

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 Swiderski Electronics for the product and/or services described herein.

This is a request for _____ (One-Time Contractor Requisition # _____, copy attached) or X Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of all contracts within the _____ (Attach List) (Program Name) Pre-Assigned Specification No. 33479 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)

Sarah Kreamsner 6-9471 [Signature] OEMC 2.7.05
Originator Name Telephone Signature Department Date

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

(x) PROCUREMENT HISTORY Please see attached.
(x) ESTIMATED COST Please see attached. OEMC estimates approx. \$1,000,000 per year.
(x) SCHEDULE REQUIREMENTS Please see attached.
(x) EXCLUSIVE OR UNIQUE CAPABILITY Please see attached.
(x) OTHER Please see attached.

APPROVED BY: [Signature] 2/7/05 _____
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

ATTACHMENT
OFFICE OF EMERGENCY MANAGEMENT AND COMMUNICATIONS
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT
SWIDERSKI ELECTRONICS, INCORPORATED

PROCUREMENT HISTORY

Swiderski Electronics, Inc. ("Swiderski") has provided audio-visual services to the City of Chicago since 1995. They have been involved with projects with the Chicago Fire Department, the Chicago Police Department and the Chicago Public Libraries, and in the performance of these services Swiderski has been a high-quality and responsive vendor in the performance of these services.

For the last 12 months, the Office of Emergency Management has used Swiderski to install program, support and maintain its audio, video, visual, presentation, control, display and signal processing equipment and systems. This equipment is located throughout the 911 Center, including in the Joint Operations Center, the City's Operations Center and on the 911 operations floor. OEMC hired Swiderski on an emergency basis when its former vendor went bankrupt and abruptly ended all services. Over the last year, Swiderski has developed a large portion of OEMC's audio-visual software code, and has maintained these systems on both a routine and an emergency basis.

ESTIMATED COST

OEMC estimates a ceiling of \$1 million per year, or \$5 million for a five-year contract. Based on our previous work with Swiderski, we have established a labor rate of \$97.00 per hour, in the absence of a fixed-price project proposal.

SCHEDULE REQUIREMENTS

None.

EXCLUSIVE OR UNIQUE CAPABILITY

Swiderski is an excellent candidate for sole source status because they are uniquely qualified to meet the operational requirements of OEMC. While we have worked with one or two other vendors who have some capacity in this area, no other vendor can comprehensively offer the services and quality that Swiderski provides.

Swiderski has worked closely with OEMC staff for the past year to modify, upgrade, and provide new custom operational software for many aspects of OEMC's intricate, multi-layered audio-visual network. As part of this work, Swiderski Electronics has actually written much of the software language for the majority of OEMC's audiovisual systems, including equipment custom interfaces such as AMX, Synelec, Barco, RGB-Spectrum, Tandberg and Extron. These programs are all uniquely integrated and interfaced to work together as a total system to meet OEMC's strict

requirements. For example, Swiderski has written and implemented the source code that controls the video wall in the Joint Operations Center and partial video operations of the new Operations Center. The code written is the driving force to operate and manipulate all video images controlling Homeland Security cameras and applications.

Because Swiderski has first hand knowledge of the city system, they are uniquely qualified to provide these services. Swiderski has continually demonstrated its knowledge, technical aptitude, products familiarity and quality of workmanship during the past year. We believe that the City's public safety needs justify a sole source agreement with this vendor.

CITY OF CHICAGO ALL PURPOSE REQUISITION FORM

PAGE ... OF ...

DEPT USE 1 _____ DEPT USE 2 _____

DATE 2-10-05 BUREAU/DIVISION FINANCE SHIP CODE 991 SHIP TO EMC DATE NEEDED 4-05 PG RX NUMBER 19314 PV NUMBER PC58055800056
 ATTN Rochelle Simon

LINE	COMMODITY CODE	SYS CODE	DESCRIBE AND JUSTIFY GOODS OR SERVICES. OR ENTER CATALOG INFORMATION				UNIT PRICE	UNIT OF MEASURE	QUANTITY		TOTAL PRICE
			ITEM DESCRIPTION	CATALOG NAME/#	CATALOG DATE	CATALOG PAGE			CATALOG ITEM/PART #	ORDER	
	<u>28768</u>		<u>PURCHASED of Specialized</u>				<u>198,000⁰⁰</u>	<u>yr</u>	<u>5</u>		<u>980,000⁰⁰</u>
			<u>ELECTRONIC EQUIPMENT</u>								
			<u>REPAIRS of Electronic</u>				<u>2,000⁰⁰</u>	<u>yr</u>	<u>5</u>		<u>10,000⁰⁰</u>
	<u>93972</u>		<u>EQUIPMENT</u>								

COMMENTS:

CHECK OR COMPLETE ALL THAT APPLY

PARTICIPATING TA # _____

NEW TA OR CONTRACT SOLE SOURCE

PURCHASE ORDER CONTRACT AMENDMENT

DIRECT VOUCHER EMERGENCY REQUEST

7-DAY BID REJECTED

FY	LINE	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	DOLLAR AMT.
<u>05</u>		<u>100</u>	<u>58</u>	<u>415</u>	<u>0162</u>					

PAGE TOTAL: 1,000,000⁰⁰

GRAND TOTAL (ALL PAGES): 1,000,000⁰⁰

FOR FINANCE OFFICE USE ONLY

CONTRACTS REVIEW _____ FINANCE DIRECTOR _____

DATE _____ DATE _____

EPS PASS 1 _____ EPS PASS 2 _____

DATE _____ DATE _____

VENDOR INFORMATION

INVOICE NUMBER(S) _____

COMPANY NAME Swiderski Electronics

ADDRESS 800 W. Thorndale Ave.
ITASCA, IL.
60143

VENDOR CODE 841787

REP/PHONE 630-787-0800

BUREAU/DIVISION INFORMATION

SECTION MANAGER/ APRF PREPARED BY Rochelle Simon

ADDRESS 141 W. MADISON ST.

DATE 2-10-05 PHONE 312-746-9417

DEPUTY AUTHORIZATION Adrian Huel

DATE 2/7/05 PHONE 6-9428

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. 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.

PROJECT
 Date: 2-10-05
 ID No (Spec, RX, Project): 33479
 Department: DEMC
 Bureau: Finance
 Contract No (if known): _____
 Project Title/Description: PURCHASE / REPAIR Electronic Equipment

Contact Person: SARAH KREMSNER
 Tel: 6-9471 Fax: 6-9120 E-mail: _____
 Project Manager: _____
 Tel: _____ Fax: _____ E-mail: _____
 Estimated Value \$ 1,000,000.00

SCOPE STATEMENT

attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would 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)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS
 F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (change vendor limit)

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other
 State: IDOT/Transit IDOT/Highway Grant* Other
 Federal: FHWA FTA FAA Grant* Other
 Funding Strip(s): _____

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP - 4/05 Requested Contract Term (y/m/d): April 2010

PRE BID/SUBMITTAL REQUIREMENTS

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

CPAC PROJECT 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

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

CAPITAL EQUIPMENT (VEHICLES) 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: _____)

Copy of current Price List(s)/Catalog(s)

Form F-10 or other authorization document

Any other exhibits and attachments

COMMODITIES SUPPLEMENTAL CHECKLIST

Required attachments:

Copies of price lists, catalogs, drawings, variations of part numbers

Any other exhibits or attachments

CONSTRUCTION SUPPLEMENTAL CHECKLIST (LARGE & SMALL)

Required attachments: Copy of Draft (80% Completion)

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

CPAC PROJECT CHECKLIST

DELEGATE AGENCY SUPPLEMENTAL CHECKLIST

Required attachments:

Attach Scope of Services that includes the following information 1) Program background & objectives; 2) Type of services for which proposals are sought; 3) Location and time line for delivery of services; 4) Qualifications, skills, and/or experience necessary; 5) Special licenses or certifications required; 6) Evaluation process (if known).

Other Attachments (please submit all that apply)

1. Copy of grant application and/or grant agreement
2. Evidence of award authority (DAAC agenda with agency name highlighted; City Council ordinance with agency name highlighted; or OBM letter)
3. Modification information (Copy of Form F-8A; screen print of EPS AWDS table)

Does program require Executive Order 91-1 clearance?

Yes No

Is boilerplate from Law available or in production?

Yes No

Would your department benefit from technical assistance?

Yes No

HARDWARE/SOFTWARE SUPPLEMENTAL CHECKLIST

ITSC (approved by BIS)

OBM (approved by Budget form/memo)

Attach any documentation indicating any previous purchase activity to assist in the procurement process

Grant document attached

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

Detailed scope of services as described on page 1.

The Schedule of Compensation

Deliverables

Request for individual contract services (if applicable)

The appropriate EPS form

* If this is a Telecommunications/Utilities project, please also address the following:

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

CPAC PROJECT CHECKLIST

SMALL ORDERS SUPPLEMENTAL CHECKLIST

Yes No

- ___ ___ 1. Special Approval Form/Justification Letter.
 e.g. (Emergency Contract, Telecommunication Back-up documents, Proposals , EPS Form F-10, etc.).
- ___ ___ 2. Suggested Vendor.
- ___ ___ 3. Commodity Code, Manufacturer, Catalog Information, Model No., Quantity, Unit Cost/Measure, Color etc.,
- ___ ___ 4. Detailed Specification or Scope of Work.

ATTACHMENT REQUIRED FOR EACH SMALL ORDERS PROCUREMENT TYPE

(Check Appropriate Group)

1. ONE SHOT (PN)

- YES () NO () Detailed Specifications
 YES () NO () Suggested Vendor
 YES () NO () Support Documentation

3. EMERGENCY CONTRACT

- YES () NO () Justification Letter
 YES () NO () Vendor Proposal
 YES () NO () Pre-assigned Requisition (RX)

4. TELEPHONE/FAX BIDS

- YES () NO () Justification Letter

2. SOLE SOURCE REQUIREMENTS

- YES () NO () Vendor Proposal
 YES () NO () Disclosure Affidavit
 YES () NO () Letter of Exclusive or Unique Capability
 YES () NO () Support Documentation from Vendor/Manufacturer.
 YES () NO () Signature(s) of Originator or Departmental Head/Designee.

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, contract term and extension options, contractor 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 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/biowaste material? ___ Yes No
- Will services require the blocking of streets or sidewalks in any way?
 Which may affect public safety? ___ Yes No

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 058- OEC1411 1411 W. MADISON Chicago, IL 60607	REQUISITION: 19314 PAGE: 1 DEPARTMENT: 58 - OFFICE OF EMERGENCY COMMUNICA PREPARER: Rochelle D Simeon NEEDED: APPROVED: 2/4/2005
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REQUISITION DESCRIPTION

NEW CONTRACT FOR SWIDERSKI ELECTRONICS
 SPECIFICATION NUMBER: 33479

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	28766	900,000.00	USD	0.00	0.00

PURCHASE OF SPECIALIZED ELECTRONIC MATERIALS

SUGGESTED VENDOR: SWIDERSKI ELECTRONICS INC

REQUESTED BY: Rochelle D Simeon

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0584115	0162	220162	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
2	28760	10,000.00	USD	0.00	0.00

REPAIR OF ELECTRONIC EQUIPMENT

SUGGESTED VENDOR: SWIDERSKI ELECTRONICS INC

REQUESTED BY: Rochelle D Simeon

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0584115	0162	220162	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00

Direct Dial (630) 875-4701
E-mail: joeswiderski@swid.com
Website: www.swid.com

HAND DELIVERED

February 4, 2005

Ms. Adrienne Hiegel
Managing Deputy Director for Finance and Administration
Office of Emergency Management and Communication
1411 West Madison Street
Chicago, Illinois 60607

Re: Swiderski Sole Source Justification

Dear Ms. Hiegel:

Swiderski Electronics Incorporated (Swiderski) is a Chicago low-voltage electrical contractor that has provided a wide range of audio-video services to several City of Chicago departments. For the past 12 months, Swiderski has provided technical support to the Office of Emergency Management and Communication (OEMC) for their audio, video, and signal processing systems. This technical support includes original software to run these systems, many of which are located in the City's Joint Operations Center.

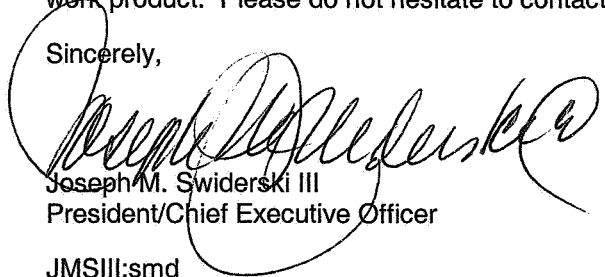
Swiderski's unique services qualify for sole source status for several reasons. First, Swiderski's custom software is now part of the OEMC's systems. The OEMC hired Swiderski on an emergency basis when its former vendor pulled out abruptly. As a result, a majority of OEMC's audio and video systems now contain Swiderski code and Swiderski technicians are uniquely qualified to modify and upgrade it.

Second, numerous OEMC programs now interface with Swiderski's software, and Swiderski is uniquely qualified to maintain this network. Because Swiderski has first-hand knowledge of OEMC's entire audio-video system, we can provide the best, cheapest, and fastest maintenance and troubleshooting, as it is required.

Third, Swiderski has demonstrated that it has the knowledge and technical skills to keep the City's critical public safety operations functional. Our technicians are on-call 24-hours a day and can respond (and, in fact, have responded) to emergency situations within an hour of being called. A sole source contract will allow us to continue to provide this service to maintain the City's critical communications systems.

I would be happy to meet and answer any questions regarding our qualifications, experience or work product. Please do not hesitate to contact me for any additional information.

Sincerely,



Joseph M. Swiderski III
President/Chief Executive Officer

JMSIII:smd



SCOPE OF SERVICES
Swiderski Electronics, Incorporated

The Office of Emergency Management and Communications seeks the following services and support activities related to audio, video, visual, presentation, control, display and signal processing equipment and systems.

1. Vendor will design, write and develop all custom software code for various audio visual-based systems.
2. Vendor will provide installation, integration and all certification for the technology, equipment, interfaces and systems within its purview.
3. Where applicable, vendor will develop and provide detailed documentation for all systems and interfaces, including, but not limited to, drawings, specifications and software source code.
4. Vendor will custom-modify and configure pre-manufactured equipment to meet OEMC's operational requirements.
5. Upon request, vendor will provide technical review of equipment and software options to determine suitability in meeting various application requirements.
6. Vendor will provide routine and preventative technical service and repair of various audio, visual, video and related equipment.
7. Vendor will provide emergency technical support service and repair on a 24 hour per day, 7 day per week basis.

This agreement would cover all existing equipment, any necessary upgrades and any new equipment located at OEMC (1411 W. Madison Street, Chicago Ill) as well as any remote sites or back-up locations.