

DPS PROJECT CHECKLIST

For DPS Use Only

Date Received _____
 Date Returned _____
 Date Accepted _____
 CA/CN'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: 9-15-06
 REQ No.: 30064

Contact Person: Lisa Miller
 Tel: 4-4667 Fax: 4-3267 E-mail: lisamiller@cityofchicago.org

PO No.: (if known): 4503

Project Manager:
 Tel: Fax: E-mail: @cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: Surveillance Cameras

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
01	06	100	81	2005	0340	0340				100,000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply. Estimated Value \$ 100,000

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

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

Copy (Department)

DELIVER TO: 081-2005 CH 700 121 N. LA SALLE ST. ROOM 700 Chicago, IL 60602	REQUISITION: 30064 For PO Number: 4503 PAGE: 1 DEPARTMENT: 81 - DEPT OF STREETS & SANITATION PREPARER: Lisa M Miller NEEDED: PRE-APPROVED 9/15/2006
---	--

REQUISITION DESCRIPTION

REQUEST VENDOR LIMIT INCREASE PO 4503 SURVEILLANCE CAMERAS
 SPECIFICATION NUMBER: 19490
 Mod Reason: DOLLAR AMOUNT CHANGE

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92037	100,000	USD	0.00	0.00						
	INCREASE VENDOR LIMIT FROM \$11,000,000 TO \$11,100,000										
	SUGGESTED VENDOR: RMS BUSINESS SYSTEMS			REQUESTED BY: Lisa M Miller							
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	006	0100	0812005	0340	220340	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											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
Richard M. Daley, Mayor


Department of
Streets and Sanitation

Michael J. Picardi
Commissioner

Administrative Services
City Hall, Room 701
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3997
(312) 744-3267 (FAX)
<http://www.cityofchicago.org>

MEMORANDUM

TO: Barbara A. Lumpkin
Chief Procurement Officer

FROM: 
Michael J. Picardi, Commissioner
Department of Streets and Sanitation

DATE: September 15, 2006

SUBJECT: Spec. No.: 19490
Contract: 4503
Contractor: RMS Business Systems
Subject: Request to Use Contract

06 SEP 18 04:10:26

The Chicago Police Department has a Sole Source Contract with RMS Business Systems for Surveillance Cameras. This contract went into effect June 1, 2003.

The Department of Streets and Sanitation has been asked by the Mayor's Office to install surveillance cameras for our graffiti program. The cameras that the Police Department purchase from PO 4503 are exactly the type of camera we need with the exception of the blue light and the Police Department decals.

We anticipate that we will spend \$100,000 and that this will be a one time purchase. We have entered a REQ 30064 to increase the vendor limit on this contract for our needs.

Streets and Sanitation has already spoken to the Police Department and have received verbal approval to use this contract.

The Department of Streets and Sanitation is requesting the authority to procure cameras off of PO 4503.

If you have any questions, please contact Lisa Miller 744-4667.

cc: Tony Ruiz
Doug Yerkes, DPS
John D' O'Brien, DPS
Molly Longanecker, CPD
Marv Shear, CPD
Valleta Smith
File





City of Chicago
Richard M. Daley, Mayor

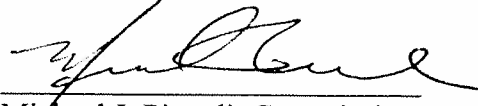
Department of
Streets and Sanitation

Michael J. Picardi
Commissioner

Administrative Services
City Hall, Room 701
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3997
(312) 744-3267 (FAX)
<http://www.cityofchicago.org>

MEMORANDUM

TO: Barbara A. Lumpkin
Chief Procurement Officer

FROM: 
Michael J. Picardi, Commissioner
Department of Streets and Sanitation

DATE: September 15, 2006

SUBJECT: Spec. No.: 19490
Contract: 4503
Contractor: RMS Business Systems
Subject: Request to Use Contract

06 SEP 18 AM 10:26

The Chicago Police Department has a Sole Source Contract with RMS Business Systems for Surveillance Cameras. This contract went into effect June 1, 2003.

The Department of Streets and Sanitation has been asked by the Mayor's Office to install surveillance cameras for our graffiti program. The cameras that the Police Department purchase from PO 4503 are exactly the type of camera we need with the exception of the blue light and the Police Department decals.

We anticipate that we will spend \$100,000 and that this will be a one time purchase. We have entered a REQ 30064 to increase the vendor limit on this contract for our needs.

Streets and Sanitation has already spoken to the Police Department and have received verbal approval to use this contract.

The Department of Streets and Sanitation is requesting the authority to procure cameras off of PO 4503.

If you have any questions, please contact Lisa Miller 744-4667.

cc: Tony Ruiz
Doug Yerkes, DPS
John D' O'Brien, DPS
Molly Longanecker, CPD
Marv Shear, CPD
Valleta Smith
File



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: 9-15-06
 REQ No.: 30064
 PO No.: (if known): 4503
 Modification No.: (if known):
 Project Description: Surveillance Cameras

Contact Person: Lisa Miller
 Tel: 4-4667 Fax: 4-3267 E-mail: lisamiller@cityofchicago.org
 Project Manager:
 Tel: Fax: E-mail: @cityofchicago.org
 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
01	06	100	81	2005	0340	0340				100,000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply. Estimated Value \$ 100,000

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

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

Copy (Department)

DELIVER TO: 081-2005 CH 700 121 N. LA SALLE ST. ROOM 700 Chicago, IL 60602	REQUISITION: 30064 For PO Number: 4503 PAGE: 1 DEPARTMENT: 81 - DEPT OF STREETS & SANITATION PREPARER: Lisa M Miller NEEDED: PRE-APPROVED 9/15/2006
---	--

REQUISITION DESCRIPTION

REQUEST VENDOR LIMIT INCREASE PO 4503 SURVEILLANCE CAMERAS
 SPECIFICATION NUMBER: 19490
 Mod Reason: DOLLAR AMOUNT CHANGE

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	92037	100,000	USD	0.00	0.00						
INCREASE VENDOR LIMIT FROM \$11,000,000 TO \$11,100,000											
SUGGESTED VENDOR: RMS BUSINESS SYSTEMS			REQUESTED BY: Lisa M Miller								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	006	0100	0812005	0340	220340	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											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.

Douglas Yerkes - RMS

From: "Longanecker, Molly" <Molly.Longanecker@chicagopolice.org>
To: <truiz@cityofchicago.org>
Date: Tuesday, September 19, 2006 10:41 AM
Subject: RMS
CC: "Shear, Marv" <Marv.Shear@chicagopolice.org>, "Palumbo, Michael" <Michael.Palumbo@chicagopolice.org>, <dyerkes@cityofchicago.org>

Tony,

Per our conversation regarding RMS Business Systems contract (#4503), this e-mail is to notify DPS that CPD is allowing a one time purchase of \$100,000.00 to the Department of Streets & Sanitation off this said contract. CPD is also anticipating a vendor limit increase requisition to be entered by the Department of Streets and Sanitation to cover the amount that will be used.

Any questions please call.

Molly Longanecker
Supervisor of Contracts
Chicago Police
312-745-5599