

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: 29/Sept/2006
 REQ No.: 30217

Contact Person: Molly Longanecker
 Tel: 5-5599 Fax: E-
 mail:molly.longanecker@chicagopolice.org
 @cityofchicago.org

PO No.: (if known):

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

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: Sole Source/ Annual maintenance/repair, & consumbals and expendable items for Noritsu imaging system

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
	006	0100	57	0574067	0340	220340				\$ 38,000.00

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): Sole Source

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

CONTRACT TERM: 5yrs Requested Term (number of months): 3yrs - 36 months w/ 1yr extension options

CITY OF CHICAGO
DEPARTMENT OF PROCUREMENT SERVICES
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

JNCP Form Rev ____

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 NOKITSU 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)

Marv Shear _____ CPD 10-03-06
Originator Name Telephone Signature Department Date
Robert Dubiel - 746-6740

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

() PROCUREMENT HISTORY	DATE _____ APPROVED _____ CONDITIONALLY APPROVED _____ RETURN TO DEPT _____ DISAPPROVED _____ S.S.R.B.
() ESTIMATED COST	
() SCHEDULE REQUIREMENTS	
() EXCLUSIVE OR UNIQUE CAPABILITY	
() OTHER	

APPROVED BY: _____ DATE _____ BOARD CHAIRPERSON _____ DATE _____
OR DESIGNEE

Bureau of Investigative Services

10 SEP 2006

SUBJECT: Noritsu Repair Service Agreement

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

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

The Photography Section of Forensic Services has a Noritsu Digital Lab System that is used to develop and print all film/digital photography submitted by investigators. This equipment was purchased in 2004 at a cost of \$272,000.00 and the two year warranty/service agreements that were purchased at that time expired on 31 AUG 2006. This equipment will not be replaced in the foreseeable future and emergency repair, periodic maintenance, and replacement of parts due to normal use and wear is expected.

The repair service contract by Noritsu needs to be renewed immediately, and annually thereafter. Noritsu America Corporation is the sole source for Noritsu equipment, parts, and service.

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

See procurement history #1.

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

Cannot be bid.

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).

Refer back to procurement history #1.

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



Richard M. Daley
Mayor

Department of Police • City of Chicago
3510 S. Michigan Avenue • Chicago, Illinois 60653

Philip J. Cline
Superintendent of Police

Barbara A. Lumpkin
Chief Procurement Officer
Department of Procurement Services
City Hall Room: 403

September 29, 2006

ATTN: CHRISTINE SMITH

SUBJECT: SOLE SOURCE REQUEST
REQUISITION NUMBER 30217
NORITSU IMAGING SYSTEM – ANNUAL MAINTENANCE/REPAIR

Attached, please find one Justification for non-Competitive procurement with Noritsu.

Your attention to this matter is greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Molly M. Longanecker'.

Molly M. Longanecker
Supervisor of Contracts

10 SEP 2006

TO: Michael Palumbo

FROM: Robert Dubiel
Sergeant
Forensic Services Section

SUBJECT: Noritsu Repair Service Agreement

PROCUREMENT HISTORY (INCLUDING FUTURE PROCUREMENT OBJECTIVES)

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

See procurement history #1.
3. Explain attempts made to competitively bid the requirement. (Attach copy of notices and list of sources contacted)

Cannot be bid.
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).

Refer back to procurement history #1.
5. Explain future procurement objectives. Is this a one-time request or will future requests be made for doing business with the same source?

The repair service contract by Noritsu needs to be renewed immediately, and annually thereafter.

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

Not possible, unless at some future time Forensic Services purchases a new film processing and printing system.

ESTIMATED COST “ ESTIMATED COST “

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

The estimated cost to renew this repair service contract is \$7,600.00 per year. The funding source is account 162-006 of the department's corporate budget. This amount is based on a quote provided by Noritsu listing the following equipment covered by model and serial number;

Model	Serial Number
LP-2600 Laser Printer	21660024
PP-1223 Print Processor	19931159
SI-2600 Scanner	19891315
V50 Film Processor	18170621

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

Does not apply.

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

Per quote which we approve of.

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.

Yes, see Procurement History #1.

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

Standard Price per quote.

SCHEDULE REQUIREMENTS "SCHEDULE REQUIREMENTS"

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

Does not apply.

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.

Does not apply.

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

Does not apply.

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

The operations of the Forensic Services Photography Section would cease if any part of the system fails. This unit currently develops all crime scene photography, the section is responsible for processing approximately 20,000 rolls of film annually. The section also responds to subpoenas and Detective requests for color prints of these crime scene photographs which number approximately 250,000 per year. Criminal investigations would be impacted and the Section could be placed in contempt of court for failure to provide the subpoenaed photographs to the court. The cost of emergency repairs if billed at an hourly rate could easily exceed the cost of the annual maintenance contract.

EXCLUSIVE OR UNIQUE CAPABILITY "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.

Does not apply.

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

Does not apply.

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?

Does not apply.

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?

Does not apply.

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

Does not apply.

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.

Does not apply.

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

Does not apply.

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.

See Procurement History #1. No other sources are available, vendor is the 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 Service page on the City's intranet site.

As this is a purchase of under \$10,000.00, above does not apply.

OTHER "OTHER"

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.)

Does not apply.

REVIEW AND APPROVAL "REVIEW AND APPROVAL"

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 Head or authorized designee. After

Robert H. Dubiel
Sergeant
Forensic Services

Approved:

John Huels
Acting Commander
Forensic Services

DPS PROJECT CHECKLIST

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

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Estimated Value \$

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 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):

DETAIL SPECIFICATIONS

SCOPE:

The Contractor must provide maintenance/repair service to the Noritsu Digital Lab System, in accordance with all the terms and conditions of this specification. Length of service contract is one year, commencing on the date of award of contract. Service is to include two preventative maintenance (PM) calls a year.

The Noritsu service contract will cover the following equipment as listed by model and serial number:

Model	Serial Number
QSS-3101 LP-2600 Laser Printer	21660024
PP-1223 Print Processor	19931159
SI-2600Scanner	19891315
QSF-V50 Film Processor	18170621

PARTS:

Service is to include all parts required for repair at no charge to the City excluding consumables and/or expendable items.

WORKING HOURS:

Service to be provided within 24 hours with labor to be preformed from 8:00A.M. To 5:00P.M. Weekdays, excluding weekends and national Noritsu holidays. A toll free number for the NAC Technical Hotline to access service must be made available.

DELIVERY:

All priority freight charges for parts required for repair are to be included.

USER DEPARTMENT CONTACTS:

Vendor will contact as necessary the Forensic Services Section Commander at 1011 S. Homan Av., 4th Floor Annex, Chicago Illinois, 60624. Telephone number (312) 746-6740. E-mail Forensic@chicagopolice.org.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: P03 FORENSIC SCIENCES DIVISION 3340 W. FILLMORE Chicago, IL	REQUISITION: 30217 PAGE: 1 DEPARTMENT: 57 - DEPARTMENT OF POLICE PREPARER: Esther M Shelby NEEDED: APPROVED: 9/26/2006
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REQUISITION DESCRIPTION

ANNUAL MAINTENANCE AND REPAIR, AND CONSUMBALS AND EXPENDABLE ITEMS FOR NORITSU IMAGING SYSTEM
 SPECIFICATION NUMBER: 51354

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	20446.01	1.00	USD	0.00	0.00
CONSUMBALES AND/OR EXPENDABLE ITEMS FOR NORITSU IMAGING SYSTEM					

SUGGESTED VENDOR: NORITSU

REQUESTED BY: Esther M Shelby

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	006	0100	0574067	0340	220340	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
3	93921.10	38,000.00	USD	0.00	0.00
ANNUAL MAINTENANCE AND REPAIR, NORITSU IMAGING SYSTEM					

SUGGESTED VENDOR:

REQUESTED BY: Esther M Shelby

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	006	0100	0574067	0162	220162	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00

S. S. R. B.

DATE _____
 APPROVED _____
 CONDITIONALLY
 APPROVED _____
 RETURN TO DEPT. _____
 DISAPPROVED _____



Noritsu America Corporation, Corporate Office: 6900 Noritsu Avenue, Buena Park, CA 90622-5039
Tel (714) 521-9040 Ext. 6410 Fax (714) 670-2049

August 23, 2006

Chicago Police
Forensic SVCS, Unit 177
1011 S. Homan Avenue
Chicago, Il 60624

Customer # 7803001-01
Contract # 3022175

Dear Robert Dubiel,

Please accept this as our quote to you for the renewal of your Noritsu Service Contract for the LP-2200 s/n 20350152, PP-1223 s/n 19960076 and SI-2600 s/n 19890377 which includes:

- All parts required for repair excluding consumables and/or expendable items
- All labor for repair. Labor is performed from 8am to 5pm weekdays, excludes weekends and National Noritsu holidays
- All Priority freight charges for parts required for repair
- 2 preventative maintenance (PM) calls per year
- A toll-free telephone number for the NAC Technical Hotline to access service

Noritsu America Corporation is the sole manufacturer and repair parts provider for this equipment.

Period of Performance: 09/01/06 – 08/31/07
Cost: \$7, 600.00 annually
Terms: Net 30

If there is anything else that you need, please call me at the number above or email me at Nrichardson@noritsu.com Please reference your Account # when emailing or calling.

Thank you,
Nancy Richardson
Corporate Technical Secretary



NORITSU GOVERNMENT REPAIR SERVICE AGREEMENT

A comprehensive service program for out of warranty Noritsu equipment.

- Includes all of the following features:
- Secured access to a toll free "800" hotline number for technical support
- Four (4) cases or Eighty (80) pieces of chemical filters, Printer/Processors only. Ink Jet Printers not included.
- Two(standalone) or Four(system) preventative maintenance (PM) calls per year, up to two (2) hours per call (U.S. only)
- All parts required for repair excluding consumables and/or expendable items
- All priority freight charges for parts required for repair
- All labor for repair
- Labor performed from 8 AM to 5 PM weekdays, excludes weekends and National Noritsu holidays

Noritsu Repair Service Agreement

All Noritsu Digital Printers including:	SYSTEM	STANDALONE
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QSS-3101, QSS-31 PRO, QSS-31 PRO Turbo, QSS-3102 QSS-3211, QSS-3212, QSS-3213, QSS-3202 PRO, QSS-3203 PRO QSS-3001, QSS-3011, QSS-2701 QSS-2901, QSS-MP-1600	\$7,600.00	\$6,980.00
QSS-2801, QSS-2802	\$8,700.00	\$8,080.00
QSS-2711, QSS-2721	\$9,000.00	\$8,380.00

All Noritsu Optical Printers including:	SYSTEM	STANDALONE
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QSS-1912, QSS-2211, QSS-2102, QSS-2302, QSS-2611w/4"VFP QSS-2612w/4"VFP	\$5,500.00	\$4,000.00
QSS-2611w/8"VFP, QSS-2612w/8"VFP	\$8,500.00	N/A

All Noritsu Ink Jet Printers including:	Main Body	W/S1
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DDP-411, DDP-421, DDP-621, DP-410, DP-610	\$2,400.00	\$3,100.00
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All Noritsu Film Processors:	Stand Alone	Add On (each)
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QSF-V30, QSF-V50, QSF-V100, QSF-T15, QSF-R410/420, QSF-BW470	\$1,620.00	\$550.00
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Miscellaneous Noritsu Equipment:	Pricing
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CT-1 /CT-2 CT-X	\$1,000.00
DCP	\$1,200.00
S-1	\$700.00

Out of warranty equipment is subject to prior inspection. Peripheral items, daily and weekly maintenance are not included. Locations outside the United States (contiguous 48 states, Washington D.C., Alaska, Hawaii and Puerto Rico):
 a) only 2 PM calls per year b) add 50% overseas surcharge.

Prices and specifications are subject to change without notice. Effective: 04/1/06

Terms and Conditions

Add On: A single piece of equipment whose service agreement is included with a listed Noritsu system that is already covered by a service agreement. These must be at the same location.

Freight for Repair Parts: Expedited freight required for repair parts is included.

Labor for Repair: Labor found necessary and performed by a Noritsu TSR in order to restore equipment to proper working order. Routine, operator type maintenance and training are not included.

Parts for Repair: Non-consumable or not normally wearing parts found necessary to restore the equipment to proper working order, e.g. printed circuit boards, drive motors, etc. This excludes consumable or expendable Parts, e.g. leader cards, lamps, reflectors, air filters, sleeving, etc. The list of examples given is not necessarily limited to the above items and Noritsu reserves the right to make changes.
(Parts that are shipped to an installation and are not used to complete a repair or are found to be nonfunctioning must be returned to Noritsu America Corporation. If the aforementioned parts are not returned a Government Credit Card and or a Purchase Order is required to cover the expense of unreturned and/or unused parts.)

Preventative Maintenance Calls: A technician inspects, adjusts, lubricates and/or replaces parts from a customers stock, unless otherwise covered. A PM call occurs once each quarter and can take up to 3 hours.

QSF/QSF-R: Any Noritsu C-41 or E-6 film processor for typical on site minilab equipment.

QSS Noritsu System: A system consisting of one QSS Noritsu printer-paper processor and one QSF Noritsu film processor.

Stand Alone: A single piece of equipment at a location with no other listed Noritsu equipment under any service agreement. 2 PM's a year with a Stand Alone Noritsu Repair Service Agreement.

Overseas/Off Shore Travel Charge: Locations outside the United States (contiguous 48 states, Washington D.C., Alaska, Hawaii and Puerto Rico): a) only 2 PM calls per year, b) add 50% overseas surcharge. * When a U.S. based Noritsu TSR is dispatched to an overseas location for emergency service, travel and per diem expenses will be incurred.
Please contact Noritsu Government Accounts Department for quote.

• *Corporate Office:* 6900 Noritsu Avenue, Buena Park, CA 90622-5039 (714) 521-9040 Ext. 6410

NORITSU
Noritsu America Corporation