4	125	38	19,000.00
	Configure equipment				
Room	DVR	1	155	38	5,890.00
Room	Install Camera, Door Station, Microphone, Controller	6	125	38	28,500.00
Room	Assemble racks (for room components)	2	125	38	9,500.00
Site	Deliver components to Area	2	125	6	1,500.00
Room	Install all room components in rack	4	125	38	19,000.00
Room	Test / verify room operation	1	125	38	4,750.00
Room	Address installation issues	1	125	38	4,750.00
	Configure:				
Site	Network Switch	1	155	6	930.00
Site	Text generators	1	155	6	930.00
Site	Assemble rack (for DVD burners, etc)	2	125	6	1,500.00
Site	Install DVD, Text generator, selector switch,monitor,audio	4	125	6	3,000.00
Site	Install control room camera	2	125	6	1,500.00
Site	Install / test network switch	2	125	6	1,500.00
Site	Address installation issues	4	125	6	3,000.00
Site	Update documentation	16	155	6	14,880.00
Site	Walk through / sign off	4	155	6	3,720.00
Project	Training	8	155	1	1,240.00
HQ	Install at PD HQ				
HQ	Configure				
HQ	Network Switch	1	155	1	155.00
HQ	Text generators	3	155	1	465.00
HQ	Install DVD, Text generator, selector switch,monitor,audio	10	125	1	1,250.00
HQ	Testing / Signoff	4	155	1	620.00
HQ	Demonstrate operation at HQ	4	155	1	620.00
HQ	Training at HQ (DVD Burning Process)	2	155	1	310.00
Project	Project Management	162	185	1	29,970.00

Installation Estimated Total

\$206,420.00

Notes:

Facility wiring and electrical work done by others

Chicago Police Department
 Video Interview Room Spare Parts List
 As of: 06/28/04

Project / Description	Materials			Total
	Qty	Vendor	Part #	

Room Equipment

Camera	6	ExtremeCCTV	EY-36Q8302WN	963.52	5,781.13
Camera Enclosure	0	INCL			
IR Illuminator	0	INCL			
Enclosure	0	INCL			
Microphone	6	Crown	PZM11	136.44	818.61
Enclosure	0	INCL			
In Room Covert Recording Indicator	6	Radio Shack	276-084	2.54	15.21
Enclosure	0	INCL			
Room Subtotal					\$ 6,614.95

Door Station Components

Locking Control Panel	6	Acudor	ASVB 12X12X4	239.20	1,435.20
8" Color Monitor	6	ToteVision	LCD801	684.87	4,109.20
Power Supply	6	INCL	INCL		
Volume Control (with Off)	6	INCL	INCL		
Record ON/OFF Toggle	6	McGill	J22401	40.95	245.70
Key plate for LED's	6	Alarm Controls	RP3	13.65	13.65
Privacy Attorney Switch	6	Alarm Controls	KA108A	40.95	245.70
Momentary View Switch	6	Alarm Controls	AC-SW4	29.25	175.50
Momentary View Switch Back Plate	6	Alarm Controls	AC-MP26	8.65	51.87
Volume Control	6	Radio Shack	tbd	6.44	38.61
Head Phone Jack	12	Comprehensive	SPJ-CMS	1.09	13.10
Outside Room Red Overt Recording Indicator 12vdc	6	NAPA	tbd	14.30	85.80
Plastic Door station Cover	6	Piper Plastics	12X12X1/4"	45.50	273.00
Door Station Cover Stress Relief Brackets	12	Piper Plastics	12X12X1/4"	2.60	31.20
Security screws	6	McMaster Carr	1/4" X 20	7.81	46.88
Misc Electrical	6			39.00	234.00
Door Station Subtotal					\$ 6,999.41

Control Room (for each room)

Video Distribution		6	Pelco	PE-DA104DT	156.30	937.79
Audio Processor		6	Symetrix	528E	595.40	3,572.40
Audio Distribution		6	Symetrix	305	159.90	959.40
Single Channel DVR		3	Sony	HSRX20016	1,900.29	5,700.86
Single Channel DVR additional Hard Drive		3	Sony	HSEKX20016	734.11	2,202.33
Audio Panel		0	Custom	Custom	59.15	-
Headphone amplifier		6	Symetrix	304	235.30	1,411.80
17" Analog Monitor with Audio/ rack slide		6	ToteVision	LCD-1700VR	1,713.34	10,280.01
Relay mounting board		6	Piper		39.00	234.00
Terminal Strips		24	ADI	DP-TB310	4.68	112.32
Timer Relay for Audio Tones		12	Altronics	6062	20.15	241.80
Sonic Alert Tone		12	Sonic Alert	AS-PAL328N	10.40	124.80
Relay hardware/boards		12	Altronix	AX-RB610	28.12	337.43
47Mfd Cap		6	Radio Shack	272-1027	1.55	9.28
Red LED		6	McGill	0891-1411	5.85	35.10
Green LED		6	McGill	0891-1412	5.85	35.10
Audio / Video Cables		1	Comprehensive	(see detail)	180.53	180.53
12 VDC Power supply		6		12VDC-25A	128.70	772.20
UPS		6	APC	BP 280S	139.13	834.76
Control Room (for each room) Subtotal						\$ 27,981.92

Control Room (Common)

DVD Burner/rack mounted		3	Bosch/Phillips	PB-DVDR75	588.84	1,766.51
Text Generator		3	Video Messenger	VM-VM3	699.34	2,098.01
8:1 Multiplexer for DVR Input from individual room		3			975.00	2,925.00
Audio / Video Cables for above		3			19.50	58.50
Audio Panel		0	Custom	Custom	59.15	-
Headphone amplifier		2	Symetrix	304	235.30	470.60
17" Analog Monitor with Audio/ rack slide		0	ToteVision	LCD-1700VR	1,713.34	-
24 Port LAN Switch		1			3243.50	3,243.50
Video Management System						
UPS		3	APC	BP 280S	194.99	584.96
Control Room (Common) Subtotal						\$ 11,147.07

Audio Cables

Mic (N/C) to Voice Processor (XLR Male)	1	Comprehensive	NC3MRC	8.18	8.18
Voice Processor (1/4 Stereo) to Audio Dist (N/C)	1	Comprehensive	SPP-PRO1	3.89	3.89
Audio Dist. A (N/C) to DVR IN (RCA Male)	1	Comprehensive	RCA-PRO1	4.80	4.80
Audio Dist. B (N/C) to Live Audio (1/4 Stereo)	1	Comprehensive	SPP-PRO1	3.89	3.89
Audio Dist. C (N/C) to Door Station (N/C)	1	Custom	Custom	0.00	-
DVR out (RCA Male) to DVD IN (RCA M)	1	Comprehensive	2PP-2PP-10EFX	25.99	25.99
DVD out "L" (RCA M) to replay audio A (1/4 Stereo M)	1	Comprehensive	2PP-2PP-3EFX	18.19	18.19
DVD out "R" (RCA M) to replay audio B (1/4 Stereo M)	1	Comprehensive	2PP-2PP-3EFX	18.19	18.19
Video Cables					
Camera (BNC) to Vicoe Dist. (BNC)	1	Custom	Custom	7.80	7.80
Video Dist. Out (BNC) to DVR IN (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
DVR out (BNC) to Text Gen In (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
DVR Loop Out (BNC) to Live Monitor (BNC)	1	Comprehensive	MBB-C-6HR	12.99	12.99
Live Monitor Out (BNC) to Door Station (BNC)	1	Custom	Custom	7.80	7.80
Text Gen Out (BNC) to DVD In (RCA M)	1	Comprehensive	B-PP-C-10HR	18.19	18.19
DVD Out (RCA M) to Playback Monitor (BNC)	1	Comprehensive	B-PP-C-10HR	18.19	18.19
Audio Adaptors					
RCA Male to "Y" RCA parallel Male	1	Comprehensive	SP-5-C	6.49	6.49

Audio/Video Subtotal

\$ 180.53

Freight are not included in this work plan

Total Spare Parts

52,923.87

**Chicago Police Department
Video Interview Room Project
VIR Estimated Spare Parts Services
As of: 06/28/04**

Category	Task Description	Hours	Rate	Qty	Amount
Room	Build room controller board	4	125	6	3,000.00
Room	Integrate camera enclosure (LED, Tones)	2	125	6	1,500.00
Room	Integrate Door Station	4	125	6	3,000.00

Spare Parts Estimated Total

\$ 7,500.00

Notes:

Facility wiring and electrical work done by others

Chicago Police Department
 Video Interview Room Video Management Equipment Requirements
 As of: 06/28/04

Project / Description	Materials			Total
	Qty	Vendor	Part #	

Project / Description	Qty	Vendor	Part #	Amount	Total
Control Room (Common)					
Video Monitor Station	1			1560	1,560.00
Encoder w/ Audio	8			975	7,800.00
Video Management System					
Server	1			7800	7,800.00
Application	1			52000	52,000.00
Video Storage System (5TB)	1			24050	24,050.00
Control Room (Common) Subtotal					\$ 93,210.00

Project / Description	Qty	Vendor	Part #	Amount	Total
HQ Control Room and Equipment					
Video Monitor Station	3			1170	3,510.00
Encoder for Import of Analog Video	1			975	975.00
Decoder w/ Audio	3			975	2,925.00
Video Management System					
Server	2			7800	15,600.00
Application	2			78000	156,000.00
Video Storage System (100TB)	1		100TB	468000	468,000.00
Tape Archive System	1		60TB	279500	279,500.00
UPS - Large for servers	4	APC	BP 280S	908.70	3,634.80
HQ Control Room Subtotal					\$ 930,144.80

Notes:
 Freight are not included in this work plan
 These are budgetary estimates only, actual cost to be determined after video management system has been approved

**Chicago Police Department
Video Interview Room Project
VIR Video Management Estimated Services
As of: 06/28/04**

Category	Task Description	Hours	Rate	Qty	Amount
	Configure equipment				
Room	Encoder (est)	1	155	39	6,045.00
	Configure:				
Site	Area video management server / storage (est)	16	155	6	14,880.00
Site	Install video management server / storage	8	125	6	6,000.00
Site	Test / verify all rooms to video management system	4	155	6	3,720.00
Site	Address installation issues	4	125	6	3,000.00
Site	Test link to CPD HQ (two men)	8	155	6	7,440.00
HQ	Install at PD HQ				
HQ	Control room				
HQ	Configure Components (est)	40	155	1	6,200.00
HQ	Install Components (est)	40	125	1	5,000.00
HQ	Verify configuration	8	125	1	1,000.00
HQ	System testing	16	125	1	2,000.00
Project	Project Management	57	185	1	10,545.00

Installation Estimated Total

\$ 65,830.00

Notes:

Facility wiring and electrical work done by others

Chicago Police Department
 Video Interview Room HQ Racking Requirements
 As of: 06/28/04

Project / Description	Materials			Total
	Qty	Vendor	Part #	
HQ Control Room and Equipment				
Rack / furniture	2	Symetrix	tbid	2,600.00
HQ Control Room Subtotal				\$ 5,200.00

Notes:
 Freight are not included in this work plan
 These are budgetary estimates only, actual cost to be determined after video management system has been approved

**Chicago Police Department
Video Interview Room Project**

Notes

As of: 06/28/04

Notes / New Items:

- Have all racking units keyed alike
- Push button lock with optional key on door station boxes
- Current DVD burners will burn 6 hrs / side
- Addition of a DVD duplicator at PD HQ (1:10)
- Added spare parts and services to make ready assemblies
- Added camera in each control room
- Choose head phones after testing at Area 3
- Removed decoders from Areas only
- Ability to capture Analog video / Audio at HQ (from DVD or VHS)
- Change door station head phone jacks to 1/8"

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

Copy (Department)

DELIVER TO: P26 DATA SYSTEMS DIVISION 3510 S. MICHIGAN AVE 1ST FLR Chicago, IL	REQUISITION: 15955 For PO Number: 4503 PAGE: 1 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Michael P Palumbo NEEDED: PRE-APPROVED 8/4/2004
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REQUISITION DESCRIPTION

VIDEO ARREST ROOM PROJECT AMENDMENT-- RMS BUSINESS SYSTEMS--4503
 SPECIFICATION NUMBER: 27661
 Mod Reason: SCOPE CHANGE

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92037 VIDEO ARREST ROOM AMENDMENT	2,000,000	USD	0.00	0.00						
SUGGESTED VENDOR: RMS BUSINESS SYSTEMS		REQUESTED BY: Michael P Palumbo									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	004	0446	0572005	6088	220540	0000	57002431	000000	00000	0000	0.00
LINE TOTAL:											0.00
2	92037 VIDEO ARREST ROOM AMENDMENT	900,000	USD	0.00	0.00						
SUGGESTED VENDOR: RMS BUSINESS SYSTEMS		REQUESTED BY: Michael P Palumbo									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	004	0657	0571005	9000	220540	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

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: August 4, 2004
 ID No (Spec, RX, Project): FMP3 H 15955
 Department: POLICE
 Bureau: INFORMATION/STRATEGIC SERVICES
 Contract No (if known): 4503
 Project Title/Description: AMENDMENT FOR VIDEO ARREST ROOM

Contact Person: M. PALUMBO
 Tel: 5-5646 Fax: 5-6811 E-mail: _____
 Project Manager: SEE ABOVE
 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
 F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (change vendor limit)

** 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): 06V-0657-0571005-9000-220540

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP 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



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

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

CAPITAL EQUIPMENT (VEHICLES) SUPPLEMENTAL CHECKLIST

Required Attachments:

Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.

Special Provision: (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

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

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

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

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

CPAC PROJECT CHECKLIST

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

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

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

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

* If this is a Telecommunications/Utilities project, please also address the following:

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



PROJECT CHECKLIST

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

3. EMERGENCY CONTRACT

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

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

2. 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.

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