

CITY OF CHICAGO  
DEPARTMENT OF PROCUREMENT SERVICES  
ROOM 403, CITY HALL, 121 N. LASALLE STREET

<b>FOR NCRB USE ONLY</b>	
Date	<u>1-8-13</u>
Recommend Approval	<input checked="" type="checkbox"/>
Return To Dept.	<input checked="" type="checkbox"/>
Reject	<input checked="" type="checkbox"/>
Vote	<u>THH</u>

**NON-COMPETITIVE REVIEW BOARD (NCRB)  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT**

For contract(s) in this request, fill in each of the four (4) major subject areas below in accordance with the **Instructions for Preparation of Non-Competitive Procurement Form** on the reverse side. Complete "Other" subject area if additional information is needed. Subject areas must be fully completed. Responses merely referencing attachments will not be accepted.

Request that negotiations be conducted only with Hewlett Packard for the product(s) and/or service(s) described herein.

**This is a request for:**

One-Time Contractor Requisition #: 76464 copy attached or  Term Agreement or  Delegate Agency (Check one).

If Delegate Agency, this request is for "blanket approval" for all contracts within the <<proj description/name>> (Attach List).

Pre-Assigned Specification No.:           

Pre-Assigned Contract No.:           

**COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT**

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

Contract #: 15041

Company or Agency Name: Hewlett Packard

Specification #: 58084

Contract or Program Description: Technical Support and Maintenance for the CAD Hardware and Operating System

Modification #: 4

(Attach List, if multiple)

Rosemary McDonnell

746.9369

AO

OEMC

12/7/12

Originator Name  
(mm/dd/yr)

Telephone

Signature

Department

Date

**PROCUREMENT HISTORY**

1. Describe the requirement and how it evolved from initial planning to its present status

Hewlett-Packard Company (HP) was previously DBA "Compaq Computer Corporation," with the City of Chicago. Compaq is now a wholly owned subsidiary of HP. HP has provided Technical Support and Maintenance for DECIHP monitors, CPUs, printers, peripherals, routers, hubs, switches and associated software, which the City purchases from Northrop Grumman (NG) as part of the OEMC CAD Emergency Locator Platform. The technical support and maintenance program with HP is currently provided under contract 15041. This 3-year contract was awarded on June 1, 2007 and was to expire May 31, 2010. OEMC presented to the Non-Competitive Review Board (NCRB) for time extensions and vendor limit increases. We are currently in the final extension year and are working on a replacement Scope of Work.

Once this VLI is approved, we can pay HP all outstanding invoices in 2012. In addition, this will allow us continuity of operations for the end date of this contract, which is May 31, 2013.

All HP hardware and associated software for the CAD Emergency Locator Platform is purchased by the OEMC through Northrop Grumman (NG), which has total responsibility for the Platform. NG determines hardware compatibility with the software they deliver. For HP, this includes servers, DEC/HP monitors, CPUs, printers, peripherals, routers, hubs, switches and associated software as part of the CAD Emergency Locator Platform. Likewise, in order to ensure the safety and accountability of one contact system, HP and the OEMC require turn-key operations where critical-line manufacturers must

provide all maintenance and service for the equipment they deliver to the OEMC.

HP is the original equipment manufacturer and sole provider to NG, the exclusive developer of the City's CAD Platform. NG dictates the platform needs and requirements. In order to ensure the integrity of the OEMC platform, HP handles the account exclusively on a company direct basis with no dealers, distributors or third party providers of any kind are certified or authorized to deliver service for enterprise class servers -including Superdome, HP-UX, and Alpha.

2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.

This is a Vendor Limit Increase for a current contract, PO 15041.

3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)

This contract was Sole Sourced due to the nature of OEMC's requirements and HP's unique capabilities. HP is the exclusive manufacturer and provider of the servers and product line required by NG for the CAD Platform. HP provides Mission Critical support for their enterprise servers. They do not outsource their Mission Critical support services. Mission Critical support is only obtainable via HP badged and trained engineers.

These computers run on an application-specific operating system known as HP-UX, which is HP's proprietary operating system. The City's OEMC requires continuous maintenance and support for the CAD Platform to ensure uninterrupted operation. The proprietary nature of these servers, related products and HP's experience uniquely qualify them to provide equipment maintenance and software support services. HP has the professional resources to warrant that they are ready, willing and able to perform in the life-or-death environment associated with the OEMC.

4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).

Under a different administration, OEMC conducted research to determine if another company could provide the unique mission critical services to OEMC and the City. At that time, it was determined that there was no other company that could provide this, and this contract was approved using the Sole Source process.

5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

This is the final Vendor Limit Increase under a current contract, PO 15041. The contract expires May 31, 2013. There have been significant technology developments and the OEMC will not request this be Sole Sourced in a future. The OEMC is working on a new Scope of Work for a Request for Proposal.

It is critical that the 911 CAD system maintains a continuity of operations in order to ensure uninterrupted Mission critical operations. For the remainder of this contract, HP has the professional resources to warrant that they are ready, willing and able to perform in the life-or-death environment associated with the OEMC. The existing HP contract is used by each of the "Emergency" departments including OEMC, Chicago Police Department and Chicago Fire Department.

6. Explain whether or not future competitive bidding is possible. If not, why not?

This contract expires May 31, 2013. The OEMC is working on Specifications for a new Request for Proposal.

ESTIMATED COST

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?

This will be funded through Corporate dollars.

The monthly charges in 2011-2012 were \$55,000 per month. The monthly charges for 2012-2013 have/and will be \$71,000. This is due to a Mission critical project that HP undertook: equipment installation, configuration and monthly maintenance at the O'Hare Data Recovery site. The vendor limit increase will enable continuity of operations for the CAD system through the contract end date of May 31, 2013.

2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?

The OEMC paid \$55,000 per month in 2011-2012. Due to the O'Hare Data Recovery Site project, the monthly maintenance fees are \$71,000. The total amount required is \$1,100,000.

3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)

The costs are based on specifications outlined in the current scope of services and based on work performed by HP through submitted invoices.

4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors, which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City, which may be achieved.

The savings to the City will be measured both in dollars, expertise and time. This request will ensure there is sufficient funding on this contract. The contract reflects 2007 pricing.

HP is an expert and has substantial knowledge of our CAD system, since they have been involved with the OEMC for 4 years. Any transition to a new contractor could hinder the bank of knowledge and expertise that HP has with our CAD system.

5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

OEMC is using 2007 prices and there has been no need to negotiate prices down. Maintaining the costs from 2007 result in savings for the City.

SCHEDULE REQUIREMENTS

1. Explain how the schedule was developed and at what point the specific dates were known.

This 3-year contract was awarded on June 1, 2007 and was to expire May 31, 2010. OEMC presented to the Non-Competitive Review Board (NCRB) for time extensions and vendor limit increases. We are currently in the final phase of this contract as it will expire May 31, 2013. The OEMC is working on specifications for a new contract

System performance for the CAD system is closely monitored, and the City pays HP straight maintenance and support costs.

2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead-time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule

This does not apply

3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.

This does not apply.

4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

The vendor is providing cost savings to the City with their 2007 pricing. A competitive bid would result in costs higher than the 2007 prices.

In addition, the City could face significant risk choosing an unauthorized 3rd party for support of its mission critical systems. When a mission critical system goes down, the City's ability to conduct emergency business activities could be compromised. These systems have much higher availability and performance requirements and subsequently, require a higher level of support. It is unlikely that a 3rd party could guarantee the same level of service and response levels required by the OEMC's mission critical platform.

EXCLUSIVE OR UNIQUE CAPABILITY

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and temporary consulting services form

This does not apply.

2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?

HP staff has been working with the OEMC on this contract since 2007. HP's staff has the expertise with the system to keep it running efficiently and effectively.

HP is the exclusive manufacturer and provider of the servers and product line required by NG for the CAD Platform. They provide Mission Critical support for their enterprise servers. They do not outsource their Mission Critical support services. Mission Critical support is only obtainable via HP badged and trained engineers

3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?

As stated before, HP is the original equipment manufacturer and sole provider to Northrop Grumman (NG), the exclusive developer of the City's CAD Platform. NG dictates the platform needs and requirements. In order to ensure the integrity of the OEMC platform, HP handles the account exclusively on a company direct basis with no dealers, distributors or third party providers of any kind are certified or authorized to deliver service for enterprise class servers -including Superdome, HP-UX, and Alpha.

4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature, which is vital to the job?

HP is the original equipment manufacturer and sole provider to NG, the exclusive developer of the City's CAD Platform. NG dictates the platform needs and requirements. In order to ensure the integrity of the OEMC platform, HP handles the account exclusively on a company direct basis with no dealers, distributors or third party providers of any kind are certified or authorized to deliver service for enterprise class servers -including Superdome, HP-UX, and Alpha.

5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?

HP has the history of this project and the expertise to continue providing mission critical services.

6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why?

The OEMC is not procuring equipment. We are procuring maintenance and technical support for the CAD hardware and operating system.

7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.

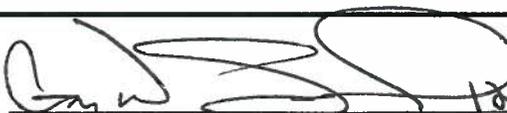
Competition is precluded because of the CAD system technical data, proprietary and unique capability of HP.

8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer

HP and NG are the only firms that can provide and maintain the CAD platform. The City could face significant risk if it another, unauthorized third party provides support and maintenance to OEMC's mission critical system. When a mission critical system goes down, the City's ability to conduct emergency business activities could be compromised. These systems have much higher availability and performance requirements and subsequently, require a higher level of support. It is highly unlikely that a third party could guarantee the same level of service and response levels required by the OEMC's mission critical platform.

OTHER

APPROVED BY:

  
12-7-2012  
DEPARTMENT HEAD OR DESIGNEE      DATE

Gary W. Schenkel

  
JAN 08 2013  
BOARD CHAIRPERSON      DATE  
RICH BUTLER

  
PRINT NAME  
CHIEF PROCUREMENT OFFICER

PRINT NAME  
DATE OF APPROVAL  
JAN 16 2013

## **INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM**

If a City Department has determined that the purchase of supplies, equipment, work and/or services cannot be done on a competitive basis, a justification must be prepared on this "Justification for Non-Competitive Procurement Form" in which procurement is requested on a non-bid or non-competitive basis in accordance with 65 ILCS 5/8-10-4 of the Illinois Compiled Statutes. All applicable questions in each Subject Area below must be answered. The information provided must be complete and in sufficient detail to allow for a decision to be made by the Non-Competitive Procurement Review Board. Also attach a DPS Checklist and any other required documentation. The Board will not consider justification with incomplete information documentation or omissions.

### **PROCUREMENT HISTORY**

1. Describe the requirement and how it evolved from initial planning to its present status.
2. Is this a first time requirement or a continuation of previous procurement from the same source? If so, explain the procurement history.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)
4. Describe all research done to find other sources. (List other cities contacted, companies in the industry contacted, professional organizations, periodicals and other publications used).
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?
6. Explain whether or not future competitive bidding is possible. If not, why not?

### **ESTIMATED COST**

1. What is the estimated cost for this requirement (or for each contract, if multiple awards contemplated)? What is the funding source?
2. What is the estimated cost by fiscal year, if the job project or program covers multiple years?
3. Explain the basis for estimating the cost and what assumptions were made and/or data used (i.e., budgeted amount, previous contract price, current catalog or cost proposal from firms solicited, engineering or in-house estimate, etc.)
4. Explain whether the proposed Contractor or the City has a substantial dollar investment in original design, tooling or other factors, which would be duplicated at City expense if another source was considered. Describe cost savings or other measurable benefits to the City, which may be achieved.
5. Explain what negotiation of price has occurred or will occur. Detail why the estimated cost is deemed reasonable.

### **SCHEDULE REQUIREMENTS**

1. Explain how the schedule was developed and at what point the specific dates were known.
2. Is lack of drawings and/or specifications a constraining factor to competitive bidding? If so, why is the proposed Contractor the only person or firm able to perform under these circumstances? Why are the drawings and specifications lacking? What is the lead-time required to get drawings and specifications suitable for competition? If lack of drawings and specifications is not a constraining factor to competitive bidding, explain why only one person or firm can meet the required schedule.
3. Outline the required schedule by delivery or completion dates and explain the reasons why the schedule is critical.
4. Describe in detail what impact delays for competitive bidding would have on City operations, programs, costs and budgeted funds.

### **EXCLUSIVE OR UNIQUE CAPABILITY**

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications, and/or other factors make this person or firm exclusively or uniquely qualified for the project. Attach a copy of the cost proposal, scope of services, and temporary consulting services form.
2. Does the proposed firm have personnel considered unquestionably predominant in the particular field?
3. What prior experience of a highly specialized nature does the person or firm exclusively possess that is vital to the job, project or program?
4. What technical facilities or test equipment does the person or firm exclusively possess of a highly specialized nature, which is vital to the job?
5. What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job, project or program which makes them the only source who can perform the work within the required time schedule without unreasonable costs to the City?
6. If procuring products or equipment, describe the intended use and explain any exclusive or unique capabilities, features and/or functions the items have which no other brands or models, etc. possess. Is compatibility with existing equipment critical from an operational standpoint? Explain why?
7. Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data? Attach documentation verifying such.
8. If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from any other sources? If not, is the proposed firm the only authorized or exclusive dealer/distributor and/or service center? If so, attach letter from manufacturer.

### **MBE/WBE COMPLIANCE PLAN**

- \* All submissions must contain detailed information about how the proposed firm will comply with the requirements of the City's Minority and

Women Owned Business program. All submissions must include a complete C-1 and D-1 form, which is available on the Procurement Services page on the City's intranet site. The City Department must submit a Compliance Plan, including details about direct and indirect compliance.

**OTHER**

Explain other related considerations and attach all applicable supporting documents, i.e., an approved ITGB form.

**REVIEW AND APPROVAL**

**This form must be signed by both Originator of the request and signed by the Department Head or authorized designee. After review and final disposition from the Board, this form will be signed by the Chairperson of the Board. After review and final disposition from the Board, this form will be signed by the Chief Procurement Officer for final approval.**

# 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: December 5, 2012	Need by (estimated date): February 1, 2013	
Requisition No 76464	Contact Person:	Project Manager:
Specification No.: (If known) 58084	Rosemary McDonnell	Zachary Williams
PO No.: (If known) 15041	Telephone: 746.9369	Telephone: 746.9236
Modification No.: (If known) 4	Fax:	Fax:
Previous PO No.: (If known)	Email: <a href="mailto:rmcdonnell@cityofchicago.org">rmcdonnell@cityofchicago.org</a>	Email: <a href="mailto:Zachary.williams@cityofchicago.org">Zachary.williams@cityofchicago.org</a>

**Project Description:** Vendor Limit Increase of \$1,100,000 for existing contract with Hewlett Packard, PO 15041: "Technical Support and Maintenance for the Computer Aided Dispatch Hardware and Software Operating Systems."

### Funding:

City:	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway		<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other:

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	\$ DOLLAR AMOUNT
	012	0100	0584110	0138	220138				1,100,000

Term Estimated Value \$1,100,000

\*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:

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 type="checkbox"/> Time Extension**
<input type="checkbox"/> Master Agreement (Task Order)	<input checked="" type="checkbox"/> Vendor Limit Increase
<input type="checkbox"/> Standard/One-Time Purchase	<input type="checkbox"/> Scope Change/Price Increase/Additional Line Item(s)
<b>Forms</b>	<input type="checkbox"/> Other (specify):
<input checked="" type="checkbox"/> Requisition	
<input type="checkbox"/> Special Approvals	
<input checked="" type="checkbox"/> Non-Competitive Review Board (NCRB)	

Contract Term: June 1<sup>st</sup>, 2007 – May 31<sup>st</sup>, 2013

\*\* Requested Term (Number of Months): N/A

### 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.

# 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.

**Attached**

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

# DPS PROJECT CHECKLIST

\*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: Hewlett Packard

Contractor's Address: 3000 Hanover St.

Palo Alto, CA 94304

Contractor's e-mail Address: elizabeth.r.hunt@hp.com

Contractor's Phone Number: 1-916-785-2914

Contractor's Contact Person: Elizabeth Hunt

## 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, Bld 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:

# DPS PROJECT CHECKLIST

## 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)

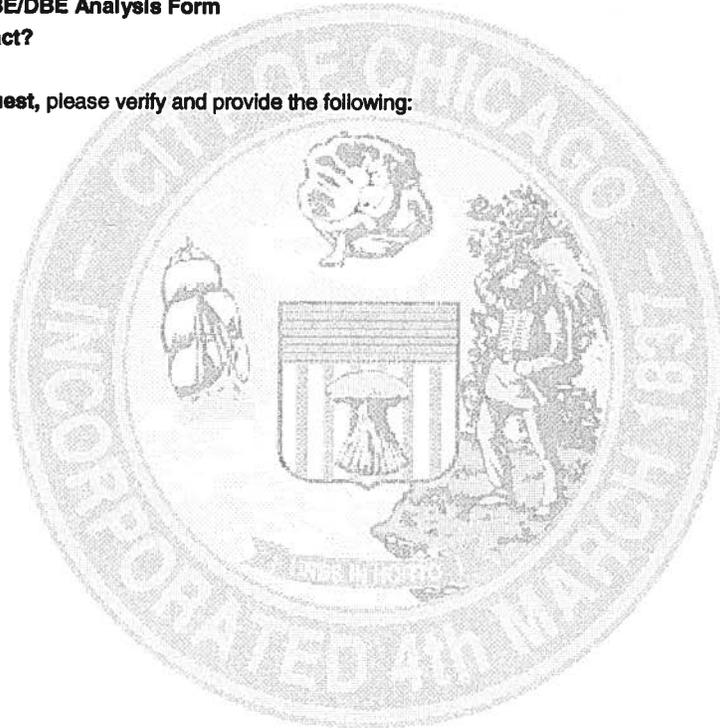
### Risk Management:

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



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

**Copy (Department)**

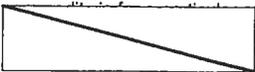
<b>DELIVER TO:</b>  058- OEC1411 1411 W. MADISON Chicago, IL 60607	<b>REQUISITION:</b> 76464 For PO Number: 15041  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 58 - OFFICE OF EMERGENCY COMMUNIC <b>PREPARER:</b> Rosemary C Mc Donnell <b>NEEDED:</b> <b>PRE-APPROVED</b> 11/7/2012
--	---

**REQUISITION DESCRIPTION**

OEMC VENDOR LIMIT INCREASE FOR HEWLETT PACKARD CO., PO 15041  
 SPECIFICATION NUMBER: 112968  
 Mod Reason: DOLLAR AMOUNT CHANGE

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	93921	1,100,000.00	USD	0.00	0.00						
OEMC VENDOR LIMIT INCREASE: FROM 2,553,000 TO 3.653,000											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rosemary C Mc Donnell								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	012	0100	0584110	0138	220138	0000	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>
<b>REQUISITION TOTAL:</b>											<b>0.00</b>

Where a  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.



OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS  
CITY OF CHICAGO

THE OFFICE OF THE EXECUTIVE DIRECTOR

Reference No.: 12-00351

To: Jamie L. Rhee, Chief Procurement Officer  
DEPARTMENT OF PROCUREMENT SERVICES (DPS)

From:   
Gary W. Schenkel, Executive Director  
THE OFFICE OF EMERGENCY MANAGEMENT  
AND COMMUNICATIONS (OEMC)

Date: December 7, 2012

Subject: Vendor Limit Increase  
Hewlett Packard (HP)  
Technical Support and Maintenance for the Computer Aided Dispatch ("CAD")  
Hardware and Operating System  
PO No: 15031 Spec No: 58084  
Req No: 74594

---

The Office of Emergency Management and Communications (OEMC) respectfully submits this packet to the Non-Competitive Review Board (NCRB) for review and approval of a Vendor Limit Increase for an existing contract with Hewlett Packard, PO 15041 – "Technical Support and Maintenance for the Computer Aided Dispatch ("CAD") Hardware and Operating Systems." The OEMC anticipates presenting this request to the NCRB meeting on January 8, 2013. The OEMC will be adding \$1,100,000 to this contract, which will cover the monthly maintenance fees and additional equipment required for 2012 and through the contract end date of May 31, 2013. The OEMC is working on a contract scope of work that will replace this contract once it expires.

The OEMC was awarded this Sole Source contract in October 2007 for Hewlett Packard to provide technical support and maintenance to equipment and software applications supporting the Computer Aided Dispatch System (CAD). Hewlett Packard is the exclusive manufacturer and sole provider of servers and applications required by Northrop Grumman (NG), who developed the proprietary software CAD Emergency Locator Platform. The HP equipment supporting the NG systems runs on proprietary HP application-specific operating system HP-UX, Superdome, and Alpha. The OEMC requires continuous maintenance and support for the CAD Platform to ensure uninterrupted operation. Hewlett Packard has successfully supported this equipment since the contract was awarded.

**CRITICAL NEED FOR CONTRACT CONTINUATION**

This contract provides technical support for our CAD system considered Mission Critical. The OEMC cannot allow a third party to support the CAD System. If these systems were to go down, the City's ability to conduct emergency management activities would be compromised. These systems have a much higher availability and performance requirement; subsequently they require a higher level of support.

It is important that this CAD System be properly functioning at all times. The system provides a critical role in the OEMC's mission of public safety and support for the Chicago Fire Department (CFD) and the Chicago Police Department (CPD).



OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS  
CITY OF CHICAGO

J. Rhee  
Page 2  
October 1, 2012

**SUPPORTING DOCUMENTATION**

In support of this request, please find the attached documentation:

- 1) Justification for Non-Competitive Procurement
- 2) DPS Project Checklist
- 3) Requisition No.: 76464
- 4) Approved DPS\_OBM Approval Form
- 5) Signed Statement of Work, which includes:
  - a. Procurement History
  - b. Estimated Cost and Term of the Contract
  - c. Scheduled Requirements
  - d. Unique Capabilities
- 6) Compliance Documents
  - a. C-1
  - b. D-1
- 7) Online EDS Certification
- 8) Insurance Documents
- 9) Exclusivity Letter from Hewlett Packard

The following individuals will present to the Non-Competitive Review Board:

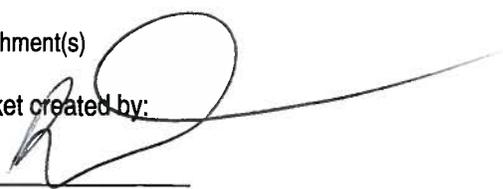
- ✓ Frank Lindbloom, Managing Deputy Director
- ✓ Zachary Williams, Director of Information Services
- ✓ Rosemary McDonnell, Grants Research Specialist
- ✓ Lorel Blameuser, Contracts Coordinator
- ✓ Lisa Clark, Contracts Negotiator

If you should have any questions, please feel free to contact Rosemary McDonnell of this office at (312) 746-9369. Thank you.

cc: John O'Brien/DPS, James Carroll/OEMC Finance, Lisa Clark/OEMC Contracts, Lorel Blameuser/OEMC Contracts, Zachary Williams/OEMC PSIT

Attachment(s)

Packet created by:

  
\_\_\_\_\_  
Rosemary McDonnell  
Grants Research Specialist

<b>Section I: General Contract Information</b>	
Department Name	The Office of Emergency Management and Communications
Department Contact Name	Rosemary McDonnell
Department Contact Number	746.9369
Department Contact Email	<a href="mailto:rmcdonnell@cityofchicago.org">rmcdonnell@cityofchicago.org</a>
Contract Number	15041
Contract Subject Name	Technical Support and Maintenance for the CAD Hardware and Operating Systems
Contract Initiation Date	June 1, 2007
Original Contract Amount	\$1,893,000
Original Contract Expiration Date	May 31, 2010
Budgeted amount for current year	Amount required for contract continuity is \$1,100,000 through contract end date of May 31, 2013.
Year to date expenditure	\$438,501.01
Are funds	<input checked="" type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> TIF <input type="checkbox"/> Grant
What is the funding strip?	012.0100.0584110.0138.220138
If contract modification or task request is approved, will department have enough funds to cover new expenditure?	Yes. This amount will allow for continuity of operations through the contract end date of May 31, 2013.
If no, what is the plan to address the short fall?	
<b>Section II: Contract Modifications</b>	
Complete this section if you are modifying the value of an existing contract.	
Contract Value Increase	\$1,100,000 2,553,000.00
New total contract amount	\$3,653,000
New contract expiration date	May 31, 2013

<p>Goods/services provided by this contract</p>	<p>HP is the exclusive manufacturer and provider of the servers and product line required by Northrop Grumman for the Computer Aided Dispatch (CAD) Platform. They provide Mission Critical support for their enterprise servers. Mission Critical support is only obtainable via HP badged and trained engineers.</p> <p>The existing HP contract is used by each of the "Public Safety" departments including OEMC, Chicago Police Department and Chicago Fire Department.</p>
<p>Justification of need to modify this contract</p>	<p>The time extension and vendor limit increase will enable HP to continue covering all maintenance and service for all hardware and associated software identified in the prior contracts and pricing schedules. In addition, coverage will include the new Command Vehicle; the 120 PCs associated with the vehicle, associated servers and enhanced coverage levels as identified by the OEMC.</p>
<p>Impact of denial</p>	<p>Based on the above, the City could face significant risk choosing an unauthorized 3rd party for support of its mission critical systems. When a mission critical system goes down, the City's ability to conduct emergency business activities could be compromised. These systems have much higher availability and performance requirements and subsequently, require a higher level of support. It is unlikely that a 3rd party could guarantee the same level of service and response levels required by the OEMC's mission critical platform.</p>
<p><b>Section III. Issue a Request for Services to a Master Consulting Agreement</b></p>	
<p>Complete this section if you want to issue a request for services to a Master Consulting Agreement</p>	
<p>Value of planned task order request</p>	<p>\$</p>
<p>Expiration date of planned task order request</p>	
<p>Scope of services</p>	
<p>Justification of need to issue request for services</p>	

Impact of denial	
<b>Section IV: Assessment of Office of Budget and Management Analyst</b>	
Approve/Deny	Reason
Approve	Required for department to carry out its core mission.
OBM Analyst Initials	GPG
OBM Analyst Name/number	Gabriel Godwin

**THE OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS  
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT  
HEWLETT PACKARD TECHNICAL SUPPORT AND MAINTENANCE PROGRAM  
PO 15041**

**OVERVIEW**

Hewlett-Packard Company (HP) was previously DBA "Compaq Computer Corporation," with the City of Chicago. Compaq is now a wholly owned subsidiary of HP. HP has provided Technical Support and Maintenance for DECIHP monitors, CPUs, printers, peripherals, routers, hubs, switches and associated software, which the City purchases from Northrop Grumman (NG) as part of the Office of Emergency Management and Communication (OEMC) Computer Aided Dispatch (CAD) Emergency Locator Platform. The technical support and maintenance program with HP is currently provided under contract 15041. This 3-year contract was awarded on June 1, 2007 and was to expire May 31, 2010. OEMC presented to the Non-Competitive Review Board (NCRB) for time extensions and vendor limit increases. This contract will expire May 31, 2013. The OEMC is working on Specifications for a new contract.

**UNIQUE QUALIFICATIONS**

HP is the exclusive manufacturer and provider of the servers and product line required by NG for the CAD Platform. They provide Mission Critical support for their enterprise servers. They do not outsource their Mission Critical support services. Mission Critical support is only obtainable via HP badged and trained engineers.

These computers run on an application-specific operating system known as HP-UX, which is HP's proprietary operating system. The City's OEMC requires continuous maintenance and support for the CAD Platform to ensure uninterrupted operation. The proprietary nature of these servers, related products and HP's experience uniquely qualify them to provide equipment maintenance and software support services. HP has the professional resources to warrant that they are ready, willing and able to perform in the life-or-death environment associated with the OEMC.

The existing HP contract is used by each of the "Emergency" departments including OEMC, Chicago Police Department and Chicago Fire Department.

The Vendor Limit Increase will enable HP to continue covering all maintenance and service for all hardware and associated software identified in the prior contracts and pricing schedules. In addition, coverage will include the new Command Vehicle; the 120 PCs associated with the vehicle, associated servers and enhanced coverage levels as identified by the OEMC.

## **SCOPE OF WORK**

Hewlett Packard provides technical support and maintenance to equipment and software applications supporting the Computer Aided Dispatch System (CAD). HP is the exclusive manufacturer and sole provider of servers and applications required by Northrop Grumman (NG), who developed the proprietary software CAD Emergency Locator Platform. The HP equipment supporting the NG systems runs on proprietary HP application-specific operating system HP-UX, Superdome, and Alpha. The OEMC requires continuous maintenance and support for the CAD Platform to ensure uninterrupted operation. Hewlett Packard has successfully supported this equipment since the contract was awarded.

This contract provides technical support for our CAD system, which is considered Mission Critical. If these systems were to go down then the City's ability to conduct emergency management activities would be compromised.

It is important that the CAD System be properly functioning at all times. The system is vital to the OEMC's mission of public safety. It supports the Chicago Fire Department (CFD) and the Chicago Police Department (CPD). It is most important to the safety and well being of the citizens of Chicago.

## **EXCLUSIVE OR UNIQUE CAPABILITY**

All HP hardware and associated software for the CAD Emergency Locator Platform is purchased by the OEMC through Northrop Grumman (NG), which has total responsibility for the Platform. NG determines hardware compatibility with the software they deliver. For HP, this includes servers, DEC/HP monitors, CPUs, printers, peripherals, routers, hubs, switches and associated software as part of the CAD Emergency Locator Platform. Likewise, in order to ensure the safety and accountability of one contact system, HP and the OEMC require turn-key operations where critical-line manufacturers must provide all maintenance and service for the equipment they deliver to the OEMC.

HP is the original equipment manufacturer and sole provider to NG, the exclusive developer of the City's CAD Platform. NG dictates the platform needs and requirements. In order to ensure the integrity of the OEMC platform, HP handles the account exclusively on a company direct basis with no dealers, distributors or third party providers of any kind are certified or authorized to deliver service for enterprise class servers -including Superdome, HP-UX, and Alpha.

Based on the above, the City could face significant risk choosing an unauthorized 3rd party for support of its mission critical systems. When a mission critical system goes down, the City's ability to conduct emergency business activities could be compromised. These systems have much higher availability and performance requirements and subsequently, require a higher level of support. It is unlikely that a 3rd party could

guarantee the same level of service and response levels required by the OEMC's mission critical platform.

**SCHEDULE OF COMPENSATION**

The OEMC is adding \$1,100,000 to this contract. The monthly pricing from HP for 2011-2012 is \$55,000 and 2012-2013 is \$71,000. The increased monthly costs are based on added equipment and maintenance for that equipment for the O'Hare Data Recovery site project.

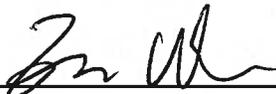
The monthly charges are based on the following:

1. Software Support Labor and Materials and
2. Hardware Support, Labor Materials/Management & Consulting/Critical Advisory Services

The City reserves to right to extend the duration of this contract for one (1) additional periods of one (1) year each. OEMC will schedule and coordinate performance of routine work and services with the Contractor, who agrees to cooperate.

**REVIEW AND APPROVAL "REVIEW AND APPROVAL"**

This form must be signed by both the Originator at the request and approved by the Department Head or authorized designee. After review and final disposition from the Board, this form will be stamped to indicate the final disposition and signed by the Chairperson of the Board Head or authorized designee.

  
\_\_\_\_\_  
Zachary Williams  
OEMC  
Director of Information Services

  
\_\_\_\_\_  
Gary W. Schenkel  
OEMC  
Executive Director

Hewlett-Packard Company  
8000 Foothills Blvd  
Roseville CA 95747



www.hp.com

December 6, 2012

Zachary Williams  
City of Chicago  
Office of Emergency Management & Communications  
1411 West Madison Street  
Chicago, IL 60607-1809

Subject: Hewlett-Packard Company Services and Support Sole Source Letter

Dear Mr. Williams -

Pursuant to your question regarding the sourcing of the Hewlett-Packard Company ("HP") products and services, HP confirms that HP is the sole provider of the services and support quoted to the City of Chicago Office of Emergency Management & Communications ("OEMC") under the terms of the Professional Services Agreement, Contract No. 15041 ("Contract"). Only HP, or an HP authorized reseller or an HP authorized subcontractor can service these products. If the products are serviced by anyone other than HP, an HP authorized reseller, or an HP authorized subcontractor, the HP warranty for the products and support services may be voided.

The tables below reflect the monthly services and support fees outlined in the Contract.

Term: 2011-2012

Feb-12	\$54907.52
Mar-12	\$54907.52
Apr-12	\$54907.52
May-12	\$54907.52
<b>Total:</b>	<b>\$219,630.08</b>

Term: 2012-2013

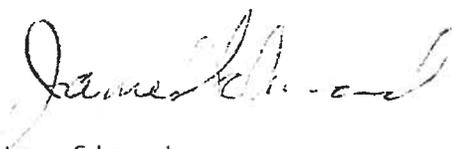
Jun-12	\$71337.75
Jul-12	\$71319.2
Aug-12	\$70756
Sep-12	\$70716.58
Oct-12	\$70716.58
Nov-12	\$70716.58

Dec-12	\$70622.3
Jan-13	\$70487.7
Feb-13	\$70516.04
Mar-13	\$70521.7
Apr-13	\$70464.9
May-13	\$70464.9
Total:	\$848,640.23

OEMC will be adding funding in the amount of \$1,100,000.00 in funding to pay for the totals listed above.

Please let me know if you have any other questions, and HP looks forward continuing to do business with you.

Thank you,



James Schmand  
Public Sector TS Business Manager

Advotek, Inc.  
148 Ogden Avenue  
Downers Grove, Illinois 60515  
630.964.7762 Phone  
630.964.7858 fax  
[www.advotek.biz](http://www.advotek.biz)



Reliable...  
Responsible...  
Dependable...  
Solutions...©

October 31, 2012

Rosemary C. McDonnell, MS  
Grants Research Specialist  
The Office of Emergency Management and Communications  
1411 W. Madison  
Chicago, IL 60607  
312.746.9369  
[rmcdonnell@cityofchicago.org](mailto:rmcdonnell@cityofchicago.org)

Dear Ms. McDonnell:

Attached is copy of my No Change Affidavit. There have been no changes in officers or ownership of Advotek since last certification that expired August 2012.

A handwritten signature in black ink that reads "Diana Conley". The signature is fluid and cursive, with a long horizontal flourish extending from the end of the name.

Diana Conley,  
President



CITY OF CHICAGO  
OFFICE OF COMPLIANCE

MBE/WBE/BEPD NO CHANGE AFFIDAVIT

**Reminder:** You have a duty to notify the Office of Compliance if your firm has experienced any material changes since the date of your last "No Change Affidavit." A material change includes the following changes: address, owners/partners, directors, and/or control management. If your firm has experienced any of these changes, you must submit to the Office of Compliance a statement on company letterhead detailing this change, along with all applicable documentation, such as a copy of your new lease or amended articles of incorporation.

Please check all applicable boxes: MBE  WBE  BEPD

Name of Firm: Advotek Inc

Address: 148 Ogden Ave

City/State/Zip Code: Downers Grove IL 60515

Telephone No: (630) 964-7762 Fax Number: (630) 964-7858

Email: diana@advotek.biz Website: www.advotek.biz

Contact Person: Diana Conley Title: President

(1) Current Number of employees of the firm, (including all affiliates and subsidiaries)

Full time 9 Part time 1

(2) Have any of the following changed?

A. Owners/Partners:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
B. Officers:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
C. Directors:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
D. Control/Management:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
E. Address:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

*(If you answer yes to any of these questions, you must submit documentation and/or copy of resolutions detailing all changes, and identifying the individuals by ethnicity and gender.)*

(3) List the amount of annual gross receipts for the last three fiscal years:

Year Ending 2011  
Amount \$ 953,112

Year Ending 2010  
Amount \$ 1,106,937

Year Ending 2009  
Amount \$ 907,063

(4) Has any owner or management official of the applicant firm acquired an ownership interest in any other firm?

Yes \_\_\_\_\_

No X

*(If you answer yes to this question, you must submit information as to the owner's title, address of firm, percentage of ownership and product or service of the other firm.)*

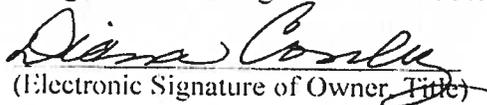
### Affidavit

UNDER PENALTY OF PERJURY, I CERTIFY THAT:

- (1) I am authorized to execute this No-Change Affidavit on behalf of the Company;
- (2) I have conducted the necessary due diligence in reviewing the information contained in this No Change Affidavit;
- (3) No principal, officer, owner or any other person having decision-making authority in the Company has, within one calendar year of the date of this No Change Affidavit, been convicted of a crime involving dishonesty or false statements (e.g., bribery, theft, collusion, or anti-competitive activity) in connection with any contract or bidding irregularities involving any person, or breach of public trust;
- (4) No principal, officer, owner or any other person having decision-making authority or any direct or indirect interest in the Company has, within one calendar year of the date of this No Change Affidavit, owned a direct or indirect interest in, or been financially affiliated with, any firm to which MBE/WBE/DBE certification has been denied or withdrawn by any government entity where such denial or withdrawal was based, in whole or in part, upon false information contained in the application for MBE/WBE/DBE certification that was filed with any governmental agency and was signed by such person;
- (5) I am aware of and understand the ordinances, rules, regulations and policies governing the City's Supplier Diversity program;
- (6) Based on my knowledge, there have been no material changes in the information contained in the Company's certification application;

- (7) There have been no changes in the circumstances of the Company which would affect its ability to satisfy the ordinances, rules, regulations and policies governing the City's Supplier Diversity program;
- (8) If applicable, the Company is in Good Standing with the Illinois Secretary of State;
- (9) If applicable, there have been no changes in the personal net worth of any owner that would affect my certification;
- (10) In the case of a BEPD firm, conditions submitted on the Schedule G to certify the undersigned's disability still exist;
- (11) I understand that during the period that my MBE/WBE/BEPD certification is effective, and as a condition of continued certification, all books and records in the Company's and its agent's possession, which may prove or disprove MBE/WBE/BEPD eligibility, shall be open for inspection and examination by the Office of Compliance upon reasonable notice;
- (12) I understand that if the City determines that the representations that are made in this No-Change Affidavit are intentionally false or misleading, the City may pursue any and all remedies at law or equity, including decertification of the Company from the City's Supplier Diversity program, debarment of the Company from doing business with the City, termination of any and all contracts with the Company, and initiation of action under federal or state law concerning the making of false statements.

I certify that I am the owner of the applicant firm and, if applicable, I have the authority to sign this No Change Affidavit on behalf of the other owners of the firm:

  
(Electronic Signature of Owner Title)



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

--  
OCT 23 2012

Diana Conley  
Advotek, Incorporated  
148 Ogden Avenue  
Downers Grove, IL 60515-2322

Dear Ms. Conley:

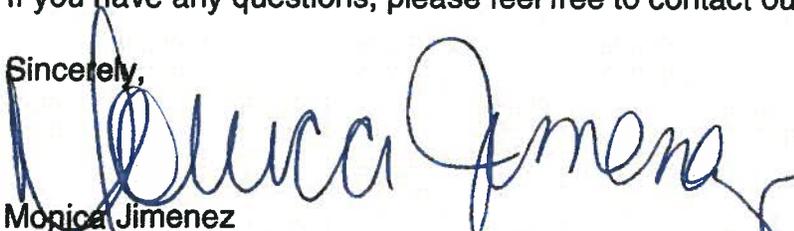
This letter is to inform you that the City of Chicago has extended your status as a Woman Business Enterprise (WBE) until February 1, 2013. We are providing this extension to allow enough time to provide any additional documentation that your application may be missing and for our office to complete our review of all of the submitted documents.

This extension does not guarantee eligibility in the program but will act as a courtesy extension until we receive all of the required documentation and complete a review of that documentation.

Please present this letter and a copy of your last certification letter as evidence of your certification to be included with bid document submittals as needed.

If you have any questions, please feel free to contact our office at (312) 744-1929.

Sincerely,

  
Monica Jimenez  
Deputy Procurement Officer

MJ:rg



**System Solutions Inc.**  
IT Solutions that work for you!

Date 11/16/2012

To: Rosemary C McDonnell

Office of Emergency Management and Communications

This is to certify that System Solutions Inc. is a certified minority vendor by City of Chicago. Our current certification is valid thru February 1, 2013.

System Solutions Inc. will be filing no change affidavit to renew this certification by first week of December 2012 as required by the city.

If you need any additional information please feel free to call at 847-272-6160 Ext. 235 or via email [Zulfi@thessi.com](mailto:Zulfi@thessi.com).



Sincerely,

Zulfi Sayla

VP System Solutions Inc.

3630 Commercial Ave. Northbrook, IL 60062 (847) 272-6160 FAX (847) 272-8465

[www.thessi.com](http://www.thessi.com)

**SCHEDULE C-1  
Letter of Intent from MBE/WBE to Perform  
as Subcontractor, Supplier and/or Contractor**

Name of Project/Contract: 15041  
Specification Number: 58084

From: System Solutions, Inc.  
(Name of MBE/WBE Firm)

MBE: Yes  No \_\_\_\_\_  
WBE: Yes \_\_\_\_\_ No

To: Hewlett Packard Company and the City of Chicago:  
(Name of Prime Contractor - Bidder/Proposer)

The undersigned intends to perform work in connection with the above projects as a:

\_\_\_\_\_ Sole Proprietor  Corporation  
\_\_\_\_\_ Partnership \_\_\_\_\_ Joint Venture

The MBE/WBE status of the undersigned is confirmed by the attached letter of Certification from the City of Chicago effective date of January 1, 2012 to February 1, 2013 \* for a period of five years.

**\*No Change Affidavit request will be submitted to the City of Chicago by December 1, 2012 as dictated by policy. See attached supporting Memo.**

The undersigned is prepared to provide the following described services or supply the following described goods in connection with the above named project/contract:

Indirect pre- and post sales support in assistance to HP Direct fulfillment through HP agent model covering local government and education.

The above described performance is offered for the following price and described terms of payment:

Above described performance; 16.9% or \$185,900.00

If more space is needed to fully describe the MBE/WBE firm's proposed scope of work and/or payment schedule, attach additional sheets.

The undersigned will enter into a formal written agreement for the above work with you as a Prime Contractor, conditioned upon your execution of a contract with the City of Chicago, and will do so within (3) three working days of receipt of a signed contract from the City of Chicago.

[Signature]  
(Signature of Owner or Authorized Agent)

ZULEY SANCIA / V.P.  
Name / Title (Print)

11/1/2012  
Date

847-272-6160 Ext. 235  
Phone

# SCHEDULE D-1

## Affidavit of MBE/WBE Goal Implementation Plan

Project Name : Technical Support and  
Maintenance for the CAD Hardware and  
Operating System  
Contract 15041  
Specification 58084

State of California

County (City) of Placer

I HEREBY DECLARE AND AFFIRM that I am duly authorized representative of:

Hewlett Packard Company

Name of Prime Contractor/Contractor

and that I have personally reviewed the material and facts set forth herein describing our proposed plan to achieve the MBE/WBE goals of this contract.

All MBE/WBE firms included in this plan have been certified as such by the City of Chicago (Letters of Certification Attached).

- I. MBE or WBE Prime Contractor/Contractor. If prime Contractor is a certified MBE or WBE firm, attach copy of City of Chicago Letter of Certification. (Certification of the prime Contractor as a MBE satisfies the MBE goal only. Certification of the prime Contractor as a WBE satisfies the WBE goal only.)
- II. MBEs and WBEs as Joint Venturers. If prime Contractor is a joint venture and one or more joint venture partners are certified MBEs or WBEs, attach copies of Letters of Certification and a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the joint venture.
- III. MBE/WBE SubContractors. Complete for each MBE/WBE subContractor/subcontractor/supplier.

1. Name of MBE/WBE: Advotek, Inc.

Address: 148 Ogden Avenue, Downers Grove, IL 60515

Contact Person: Diane Conley Phone: 630-964-7762

Dollar Amount of Participation \$ 49,500

Percent Amount of Participation: 4.5 %

2. Name of MBE/WBE: System Solutions, Inc.

Address: 376 Crooked Lane, King of Prussia, PA 19406

Contact Person: Zulfi Sayla Phone: 847-272-6160 ext. 235

Dollar Amount of Participation \$ 185,900

Percent Amount of Participation: 16.9 %

3. Name of MBE/WBE: N/A

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_%

4. Name of MBE/WBE: \_\_\_\_\_ N/A \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_%

5. Name of MBE/WBE: \_\_\_\_\_ N/A \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_%

6. Name of MBE/WBE: \_\_\_\_\_ N/A \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_%

7. Name of MBE/WBE: \_\_\_\_\_ N/A \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Dollar Amount of Participation \$ \_\_\_\_\_

Percent Amount of Participation: \_\_\_\_\_%

8. Attach additional sheets as needed.

IV. Summary of MBE Proposal:

MBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
System Solutions, Inc	\$ 185,900	16.9 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total MBE Participation:	\$ 185,900	16.9 %

V. Summary of WBE Proposal:

WBE Firm Name	Dollar Amount of Participation	Percent Amount of participation
Advotek, Inc.	\$ 49,500	4.5 %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
_____	\$ _____	_____ %
Total WBE Participation:	\$ 49,500	4.5 %

To the best of my knowledge, information and belief, the facts and representations contained in this Schedule are true, and no material facts have been omitted.

The contractor designates the following person as their MBE/WBE Liaison Officer:

Name Sylvia Miller Phone Number: 916.251.7130

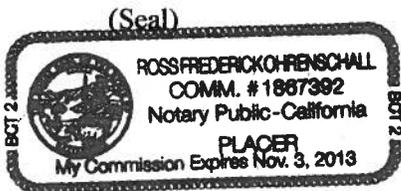
I do solemnly declare and affirm under penalties of perjury that the contents of the foregoing document are true and correct, and that I am authorized, on behalf of the contractor, to make this affidavit.

Sylvia A. Miller

Signature of Affiant (Date)

State of California  
County of Placer

This instrument was acknowledged before me on November 12, 2012 (date)  
by Sylvia Miller (name /s of person/s)  
as Contracts Administrator (type of authority, e.g., officer, trustee, etc.)  
of H.P. (name of party on behalf of whom instrument was executed).



[Signature]  
Signature of Notary Public



CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 38020  
Certificate Printed on: 11/11/2012

Date of This Filing: 11/11/2012 01:18 AM  
Original Filing Date: 11/11/2012 01:18 AM

Disclosing Party: Hewlett Packard  
Filed by: Ms. Sylvia A Miller

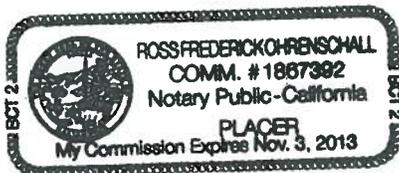
Title: Contracts Administrator  
Contract Number (15041)

Matter: support contracts  
Applicant: Hewlett Packard  
Specification #:  
Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <https://webapps.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.

Signed: Sylvia A. Miller 11/12/12



State of California County of Placer  
Subscribed and sworn to (or affirmed) before me this  
12 day of November 2012  
by Sylvia A. Miller  
proved to me on the basis of satisfactory evidence  
to be the person(s) who appears before me

U M  
(Signature of Notary)



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

Naushad S Ali  
System Solutions, Inc.  
3630 Commercial Avenue  
Northbrook, IL 60062-1823

**Annual Certificate Expires: February 1, 2013**

Dear Naushad S Ali:

Congratulations on your continued eligibility for certification as a **Minority Business Enterprise (MBE)** by the City of Chicago. This certification is valid until **February 1, 2013**.

You have an affirmative duty to file for recertification 60 days prior to the date of expiration. Therefore, you must file for recertification by **12/1/2012**.

It is important to note that you also have an ongoing affirmative duty to notify the City of Chicago of any changes in ownership or control of your firm, or any other fact affecting your firm's eligibility for certification within 10 days of such change. These changes may include but are not limited to a change of address, change of business structure, change in ownership or ownership structure, change of business operations, and/or gross receipts that exceed the program threshold.

Please note – you shall be deemed to have had your certification lapse and will be ineligible to participate as a MBE/WBE/BEPD if you fail to:

- o file your No Change Affidavit within the required time period;
- o provide financial or other records requested pursuant to an audit within the required time period; or
- o notify the City of any changes affecting your firm's certification within 10 days of such change.

*Further, if you or your firm is found to be involved in certification, bidding and/or contractual fraud or abuse, the City will pursue decertification and debarment. And in addition to any other penalty imposed by law, any person who knowingly obtains, or knowingly assists another in obtaining, a contract with the city by falsely representing that the individual or entity, or the individual or entity assisted, is a minority-owned business or a woman-owned business, is guilty of*



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

**System Solutions, Inc.**

**Page 2**

*a misdemeanor, punishable by incarceration in the county jail for a period not to exceed six months or a fine of not less than \$5,000.00 and not more than \$10,000, or both.*

Your firm is listed in the City's Directory of Minority Business Enterprises and Women Business Enterprises in the specialty area(s) of:

**COMPUTER SALES AND SERVICES**

Your firm's participation on City contracts will be credited only toward Minority Business Enterprise (MBE) goals in your area(s) of specialty. While your participation on City contracts is not limited to your specialty, credit toward Minority Business Enterprise (MBE) goal will be given only for work done in a specialty category.

Thank you for your continued participation in the City's Supplier Diversity Program.

Sincerely,

  
Jamie L. Rhee  
Chief Procurement Officer

**Certification: View**

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**Vendor Information**

[?](#)

Business Name	<b>System Solutions, Inc.</b>
VendorID	<b>20069542</b>
Primary Owner's Name	<b>Naushad S Ali</b>
Company Type	<b>Corporation</b>
Ethnic Group	<b>Asian American</b>
Gender	<b>Male</b>

**Certification Information**

[?](#)

Certifying Agency	<b>City of Chicago</b>
Certification Type	<b>MBE - Minority Business Enterprise</b>
Effective Date	<b>1/16/2012</b>
Renewal Date	<b>2/1/2013</b>
Expiration Date	<b>2/1/2013</b>

**Contact Information**

[?](#)

Main Company Email	<b>zullfi@thessi.com</b>
Main Phone	<b>847-272-6160 Ext. 235</b>
Main Fax	<b>847-272-8465</b>
Internet Web Page	<b>http://www.thessi.com</b>

**Addresses**

[?](#)

Physical Address	<b>3630 Commercial Avenue Northbrook, IL 60062-1823</b>
Mailing Address	<b>3630 Commercial Avenue Northbrook, IL 60062-1823</b>

**Business Capabilities**

[?](#)

Business certified for	<b>Computer Sales and Services</b>
Full Description of Capabilities/Products	<b>Computer Sales and Services</b>
Commodity Codes	<b>NIGP 99829                      Computers, Parts and Supplies</b>

**Owner Ethnicity and Gender**

[?](#)

Ethnic Group	<b>Asian American</b>
Gender	<b>Male</b>
DBE Ethnic Group	<b>Asian Pacific American</b>

**Location**

[?](#)

County	<b>Cook (IL)</b>
--------	------------------

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**Certification: View**

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**Vendor Information** 

Business Name **Advotek, Incorporated**  
 VendorID **20070149**  
 Primary Owner's Name **Diana Conley**  
 Company Type **Corporation**  
 Ethnic Group **Caucasian**  
 Gender **Female**

**Certification Information** 

Certifying Agency **City of Chicago**  
 Certification Type **WBE - Women Business Enterprise**  
 Effective Date **8/26/2011**  
 Renewal Date **9/1/2012**  
 Expiration Date **9/1/2012**

**Contact Information** 

Main Company Email **diana@advotek.biz**  
 Main Phone **630-964-7762**  
 Main Fax **630-964-7858**  
 Internet Web Page **http://www.advotek.biz**

**Addresses** 

Physical Address **148 Ogden Avenue  
Downers Grove, IL 60515-2322**  
 Mailing Address **148 Ogden Avenue  
Downers Grove, IL 60515-2322**

**Business Capabilities** 

Business certified for **Seller of Computer Systems; Services and Consulting Services for Computers; Local Area Network (LAN)**  
 Full Description of Capabilities/Products **Seller of Computer Systems; Services and Consulting Services for Computers; Local Area Network (LAN)**  
 Commodity Codes **NIGP 20419 Communication Boards: Fax, Modem (Internal), etc.**  
**NIGP 20433 Drives, Compact Disk (CD ROM, etc.)**  
**NIGP 20453 Microcomputers, Desktop or Towerbased**  
**NIGP 20454 Microcomputers, Handheld, Laptop, and Notebook**  
**NIGP 20482 Printers, Microcomputer (Not Otherwise Classified)**  
**NIGP 20483 Recycled Microcomputer Hardware and Peripherals**

**Owner Ethnicity and Gender** 

Ethnic Group  
Gender  
DBE Ethnic Group

**Caucasian**  
**Female**  
**Caucasian**

**Location**

County



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**Customer Support**

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## Vendor Profile: Certifications

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Business Name: Advotek, Incorporated

[Main](#) | [General Info](#) | [Public Profile](#) | [Users](#) | [Commodity Codes](#) | [Contacts](#) |

[Certifications](#) | [Contracts](#) |

### Current Certifications

Type	Action	Effective	Renewal	Expiration	Organization	Reviewer	Actions
WBE	No Change Affidavit	8/26/2011	9/1/2012	9/1/2012	City of Chicago	Felicia Hinton	<a href="#">View</a>

### Pending/In Process Certifications

Type	Action	Application Date	Organization	Reviewer	Actions
WBE	Recertification/ Renewal/ Annual	7/13/2012	City of Chicago	Angela Thomas	

### Other Certifications

Status	Type	Action	Action Date	Cert Dates	Organization	Reviewer	Actions
Deactivated	WBE	Recertification/ Renewal/ Annual	8/26/2011	Cert: 10/7/2009 Renew: 8/1/2011 Exp: 8/1/2012	City of Chicago	Chana Chapple	<a href="#">View</a>
Deactivated	WBE	Recertification/ Renewal/ Annual	10/21/2009	Cert: 1/9/2009 Renew: 11/1/2009 Exp: 8/1/2012	City of Chicago	Yvonne Jackson	<a href="#">View</a>
Deactivated	WBE	New	1/9/2009	Cert: 8/1/2007 Renew: 11/1/2008 Exp: 8/1/2012	City of Chicago	Chana Chapple	<a href="#">View</a>

#### Customer Support

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/9/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b>  Marsh Risk and Insurance Services, Inc. CA License #0437153 777 S. Figueroa Street Los Angeles, CA 90017	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 916-251-7130		FAX (A/C, No):
	EMAIL ADDRESS: smiller@hp.com		
<b>INSURED</b>  Hewlett-Packard Company 3000 Hanover Street Palo Alto, CA 94304	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Old Republic Insurance Co.		24147
	<b>INSURER B:</b> Tall Tree Insurance Co		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MWZY 59745	9/30/2012	9/30/2013	EACH OCCURRENCE	\$ 2,500,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,500,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 2,500,000
							GENERAL AGGREGATE	\$ Not Applicable
							PRODUCTS - COMP/OP AGG	\$ Not Applicable
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> LEASED <input type="checkbox"/> _____			MWTB 21679	9/30/2012	9/30/2013	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,500,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			470-1XL0076 ***XS 2.5M SIR*** ***OR UNDERLYING POLICY***	9/30/2012	9/30/2013	EACH OCCURRENCE	\$ 500,000
							AGGREGATE	\$ 500,000
								\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (MANDATORY IN NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC 11790100 "As respects WC only, all states, except CA, WA, OH and Monopolistic States"	9/30/2012	9/30/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Chicago is included as an additional insured where required by written contract. Coverage is primary and non-contributory. Waiver of subrogation is granted in favor of the certificate holder where required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

The City of Chicago  
 Department of Procurement Services  
 121 N. LaSalle  
 Chicago, IL 60602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE