

DATE 02/03/09  
 APPROVED 54-0  
**CONDITIONALLY APPROVED**  
 RETURN TO DEPT \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT

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 Varian Inc. 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 #: \_\_\_\_\_ Company or Agency Name: \_\_\_\_\_  
 Specification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_  
 Mod. #: \_\_\_\_\_ (Attach List, if multiple)

Rasheda Gaither 312 744-3724 Rasheda Gaither DWM 10/20/08  
 Originator Name Telephone Signature Department Date

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

(X) **PROCUREMENT**  
 The Varian AA Graphite Furnace is an instrument used for analysis of trace metals in raw and potable water for the WPL Chemistry Lab. It was purchased in 2006 and a maintenance contract was not procured. Competitive bidding was not performed due to the specialization of this instrument. This contractor provides a factory trained chemists and technicians to perform maintenance and install parts on this instrument. Many of its parts are proprietary and are only available through this contractor.

(X) **ESTIMATED**  
 The estimated cost of the maintenance agreement per year is \$9,300.00. The required contract has been quoted for a five (5) year agreement which totals \$46,528.00. This cost was quoted from Varian inc., which includes 1 PM visit per year, parts, consumable, computer and software upgrades.

(X) **SCHEDULE**  
 In order to maintain JWPP's Chemistry Lab's work load of analyzing consumer complaints, lake surveys, comprehensive samples and ongoing analysis, scheduled preventative maintenance is necessary. This instrument must be frequently calibrated and serviced at least once per year. The lab is certified by the state of Illinois EPA. It is required to run test based on specific guidelines (Method 200.9 IEPA certification) of this agency. Since existing equipment is in use, contractor is well knowledgeable of its service needs.

( ) **EXCLUSIVE OR UNIQUE CAPABILITY**  
 Contractor is the manufacturer and has serviced existing equipment since its purchase. Parts for this instrument is proprietary and are available through this contractor. A current contract is not established and preventative maintenance is needed. Exclusive use of this contract agreement would expedite service and avoid delays and or shutdowns of work productivity. This contractor has demonstrated capability of meeting service needs for this instrument.

( ) **OTHER**

APPROVED BY: [Signature] 1/26/09 [Signature] 02/03/09  
 DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE  
[Signature] 2-24-09  
 Chief Procurement Officer Date of Approval

# DPS PROJECT CHECKLIST

For DPS Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____
CA/EN's Name	_____

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, 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.

**GENERAL INFORMATION:**

Date: 01-14-2009  
REQ No.: 41455

Contact Person: Margarita Alvarez  
Tel: 747-1683 Fax: 747-7078 E-mail: malvarez@cityofchicago.org

Specification No.: (if known): 71422  
PO No.: (if known):

Project Manager: Rasheda Gaither  
Tel: 744-3724 Fax: E-mail: rgaither@cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

**Project Description:** NEW CONT. FOR PREVENTATIVE MAINT. OF VARIAN AA GRAPHITE FURNACE SYSTEM AND CONSUMABLE SPARE PARTS

**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"/> FAA        | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA                 | <input type="checkbox"/> FTA          |                                     | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
001/011	008	0200	088	4170	0162	W202	220162			

Estimated Value \$ 46,528.00

\*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

**SCOPE STATEMENT:**

Attached is a Detailed Scope of Services and/or Specification

**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.

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.

**TYPE OF PROCUREMENT REQUESTED (check all that apply):**

**NEW REQUEST**

- Blanket Agreement
- Standard Agreement
- Small Orders

**MOD/AMENDMENT**

- Time Extension
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify): SOLE SOURCE

**FORMS:**  Requisition  Special Approvals  Non-Competitive Review Board (NCRB)

**CONTRACT TERM:** Requested Term (number of months): 3 years/w 2-1 yr Extensions

# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

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

## 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

**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 (fill in)

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## 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.

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## 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 and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**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:

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## CONSTRUCTION SUPPLEMENTAL CHECKLIST

### Required attachments:

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

# DPS PROJECT CHECKLIST

## VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

### Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (            Manufacturer; or            Dealer;            or Other Source:            )
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

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:

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## PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- Detailed description of project listing obligations of each party.
  - The Schedule of Compensation
  - Deliverables
  - Request for individual contract services (if applicable)
  - The appropriate EPS form
  - ITSC (approved by BIS)
  - OBM (approved by Budget form/memo)
  - Grant document attached
- Attach any documentation indicating any previous purchase activity to assist in the procurement process

## TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, 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.

Has the project been reviewed by BIS?             Yes     No

Attach copy of BIS 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

# 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 and Price Lists/Catalogs, technical drawings and other exhibits and attachments as appropriate.

**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

**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:



**MEMORANDUM**

**City of Chicago**  
**Richard M. Daley, Mayor**

**Department of Water Management**

John F. Spatz, Jr.  
Commissioner

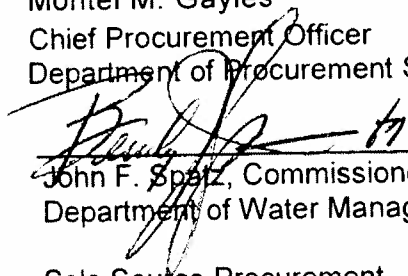
**Bureau of Administrative Support**

Beverly J. Ingram  
Deputy Commissioner

DePaul Center, Suite 410  
333 South State Street  
Chicago, Illinois 60604  
(312) 747-8039  
(312) 747-7078 (FAX)

<http://www.cityofchicago.org/watermanagement>

**TO:** Montel M. Gayles  
Chief Procurement Officer  
Department of Procurement Services

**FROM:**   
John F. Spatz, Commissioner  
Department of Water Management

**SUBJECT:** Sole Source Procurement  
Preventative Maintenance Contract  
Varian Inc. AA Graphite Furnace System and Consumable  
Spare Replacement Parts

**DATE:** January 16, 2009

The Department of Water Management Purification Laboratory's Chemistry Unit is requesting a Sole Source Purchase for a service agreement with Varian Inc. for Preventative Maintenance. This service agreement will help DWM maintain the AA Graphite Furnace which is used to analyze trace metals (lead and copper) in raw and finished water. In addition, this instrument will allow the Department of Water Management Purification Laboratory's Chemistry Unit to maintain its work load of analyzing consumer complaints, water surveys, and comprehensive ongoing analysis.

We would like to request your consideration for a Sole Source purchase for a three(3) year Service Agreement with the possibility of two one year extension options with Varian Inc. Varian is also the only company who can service or upgrade installed Varian products. However, Varian Inc. made attempts to find vendors that would comply with the City of Chicago's MBE/WBE program. All vendors that were contacted declined to participate (see attached letter). Therefore, the Department of Water Management would like to request that this sole source contract be awarded with no stated MBE/WBE compliance goals.

Thank you in advance for your immediate attention.

**CC:** Julie Hernandez-Tomlin  
Beverly Ingram  
Dennis Leonardo  
Rasheda Gaither  
Monica Cardenas



**VARIAN**



201 Hansen Court  
Suite 108  
Wood Dale, IL 60191  
Phone: 800.926.3000  
Fax: 630.640.2325

March 4, 2008

Felicia Rawlings  
City of Chicago  
Department of Water Management  
333 S. State St. Suite 410  
Chicago IL. 60604-3971

Re: Varian Quote Number 33733701485A

Dear Felicia,

The following letter states Varian's attempted compliance with the City of Chicago's MBE/WBE program in relation to the purchase of the 3 year extended service contract for the Varian 240Z graphite furnace spectrophotometer located at the Jardine Water Purification Facility. Quotation number 33733701485A.

Attempts were made to find vendors that would comply with the City of Chicago's MBE/WBE program. All three MBE/WBE contractors declined to participate in the above stated quotation, as this involves a factory warranty on analytical instrumentation. All three companies do not have factory trained personnel to service these instruments (as this is only supplied by the manufacturer: Varian Inc.).

Below are the 3 MBE/WBE contractors that were contacted:

1. BSG Training and Consulting: 2416 South Michigan Ave. 312-225-8120
2. Ardmore Associates, Inc.: 33 N. Dearborn Street. 312-795-1400
3. Monarch Group, Inc.: 150 N. Wacker Drive. 312-460-0730

Thanks again and please call my cell phone with any questions: 630-640-2325.

Sincerely,

Chip McCauslin  
Varian Inc.



# VARIAN

Varian Inc.  
 2700 Mitchell Drive  
 Walnut Creek, CA 94598  
 www.varianinc.com  
 Phone: (800) 926-3000 Fax: (925) 945-2360  
 Email: csb-salesupport@varianinc.com

# Quotation

33733701485A

09/05/2008

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*Quotation For:*

Rasheda Gaither  
 City of Chicago Department of Water  
 Bureau of Water Quality  
 Jardine Water Purification Plant  
 1000 E. Ohio St.  
 Chicago, IL 60611  
 (312) 744 - 3724 FAX: (312) 744 - 0761

<i>Your Inquiry:</i>	Varian Standard Terms & Conditions apply (see attached)
<i>Payment Terms:</i> NET 30 DAYS - 02	<i>Quotation Expires:</i> December 26, 2008
<i>Shipping Method:</i> Best Way, Prepaid & Add	<i>Delivery Lead Time:</i> TBD
<i>FOB:</i> ORIGIN	<i>Unit Price Basis:</i> USD

\*\*\*\*\*

All applicable taxes, freight insurance, and/or other handling charges will be added at invoicing.

\*\*\*\*\*

**Varian 240 Zeeman 5 Yr Extended Warranty**  
**3 Years Consumables**  
**Software Upgrade**  
**Computer Replacement - 3 Year warranty included**

***This quotation includes: 3 Year Extended Warranty for Varian 240 Zeeman Graphite Furnace, GTA 120, and PSD 120 Autosampler. Warranties include Labor, Travel, Parts (Not including consumables), and One Preventative Maintenance inspection per year.***

***Section 2 includes: Consumable parts for 3 years.***

***Section 3 includes: Software Upgrade package***

***Section 4 includes: Dell Computer system with monitor and printer (3 Year Dell warranty included)***

***For order placement simply fax approved Purchase Order Form to Varian Order Correspondent Sandy Grantz at 925-945-2360. Please reference this quotation number on all correspondence: 33733701485.***

Submitted by: 4E5

\_\_\_\_\_  
 Chip McCauslin

### For Order Placement:

Please reference Quotation Number on all purchase orders.  
 Please forward all Purchase Orders and Correspondence to:  
 Varian Inc.  
 2700 Mitchell Drive  
 Walnut Creek, CA 94598  
 (800) 926-3000 Fax (925) 945-2360





**VARIAN**

# Quotation

33733701485A

09/05/2008

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City of Chicago Department of Water, Chicago, IL

Item	Qty	Part Number	Product Description	Unit Price	Amount
1.03	3	AAPSD01100	RepairCare-PSD 120 programmable sample dispenser		Included
<p>This RepairCare Agreement provides and all Parts, Labor, Travel and Emergency visits within 101 miles of a Varian service center. A preventive maintenance (PM) visit is not included. Parts exclusions are noted in Terms &amp; Conditions. Additional travel charges if applicable will be listed separately. All work is performed by Varian Factory-trained Field Support Representatives. Accessory support sold separately.</p> <p>Serial Number: PSD</p>					
<b>Section Total \$</b>					<b>23,169.00</b>

## Section 2 3 Years Consumables

2.01	5	6310001200	GTA Partitioned Tube Box of 10.	351.00	1,755.00
2.02	3	6310003500	Graphite Electrodes - GTA120 Zeeman Furnace Narrow bore - Box of 2.	188.00	564.00
2.03	3	6310003600	Shroud for GTA120 Zeeman Pyro-coated.	221.00	663.00
2.04	3	4710003200	100 Microliter Syringe for PSD 120	265.00	795.00
2.05	3	7210034200	Tube Alignment Tool for GTA 120	23.00	69.00
2.06	5	9910028200	Sample Vials - 2 mL Conical Polyethylene Package of 1000.	81.00	405.00
2.07	3	9910032300	Capillary Assembly for PSD Package of 5.	167.00	501.00
2.08	1	9910115600	Teflon Beakers for PSD (10 mL) Kit of 5.	46.00	46.00
<b>Section Total \$</b>					<b>4,798.00</b>

## Section 3 Software Upgrade

3.01	1	9910098200	SpectrAA Base Version 5.1 Software Upgrade Win 2000 and Win XP Pro only.		Included
<p>SpectrAA Base Software for existing Varian AA280, SpectrAA 110/220/880, SpectrAA 50/55 with PC control and earlier IEEE based SpectrAA models. Version 5.1 Base SW operates under Windows 2000/XP. Requires an external PC with CD-ROM. Some AA configurations require installation by a Varian Representative.</p>					



**VARIAN**

# Quotation

33733701485A

09/05/2008

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City of Chicago Department of Water, Chicago, IL

Item	Qty	Part Number	Product Description	Unit Price	Amount
3.02	1	9910097800	<b>SpectrAA PRO Version 5.1 Software Upgrade Win 2000 and Win XP Pro only.</b>		Included
<p>SpectrAA PRO Software for existing Varian AA280, SpectrAA 110/220/880, SpectrAA 50/55 with PC control and earlier IEEE based SpectrAA models - for existing users of FS or QCP software versions. Version 5.1 PRO SW operates under Windows 2000/XP. Requires PC with CD-ROM and prior installation of SpectrAA Base software. Some AA configurations require installation by a Varian Representative.</p> <p>Provides Fast Sequential operation for Varian AA280 FS and SpectrAA 220 FS in flame where all selected elements in a solution are measured before moving to the next solution. Includes DUO operation capability, Internal Standards in FS mode and 14 CLP compliant QC tests plus 10 user defined QC tests with automated error actions.</p> <p>For existing FS users who want to upgrade to SpectrAA Version 5.1 PRO software capability.</p>					
<b>Section Total \$</b>					<b>210.00</b>

<b>Section 4 Computer Replacement - 3 Year warranty included</b>
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4.01	1	0190041100	<b>Dell Optiplex 755MT OSI Computer System</b>	1,812.00	1,812.00
<p>Includes Dell 755 MT with 2.66 GHz Pentium Duo Core Processor, 1333 MHz Front Side Bus, in mini tower case, 2.0 GB of Non ECC RAM 667 Hz DDR2, Digital Video Adapter, 250GB SATA fixed disk with 8 MB Data Burst Cache, 16x DVD +/- RW (read/write) with Roxio Creator Dell Edition, integrated 10/100/1000 network adapter, data/FAX 56K v.92 modem, 9 USB 2.0 ports, 2 serial ports, integrated Sound Blaster Compatible AC97 sound card, Dell speaker system, keyboard, optical mouse and Windows XP Pro with Service Pack 2 with NTFS installed.</p> <p>Three-year next business day onsite parts and labor service contract.</p>					
4.02	1	0190067100	<b>Dell Ultra Sharp Flat Panel 20 Inch Monitor</b>	805.00	805.00
4.03	1	0190020400	<b>HP Deskjet D4160 Color Printer 120V with cable</b>	288.00	288.00
<p>Includes: 10' USB cable. 4-color ink (6-color ink option); 1200 dpi x 1200 dpi black resolution; 4800 dpi x 1200 dpi color resolution; legal &amp; A4 paper size; 100-sheet capacity; up to 30 ppm (mono) / up to 23 ppm (color) print speed; USB 2.0 interface; 120/230 VAC.</p>					
<b>Section Total \$</b>					<b>2,905.00</b>
<b>Quotation Total \$</b>					<b>31,082.00</b>



**VARIAN**

# Quotation

33733701485A

09/05/2008

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City of Chicago Department of Water, Chicago, IL

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Item	Qty	Part Number	Product Description	Unit Price	Amount
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**THIS IS NOT AN INVOICE**

Terms & Conditions of Sale

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This offer is subject to credit approval and is exclusive of any applicable sales taxes or duties.



## Financing Alternatives

Varian is pleased to present an alternative finance package for your consideration in acquisition of this instrumentation. You may not be aware that leasing offers 100% financing including installation and taxes. We can also let your organization realize some important additional benefits such as improved cash flow, flexibility to expand or upgrade your system, as well as fixed rate financing with protection against inflation.

Below are estimated monthly payments for different leasing options based on Quotation: 33733701485A

### 10% Purchase Options

<b>36 Months</b>	<b>48 Months</b>	<b>60 Months</b>
<b>\$935</b>	<b>\$732</b>	<b>\$608</b>

### \$1.00 Purchase Options

<b>36 Months</b>	<b>48 Months</b>	<b>60 Months</b>
<b>\$1,007</b>	<b>\$784</b>	<b>\$648</b>

**10% Purchase Option:** Also known as a tax or operating lease, the intent is not necessarily to own, but to gain the benefits of the equipment in exchange for the low monthly payment. At the end of the lease term, your company has the option to purchase the equipment for 10% of the original finance amount. In addition, your company may expense 100% of each monthly payment off its pre-tax income, reducing tax liability.

**\$1.00 Purchase Option:** Also known as a capital lease, the intent is to own the equipment at the end of the lease term. The equipment is depreciated and your company owns it with the last monthly payment.

### Additional Benefits

- Stay within your budget
- Conserve cash
- Finance 100% -including service, installation and taxes
- Quick and easy application process

If your organization is interested in these or other finance programs, contact the following:

Ameritech Leasing, Inc.  
Bill Scopp  
913-381-3344 x202

De Lage Landen Financial Services  
Jeff Smith  
845-897-2272

Lease World Corp.  
Manny Licker  
954-969-1965

Trinity Vendor Finance  
Craig de Koning  
800-841-4433 x177

West Bay Financial Corp.  
Bob Fode  
714-663-0100 x103

JB2 Funding Corp.  
Jacob White  
877-386-3522 x 333



# **DETAILED SPECIFICATIONS**

## **SCOPE**

The Contractor will provide labor, parts and materials necessary for the Maintenance of Graphite Atomic Absorption equipment with sample changer (GFAA), to the City of Chicago, Department of Water Management, Chemistry Laboratory as outlined below in the attached quote and as describe herein all in accordance with the terms and conditions of this specification.

The Graphite Atomic Absorption equipment is used to determine the amount of trace metals in water using atomic absorption.

## **DESIGN FEATURES**

The Varian 240 Zeeman - Graphite Furnace Atomic Absorption System uses window base software that is specifically designed for the GFAA. It includes a library of standard reports and provides the flexibility to customize reports for methods.

## **OPERATING SYSTEM**

The PC must be configured via manufacturer with upgraded software system windows base, has a monitor, mouse and desk jet printer.

## **SERVICE PLAN**

Five years of comprehensive preventative maintenance with 1/PM visit. This includes parts, labor, travel, phone support, shipping and freight.

## **CONSUMABLES SPARE REPLACEMENT**

### **PARTS**

Included in the maintenance agreement.

## **LOCATION**

The work will be done on site-site at the Department of Water Management, Jardine Water Purification Plant Chemistry Laboratory.

## **CONTRACTOR QUALIFICATIONS**

The contractors sent by the manufacturer to repair and service the equipment must be approved and qualified by the manufacturer.

## **EMPLOYEE QUALIFICATIONS**

Employees that will operate the equipment are required to have training and certification to operate and do the routine check-up and care of the equipment. The hands-on experience is necessary for the use of any equipment that is purchased.

## **WORKING HOURS**

The Chemistry Laboratory is open from 8:30 am to 4:30 pm, Monday thru Friday. The working hours of services performed must fall within that time.

## **CONTRACT TERM AND EXTENSIONS**

The terms of any future contract on equipment is at least three years with a two year extension option and is set-down in the initial purchase of equipment.

## **MBE/WBE/DBE COMPLIANCE**

Varian Inc. is the only company that can service the 240 Zeeman System and the sole factory authorized supplier of parts and service. The DWM would like to request that there are no stated goals for this service agreement.

## **USER DEPARTMENT CONTACTS**

The contact person for the Chemistry Laboratory is Rasheda Gaither, Chief Water Chemist, for technical, operational or performance issues. This information is provided on the Justification for Non-Competitive Procurement Form.

The equipment is located at the Jardine Water Purification Plant, the equipment is a 240 Zeeman System Atomic Absorption.

## **INSURANCE AND SAFETY**

The work involved repairing or servicing the equipment does require special safety considerations.

## **PRICE LISTS/CATALOG**

The contractor will supply catalogs and/or price lists for parts if available. Cost of parts is factored into the price of the contract.

## **TECHNICAL STANDARDS**

The Chemistry Laboratory is IEPA certified. All instruments and equipment must be maintained in good operating condition. The repair and service performed on the equipment must guarantee that the Chemistry Laboratory personnel are able to perform required tests.

## **SERVICE HOURS**

The Contractor will perform work under this Contract during the following hours:

Regular Service Hours are 8:30 a.m. to 4:00 p.m. Central Standard Time, Monday through Friday, excluding Saturday, Sunday and any legal holidays.

The Contractor must respond on-site for repair service within forty-eight (48) hours of notification, and must respond within four (4) hours for request for telephone technical assistance. Contractor's telephone support hours are to be 8:30 a.m. to 4:30 p.m., Central Standard Time, Monday through Friday, excluding Saturday, Sunday and any Legal holidays.

## **FULL PREVENTATIVE MAINTENANCE SERVICE**

Full preventive maintenance service will be billed in yearly increments and include any and all peripheral cost, as quoted in Cost Breakdowns on Contractor's Proposal (see attached)

In order to verify the price of any item to be purchased, the Contractor must provide the City with the manufacturer's Internet Website address, where available, that will enable the City the ability to view the price list of the items being purchased. The price list is to be an authentic manufacturer's price list and not a reproduction by the Contractor.

## **WORK SCHEDULE**

The Contractor must provide a work schedule for the Full Preventive Maintenance Service, upon request, to the Department of Water Management authorized representative(s) for review and approval.

## **IRREPAIRABLE EQUIPMENT**

In the event the equipment is irreparable, the Contractor must provide a written explanation of the problems to the Department of Water and the Department of Water Management will take the necessary actions to take the equipment out of service or to replace the equipment.

## **REPAIR PROPOSALS**

The Contractor will inspect the equipment and prepare a written repair proposal, for all repairs, which includes, but will not be limited to, the following information:

- contract number
- name of City department
- name and phone number of City contact person
- description of equipment (make, model, serial number)
- date equipment is to be repaired
- repair work required
- listing of parts to be used to repair unit



- number of hours of labor to repair unit
- name and signature of the Contractor's employees performing the work

The Contractor, upon receipt of approval, in the form of a purchase order release, from an authorized representative of the Department of Water Management, can proceed with repairs. In the event any piece of equipment cannot be repaired, due to replacement parts no longer being manufactured or other specific reasons, the Contractor will prepare a written explanation of the condition of the equipment and a recommended method of corrective action to be taken. The preventative maintenance service cost will increase or decrease proportionately. The City reserves the right to add and/or delete equipment.

## **WARRANTY**

Contractor will provide warranties for a period of one (1) year from the date of final acceptance or from the first day that the Contract parts and Services are placed in service by the City, whichever date is the later, that it will at its own expense and without any cost to the City, replace all defective Contract Parts and/or Services that may be required or necessary by reason of defective design, material or workmanship, or by reason of non-compliance with the Contract specifications. If a longer warranty can be furnished, at no additional cost to the city, than the longer period will be available.

In addition to all warranties, the Contractor will guarantee all Contract Parts and Services under the Contract in accordance with its standard guarantee regularly supplied to its customers.

## **QUALITY OF REPAIR SERVICE**

All preventative maintenance and authorized repair services performed under this contract shall be performed by competent personnel, thoroughly trained and certified by the Contractor. Repair services must be performed in a workmanlike manner, using industry accepted practices and established manufacturer procedures. All unsatisfactory repairs will be made or returned for corrections at no expense to the City.

## **CLEAN UP**

The Contractor will, during the progress of the work, remove and dispose of all materials and resultant dirt and debris on a daily basis and keep the work site(s) and adjacent premises in a clean condition satisfactory to the Department of Water. Upon completion of work, the Contractor must remove all surplus materials, tools and machinery from the work site, and must restore the site to the same general condition that existed prior to the commencement of its operation

## **EMPLOYEES**

The Contractor's personnel will exercise safe and sound-business practices with the skill, care, and diligence normally shown by professionals employed in the type of work required under this contract.

The Contractor's employees must wear an identification badge at all times while on duty and/or on any City property.

## **WORK IN PROGRESS**

Work in progress at the termination date of the contract will be completed by the Contractor in the most expedient method available. In no event will the Contractor vacate his/her obligations under this contract until all work issued to him/her prior to the expiration of the Contract has been completed and accepted by the Department of Water Management.

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  D37 CHEMISTRY LABORATORY JARDIN WATER PURIFICATION PLNT CHICAGO, ILLINOIS 60611, IL	<b>REQUISITION:</b> 41455  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 88 - DEPARTMENT OF WATER MANAGEMEN <b>PREPARER:</b> Margarita Alvarez <b>NEEDED:</b> <b>APPROVED:</b> 1-14-2006
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**REQUISITION DESCRIPTION**

NEW 3 YEAR CONTRACT WITH 2 YEAR EXTENSION OPTION (SMALL ORDER SOLE SOURCE) FOR PREVENTATIVE MAINTENANCE OF VARIAN AA GRAPHITE FURNACE SYSTEM AND CONSUMABLE SPARE REPLACEMENT PARTS  
 SPECIFICATION NUMBER: 71422

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	9386342406	23 169,00	USD	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - VARIAN AA 240G 220/240 ZEEMAN PREVENTATIVE MAINTENANCE SERVICE AGREEMENT WHICH INCLUDES GRAPHITE TUBE ANALYZER (GTA) AND PROGRAMMABLE SAMPLE DISPENSER (PSD)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	9386342421	1 755,00	Box	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - GTA PARTITIONED TUBE BOX, 10/BOX (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
3	9386342422	564,00	Box	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - GRAPHITE FURNACE GTA 120 ZEEMAN FURNACE NARROW BORE, 2/BOX (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
4	9386342423	663,00	Each	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - SHROUD FOR GTA 120 ZEEMAN PYRO-COATED (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

Copy (Department)

<b>DELIVER TO:</b>  D37 CHEMISTRY LABORATORY JARDIN WATER PURIFICATION PLNT CHICAGO, ILLINOIS 60611, IL	<b>REQUISITION:</b> 41455  <b>PAGE:</b> 2 <b>DEPARTMENT:</b> 88 - DEPARTMENT OF WATER MANAGEMEN <b>PREPARER:</b> Margarita Alvarez <b>NEEDED:</b> <b>APPROVED:</b> 1-14-22
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**REQUISITION DESCRIPTION**

NEW 3 YEAR CONTRACT WITH 2 YEAR EXTENSION OPTION (SMALL ORDER SOLE SOURCE) FOR PREVENTATIVE MAINTENANCE OF VARIAN AA GRAPHITE FURNACE SYSTEM AND CONSUMABLE SPARE REPLACEMENT PARTS  
 SPECIFICATION NUMBER: 71422

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
5	9386342424	795,00	Each	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - 100 MICROLITER SYRINGE FOR PSD 120 (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
6	9386342425	69,00	Each	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - TUBE ALIGNMENT TOOLS FOR GTA 120 (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
7	9386342426	405,00	Package	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - SAMPLE VIALS, 2ML CONICAL POLYETHYLENE, 1000/PKG (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
8	9386342427	501,00	Package	0,00	0,00						
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - CAILLARY ASSEMBLY FOR PSD, 5/PKG (CONSUMABLE)											
<b>SUGGESTED VENDOR:</b>			<b>REQUESTED BY:</b> Rasheda K Gaither								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00
<b>LINE TOTAL:</b>											0,00

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

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  D37 CHEMISTRY LABORATORY JARDIN WATER PURIFICATION PLNT CHICAGO, ILLINOIS 60611, IL	<b>REQUISITION:</b> 41455  <b>PAGE:</b> 3 <b>DEPARTMENT:</b> 88 - DEPARTMENT OF WATER MANAGEME <b>PREPARER:</b> Margarita Alvarez <b>NEEDED:</b> <b>APPROVED:</b> 1-14-ää
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**REQUISITION DESCRIPTION**

NEW 3 YEAR CONTRACT WITH 2 YEAR EXTENSION OPTION (SMALL ORDER SOLE SOURCE) FOR PREVENTATIVE MAINTENANCE OF VARIAN AA GRAPHITE FURNACE SYSTEM AND CONSUMABLE SPARE REPLACEMENT PARTS  
 SPECIFICATION NUMBER: 71422

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST								TOTAL COST
9	9386342428	46,00	Package	0,00								0,00
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - TEFLON BEAKERS FOR PSD (10 ML) 5/KIT (CONSUMABLE)												
<b>SUGGESTED VENDOR:</b>						<b>REQUESTED BY:</b> Rasheda K Gaither						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00	
<b>LINE TOTAL:</b>											0,00	

LINE	ITEM	QUANTITY	UOM	UNIT COST								TOTAL COST
10	9386342429	210,00	Lump Sum	0,00								0,00
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - SOFTWARE UPGRADE SPEC AA PRO VERSION 5.1												
<b>SUGGESTED VENDOR:</b>						<b>REQUESTED BY:</b> Rasheda K Gaither						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00	
<b>LINE TOTAL:</b>											0,00	

LINE	ITEM	QUANTITY	UOM	UNIT COST								TOTAL COST
11	9386342420	2 905,00	Lump Sum	0,00								0,00
MAINTENANCE OF SPECIALIZED LABORATORY EQUIPMENT FOR THE DEPT OF WATER - COMPUTER HARDWARE UPGRADE												
<b>SUGGESTED VENDOR:</b>						<b>REQUESTED BY:</b> Rasheda K Gaither						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	008	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0,00	
<b>LINE TOTAL:</b>											0,00	

**REQUISITION TOTAL: 0,00**

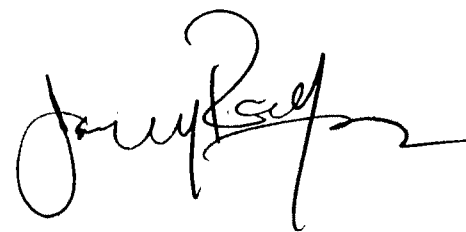
# PROCESSING REQUEST - Purchasing Requisition

TO: Procurement

FROM: Margarita Alvarez

DATE: 01-26-2009

09 JAN 27 AM 11:20



RE: CONTRACT PROCESSING

1. ( ) Request Renewal of Contract # \_\_ for \_\_ months.  
Budgeted Amount \$ \_\_\_\_\_  
Current Contract Expires: \_\_\_\_\_
2. ( ) Request New Blanket for:  
Budgeted Amount \$ \_\_\_\_\_
3. ( ) Request One-Time Purchase # \_\_\_\_\_  
Budgeted Amount: \$ \_\_\_\_\_

Fill in information below for choice A, B or C above

Quantity Required: VARIOUS

Description: PREVENTATIVE MAINTENANCE FOR  
VARIAN AA GRAPHITE FURNACE SYSTEM

Item #:

Spec. # 71422

Requisition: 41455

Justification:

Comments:

4. ( ) Request Extension of Contract for months.  
Current Contract Expires: \_\_\_\_\_
5. ( ) Request Increase and or Vendor Limit of Contract # in the  
Amount of \$ \_\_\_\_\_ for usage until contract is in place.  
Current Contract Expires: \_\_\_\_\_
6. ( ) Contract should not be renewed.

- 
- |                            |   |
|----------------------------|---|
| 1. ( X ) CPAC Check List   | 4. ( X ) DETAIL SPEC                          |
| 2. ( X ) Hard Copy of Req. | 5. ( X ) OTHER (SPECIFY)<br>SOLE SOURCE CONT. |
| 3. ( X ) LETTER            | 6. ( ) ONE TIME PURCHASE                      |

Approved and Date:

MA