

DPS PROJECT CHECKLIST



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: 4/14/06
 REQ No.: 27020
 Specification No.:
 PO No.: (if known):
 Modification No.: (if known):
 Project Description: Andros f6A Robot

Contact Person: Karen Sanger
 Tel: 745-4196 Fax: 745-3700 E-mail: ksanger@cityofchicago.org
 Project Manager:
 Tel: Fax: E-mail:
 Previous PO No. (if known):

FUNDING:

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT

Estimated Value \$

*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):

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

CONTRACT TERM: Requested Term (number of months):

PRE BID/SUBMITTAL REQUIREMENTS:

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

DPS PROJECT SUPPLEMENTAL CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property? Yes No

Will services be performed on or near a waterway? Yes No

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)

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.

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.

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

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

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

DPS PROJECT SUPPLEMENTAL CHECKLIST

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 DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No

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 of 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:

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

This is a request for _____ (One-Time Contractor Requisition # 27020, 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)

Taron Sanger 745-4196 Taron Sanger Fire 3/5/06
Originator Name Telephone Signature Department Date

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

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

APPROVED BY: Taron Sanger 5/9/06 _____
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM (Rev. 5/04)

If a City Department has determined that the purchase of supplies, equipment, work and/or services can not be done on a competitive basis, a sole source 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 complete CPAC Project Checklist, and any other required forms (see Other #1, below). The Board will not consider justifications with incomplete information documentation

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

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{tc "ESTIMATED COST"}

{tc ""}

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 (ie. 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{tc "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{tc "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, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.
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

1. 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.

OTHER{tc "OTHER"}

{tc ""}

1. Explain other related considerations and attach all applicable supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)

REVIEW AND APPROVAL{tc "REVIEW AND APPROVAL"}

{tc ""}

This form must be signed by both the Originator of 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 of authorized designee. {tc "This form must be signed by both the Originator of the request and approved by the Department Head or authorized designee. After

DPS PROJECT CHECKLIST



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 PO No.: (if known):
 Modification No.: (if known):
 Project Description:

Contact Person: Karen Sanger
 Tel: 745-4196 Fax: 745-3700 E-mail: ksanger@cityofchicago.org
 Project Manager:
 Tel: Fax: E-mail:
 Previous PO No. (if known):

FUNDING:

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT

Estimated Value \$

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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):

FORMS

- Requisition
- Special Approvals
- Non-Competitive Review Board (NCRB)

CONTRACT TERM:

Requested Term (number of months):

PRE BID/SUBMITTAL REQUIREMENTS:

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

Requisition Entries

DATE:

4/14/2008

RX #

FI6002

FMPS.#

27020

VENDOR

REMOTEC

Total Amount:

\$180,538.00

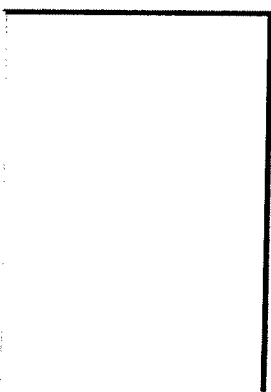
order description

ANDROS ROBOT

Line	FY	Fund	Dpt	Orgn	Acct	Actvy	Obj	Rpt Cgry	Project	Amount	COMM LINES
Line 01	003	0764	59	2005	0345	0100	0345	03B129	00000000	\$180,538.00	
Line 02								000000	00000000	\$0.00	
Line 03								000000	00000000	\$0.00	
Line 04								000000	00000000	\$0.00	
Line 05								000000	00000000	\$0.00	
Line 06								000000	00000000	\$0.00	
Line 07								000000	00000000	\$0.00	
Line 08								000000	00000000	\$0.00	
Line 09								000000	00000000	\$0.00	
Line 10								000000	00000000	\$0.00	
Line 11								000000	00000000	\$0.00	
Line 12								000000	00000000	\$0.00	

APPROVED _____ DATE _____
 ACCOUNTING DIVISION

APPROVED *[Signature]* DATE *4/14*
 STAFF ASSISTANT



DPS PROJECT SUPPLEMENTAL CHECKLIST

ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

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

Risk Management

Will services be performed within 50 feet of CTA train or other railroad property?

Yes No

Will services be performed on or near a waterway?

Yes No

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)

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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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

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

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

DPS PROJECT SUPPLEMENTAL CHECKLIST

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

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Has the project been reviewed by DGS? Yes No

Attach copy of DGS Recommendation; Reservation(s); or participate under current contract.

Does the project include software? Yes No

If yes, is signed ITSC form attached? Yes No

Does the location involve:

A public way? Yes No

Any concession in the City's facilities? Yes No

Is it anticipated City Council approval of the project or contract will be required? Yes No

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 of 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:

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 _____ 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)

Originator Name Telephone Signature Department Date

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

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

APPROVED BY: _____ **DATE** _____ **BOARD CHAIRPERSON** _____ **DATE** _____
DEPARTMENT HEAD OR DESIGNEE

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM (Rev. 5/04)

If a City Department has determined that the purchase of supplies, equipment, work and/or services can not be done on a competitive basis, a sole source 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 complete CPAC Project Checklist, and any other required forms (see Other #1, below). The Board will not consider justifications with incomplete information documentation

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

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 (tc "ESTIMATED COST")

- (tc """)
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 (ie. 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 (tc "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 (tc "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, other factors make this person or firm exclusively or uniquely qualified for the project. Attach copy of cost proposal and scope of services.
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?
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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

1. 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.

OTHER (tc "OTHER")

- (tc """)
1. Explain other related considerations and attach all applicable supporting documents (an approved Information Technology Strategy Committee (ITSC) form, an approved Request for Individual Contract Services form, etc.)

REVIEW AND APPROVAL (tc "REVIEW AND APPROVAL")

(tc """)
This form must be signed by both the Originator of 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 of authorized designee. (tc "This form must be signed by both the Originator of the request and approved by the Department Head or authorized designee. After

Procurement History

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

- 1 The robot and related equipment that is being requested is for the Chicago fire Chicago Fire Department's Special Operations Division. This program is relative to our ability to safely, effectively, and efficiently provide hazardous material's and technical rescue response to Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) incidents. This request is a determination of what was needed in relation to equipment, training and operational procedures in order to bring the Special Operation's response team to a level of operational readiness for CBRNE incidents. It has additional been determined that this equipment will be necessary for the Chicago Fire Department to be interoperable with the police department to be able to provide the necessary support to their operations.

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

2. This is the first procurement for this equipment by the Chicago Fire Department.

Explain attempts made to competitively bid the requirement.

3. None. No other robot has this technology or detection equipment interfaces

Describe all research done to find other sources.

4. The Chicago Department utilized the research compiled by the Chicago Police department for their robot purchase.

Additionally **the following major cities have purchased the Andros Robot:**

City:	Number purchased:
New York	(3)
Los Angeles	(3)
Philadelphia	(2)
Boston	(1)
Miami	(1)

There are over 1300 Andros robots in service throughout the United States.

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

5. Future purchases may be possible pending available funds. One of the benefits of this platform is that it is designed to adapt to new technological developments

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

6. Future competitive bidding would be possible if other manufacturers develop a robot with the same features.

ESTIMATED COSTS

What is the estimated cost for this requirement. What is the funding source?

1. The 2004 UASI funding for the robot is \$183,000. The funding source is the 2004 Urban Area Security Initiative grant.

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

2. See # 1

Explain the basis for estimating the cost and what assumptions were made and/or data used.

3. See attached Quotes

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.

4. The City has no investment in the design of any of the items requested.

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

5. The Fire department deems the price reasonable given the technology involved and the functionality of the equipment as well as is competitive with the GSA pricing schedule for this unit.

Schedule Requirements

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

1. This department received final approval to expend this money in April 2005. The ensuing months were spent researching the most appropriate avenue of obtaining this equipment. The current expiration date of the UASI funding is **May 31st, 2006**. It is imperative for this department to have a contract released with priority to ensure this equipment can be ordered and paid by this expiration date. The City cannot afford to lose this amount of funding.

Is the lack of drawings and/or specifications a constraining factor to competitive bidding?

2. D/N/A.

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

3. See Number 1 above.

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

4. Competitive bidding is not possible.

Exclusive or Unique Capability

If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills they possess.

1. DNA

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

2. DNA

What prior experience of a highly specialized nature does the person or firm possess?

3. DNA

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

4. DNA

What other capabilities and/or capacity does the proposed firm possess which is necessary for the specific job?

5. DNA

If procuring products or equipment, describe the intended use and explain any 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.

6. The intended use of this robot is to perform remote operations in hazardous environments to provide initial air monitoring as well as visual recon. The Remotec uses a patented articulated track design, which allows it to maneuver over a wide range of terrains and environments. The robot is capable of climbing stairs up to a *45-degree* angle and traversing an 18-inch wall. This capability gives the robot far greater access to dangerous areas. This platform provides the most reliable method for adaptation to the tools used in air monitoring, sample collection, hazard mitigation video / audio recon. The Chicago Police Department, F.B.I. and Cook County Bomb Squads utilize the Remotec robot which gives us interoperability when supporting their operations or receiving support for our operations. These are the primary squads with which we conduct joint operations. The purchase of this robot will allow our personnel to operate in a more effective manner when on a hazardous scene as well as to work in areas that would have been inaccessible previously due to extremely hazardous conditions. This robot is designed to accept new technology without extensive retrofitting. And is compatible with our current monitoring equipment

Is competition precluded because of the existence of patent rights, copyrights, trade secrets, technical data, or other proprietary data?

7. Remotec is the only authorized distributor of the Andros F6A Robot. See attached Letter

If procuring replacement parts and/or maintenance services, explain whether or not replacement parts and/or services can be obtained from other sources?

8. Replacement parts and maintenance service is provided through Remotec

April 5, 2006

Len Edling
Chicago Fire Department
10 West 35th St.
Chicago, IL 60616

Dear Mr. Edling:

This letter is to inform you that REMOTEC, Inc., the World Leader in EOD robots, is the sole manufacturer and distributor of the ANDROS line of hazardous duty mobile robots. REMOTEC's ANDROS F6A robot is one of the most popular units with Police Departments, Fire Departments, SWAT teams, HazMat teams and government agencies in the United States and throughout the world. The ANDROS F6A is used by the FBI Hazardous Devices School in the Robot Course and Basic Course of instruction. Some of the benefits and features of the ANDROS F6A include the following:

1. REMOTEC is the leading supplier of EOD (Explosive Ordnance Disposal) robots for the United States military, Central Intelligence Agency, Federal Bureau of Investigation Bomb Data Center and the United States Secret Service White House Security.
2. REMOTEC has over 1300 robots currently in use including 400 ANDROS Mark VI-A/F6A robots.
3. The dual articulating track design of the ANDROS F6A allows the operator to lengthen or shorten the robot to operate in confined spaces. The ANDROS F6A is the only unit of its size and type that has this capability. The track design is patented under U.S. Patent Nos. 4,932,831 and 5,022,812.
4. REMOTEC robots are manufactured in Oak Ridge, Tennessee. All parts and service support are provided from this location, which allows the capability to provide most replacement parts within a 24 hour time period.
5. REMOTEC provides after hour and weekend service for those customers who may have a question and / or may need other forms of assistance.
6. REMOTEC robots are environmentally sealed and can function in all climates. All Remotec robots may be decontaminated using detergent and water pressures less than 100 PSI.
7. The REMOTEC ANDROS F6A is capable of climbing 45°, forward and backward.
8. The dual articulating track design of the ANDROS F6A allows the vehicle to climb over 18-inch obstacles and 24-inch wide ditches.

9. The ANDROS F6A can climb the roll out steps on commercial airplanes. It can also traverse down the aircraft aisle and reach into overhead compartments and across seats to retrieve suspect packages.
10. The ANDROS F6A vehicle can be operated in DC or AC operational mode for extended run time for such applications as hostage negotiations or negotiating with a barricaded suspect.
11. The ANDROS F6A comes standard with a two-way audio system. This system can be utilized for hostage negotiation or other remote forms of communication.
12. The ANDROS F6A is the only vehicle in its size class that can mount and fire the JROD from the robot arm. The JROD is the most widely used among EOD teams within the United States Military.
13. The ANDROS F6A comes with three cameras, a pan and tilt color surveillance camera with 216:1 zoom and night vision capabilities and 360-degree rotation, a fixed color 216:1 zoom arm camera, and a black and white drive camera. The system can be upgraded to a total of four cameras. There is an optional pan and tilt with 216:1 zoom and night vision capabilities, 360-degree rotation color arm camera.
14. The ANDROS F6A can be utilized for a Weapons of Mass Destruction (WMD) scenario and can be outfitted with multiple chemical and radiation sensors.
15. All REMOTEC products are built to ISO-9001 quality control standards.
16. REMOTEC is the only company that offers remote chemical agent and radiation monitoring displaying the results back through the robot data link. Detection modes are changed remotely from the switchbox that controls the robot.
17. The ANDROS F6A can pull a minimum of a 175 lb. downed individual.
18. The ANDROS F6A can pull a 2 ½" charged fire hose a minimum of 100' and direct the spray as required.
19. The ANDROS F6A robot can mount up to four PAN Disrupters on the arm at one time.

Please contact me at REMOTEC if I can provide any additional information on the ANDROS F6A and its capabilities.

Sincerely,

Vito Gambino
Sales Manager
Remotec

Remotec

GSA Schedule #
GS-07F-0538M

REV: Q

<p align="center">REMOTEC, INC. BUDGETARY ESTIMATE - GSA</p> <p>FROM: REMOTEC, Inc. 353 JD Yarnell Industrial Parkway Clinton, TN 37716 Attn: Vito Gambino Phone: (865) 483-0228 Fax: (865) 483-1426</p> <p>TO: Len Edling City of Chicago Fire 10 West 35th St. 14th Floor Chicago, IL 60616 312-735-2345 cell 312-745-1045</p>	<p>REMOTEC Reference No. 4564</p> <p>Date: 5-Apr-06</p> <p>Terms: Net 30 Days</p> <p>Prices are F.O.B. Origin, Clinton, TN 37716</p> <p>Delivery: 120 Days or less After Acceptance of Order (For Multi-Vehicle Orders Check With Sales Dept.)</p> <p>This pricing is valid for 90 days.</p>
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PAGE 1 OF 3

ITEM	DESCRIPTION	PART NO.	QTY.	UNIT PRICE	TOTAL PRICE
1	<p>ANDROS F6A Vehicle Assembly:</p> <ul style="list-style-type: none"> -Double-Articulated, Tracked Chassis -Manipulator Arm with Shoulder and Elbow Pivot -Manipulator Shoulder Rotate (±90°) Assembly -Wrist Pitch with 8 in. Grip Extend and Dual Accessory Interface -8 in. Gripper with Continuous Wrist Rotate -Color Arm Camera with Auto Iris/Focus, Wide-Angle Lens and Light -Surveillance Color Camera with Light, 216:1 Zoom Lens and Pan/Tilt (Continuous Pan) -Vertical Surveillance Camera Extend Assembly (24 in.) -Black/White Drive Camera Assembly -Picture-in-Picture -Two Low-Light Lenses -24 Volt Battery Pack -24 VDC Battery Charger -1/4 Turn Connectors -Seven Firing Circuits -Tool Kit -Pneumatic Wheel Kit -One Operation/Maintenance Manual (CD-ROM) -2 1/2 Days Operator/Maintenance Training at REMOTEC (maximum class size is 6 people) See Note (2) 	E2455-0100*	1	\$ 85,848	\$ 85,848.00
1A	24 VDC Battery Charger Assembly (Included in Item 1)	B2450-0150-X			
CONTROL SYSTEM OPTIONS					
<i>(The Tabletop Controller and One of Either Items 4, 7, or 8 must be chosen to make the ANDROS F6A functional)</i>					
2	<p>ANDROS Tabletop Controller Assembly:</p> <ul style="list-style-type: none"> -Dimensions: 18 in. Deep X 22 in. Wide X 10 in. High -Powder Coated, Weather Resistant Enclosure -Detachable Switchbox -15 in. Self-Compensating, Daylight Readable LCD Monitor -AC/DC Operation -12 VDC Battery and Charger 	<p>Consisting of the following:</p> <p>E3850-8460 E3600-8106 E2455-8150</p>	1	\$ 9,725	\$ 9,725.00

Remotec

**GSA Schedule #
GS-07F-0538M**

REV: Q

One Battery Charger and Power Cord Are Included in Item 2 - Select Power Requirement					
2A	240 VAC Power Cord Assembly	B3850-8136-X		\$	-
2B	240 VAC Battery Charger Assembly	B3850-0155-X		\$	-
2C	120 VAC Battery Charger (For Tabletop Control)	CHGR-019	1		
2D	120 VAC Power Cord Assembly	B3850-8132	1		
DATA LINK OPTIONS					
3	ANDROS Hand Controller Assembly	D7055-8490		\$	1,047
4	Fiber Optic Cable Reel Assembly (1200 ft.) (Includes CASE-004)	C2455-8330*	1	\$	14,862
5	Foot Switch Assembly (Fiber Take-Up)	B2450-8337	1	\$	454
6	Spare Spool of Fiber Optic Cable	D7050-8323	2	\$	1,012
7	Cable Reel Assembly (330 ft.)	E7055-8600		\$	3,641
8	Radio Control Assembly (5 Watt System) (Includes CASE-004)	C2455-8440-XXX	1	\$	23,605
9	Radio Jumper Assembly (30 ft.)	B7055-8920		\$	517
10	Radio Jumper Box Assembly (requires Cable Reel - Item 7)	E7055-8280		\$	1,397
11	120 VAC Vehicle Power Supply Assembly (requires Cable Reel - Item 7)	D2450-1850-1		\$	2,095
12	220/240 VAC Vehicle Power Supply Assembly (requires Cable Reel - Item 7)	D2450-1850-2		\$	2,095
13	Radio, Vehicle/Console, NLR	C2455-8441-001		\$	18,633
AUDIO/VIDEO OPTIONS					
14	Camera Pan/Tilt Assembly (Can Be Used On Arm)	C2450-5030*	1	\$	4,444
15	Camera Sighting Kit Assembly	C7055-5140		\$	813
16	Camera Mount Assembly	C2400-1265		\$	579
17	Laser Assembly	C7055-5170		\$	597
18	Laser Filter Assembly	C7055-3830		\$	542
19	High Intensity Light Assembly	D7050-6015-X	1	\$	1,147
20	Headset Assy.	B3850-8497	1	\$	2,095
SENSORS					
21	APD2000/MULTIRAE Detector Mounting Kit	B7055-6080	2	\$	1,496
22	X-Ray Assembly (fits Golden X-Ray Systems)	E7050-5800		\$	1,945
23	Real-Time X-Ray Assembly (fits FoxRay VCU 10 only)	D2450-5900		\$	3,596
24	Contamination Smear Assembly	C7045-7600	1	\$	1,397
TOOLS					
25	Pan Disrupter Mount Assembly	D2450-5360		\$	1,347
26	Dual Pan Disrupter Mount Assembly	D2450-5350		\$	1,546
27	Dual Disrupter Mount Assembly (for Royal Arms or Neutrex 29mm/20mm - Please Specify)	D2450-5250		\$	2,190
28	Shock Tube Initiator, One Channel	INIT-1CH-S		\$	820
29	Shock Tube Initiator, Two Channel	INIT-2CH-S		\$	1,466
30	Shock Tube Initiator, Four Channel	INIT-4CH-S		\$	2,664
31	Shock Tube Initiator, Six Channel	INIT-6CH-S		\$	3,305
32	Charge Dropper Assembly (330 ft.)	C7055-5550		\$	748
33	Gas Dispenser Mount Assembly	E7055-6030		\$	992
34	37mm / 40 mm Mount Assembly	E7055-6090		\$	2,609
35	Striker Mount Assembly	E7055-6095		\$	2,583
36	Striker 12 Shotgun	STRIKER12**		\$	1,047
37	Window Breaker Assembly	B7045-5850	1	\$	299
38	Claw Assembly	C7045-2720	1	\$	848

Remotec

GSA Schedule #
GS-07F-0538M

REV: Q

39	Cable Cutter Assembly	C7040-7030	1	\$	381	\$	381.00
40	Boot Banger Assembly	C7040-7050		\$	285	\$	-
41	Cordless Circular Saw Assembly	D7040-7070		\$	1,509	\$	-
42	Reciprocating Saw Assembly	D7040-7080		\$	1,373	\$	-
43	Cordless Drill Assembly	D7040-7040		\$	683	\$	-
44	Navy EOD J-Rod/Dearmer Mount Assembly	E7055-7000		\$	5,225	\$	-
MAINTENANCE							
45	Spare Vehicle Battery Assembly	D2450-1600		\$	443	\$	-
46	Spare Controller Battery	BATTERY-009	1	\$	154	\$	154.00
47	F6A Emergency Spare Parts Kit	B2455-0164*	1	\$	8,757	\$	8,757.00
48	F6A Chassis Service Kit	B2450-0153		\$	153	\$	-
49	F6A Overhaul Kit	C2450-0158		\$	8,464	\$	-
50	One-Year Extended Service Contract (year 2-3)	MAINTENANCE-001	2	\$	5,486	\$	10,972.00
MISCELLANEOUS							
51	Packaging in Reusable Shipping Crate	CRATE-002	1	\$	698	\$	698.00
52	Additional Operations & Maintenance Manual	OM-F6A-001		\$	150	\$	-
53	One-Year Extended Service Contract (year 4)	MAINTENANCE-002	1	\$	6,486	\$	6,486.00
54	On-Site Training	OS Training	1	\$	3,000		3000
Subtotal						\$	180,188.00
Subtotal (from Misc Items) (See attachment if greater than 0)						\$	-
Shipping & Handling Charges						\$	350.00
TOTAL COST						\$	180,538.00

Customer Pick Up Yes No

* Assemblies Will be Painted if Paint Option is Selected

** Requires ATF License Transfer. Product shipment may be delayed

- (1) Prices listed are for sales in U.S.A. only. Export prices are available upon request.
- (2) Additional pricing available upon request for off-site training at customer's facility.
- (3) Please see REMOTEC's terms and conditions for details on our 1 year limited warranty. Extended Service contracts are available.
- (4) Prices are based upon acceptance of REMOTEC's Terms and Conditions (attached). Any deviation from these conditions may result in a price increase.
- (5) The prices contained herein are budgetary, are submitted for planning purposes only and are not to be construed as a firm quotation. Any resultant contract shall be contingent upon negotiation of mutually acceptable terms and conditions.
- (6) For Military Use Only

NOTE: "Acceptance of order may be delayed while negotiating terms and conditions, acquiring customer order details, acquiring radio frequencies, and resolving any other unforeseen issues which may require resolution prior to scheduling the production of items ordered. If radio frequencies are not supplied by customer at time of order, REMOTEC is expressly authorized to ship and invoice order less the Radio Control Assembly. The Radio Control Assembly will be shipped and invoiced upon completion."

Scope of Work for ROBOT

General Scope of Work

The Sole Source vendor will deliver, F.O.B.,

Model Needed: Model F6A, a mid range robot under 18" wide, 48" high and 52' long with an articulated track design capable of climbing 45 degree stairs and surmounting an 18" ledge. The robot should have the capacity to lift 25 pounds at full extension and 60 pounds at 18" reach. It should be equipped with drive, surveillance and arm cameras. It should be capable of carrying and interfacing with remote motoring equipment and reporting reading back to the operator. It should have remote control and fiber optic controls.

Compensation and Increases

Same as for the recent Police purchase

Contract Term and Extensions

One Time purchase to include 1 year factory warranty, 3 year extended warranty and on-site training at time of delivery

MBE/WBE/DBE Compliance

Same as for the recent police purchase

User Department Contacts

Any questions in the technical, operational and performance for the fire department should be directed to the Commander Leonard Edling, Bureau Of Operations. The phone number is 312-745-1045 and is located at 10 West 35th Street, Chicago IL 14th Floor