

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT(S)

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 CML Emergency Services, Inc. for the product and/or services described herein.
(Name of Person or Firm)

This is a request for: X (One-Time Contract Per 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) 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., is 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)

Pius Fernandez 773-686-2321 Aviation 3/15/2004
Originator Name Telephone Department Date
[Signature] Signature
4-1-04

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

<input type="checkbox"/> PROCUREMENT HISTORY 1(a) This is a renewal of an existing maintenance agreement for CML's E-911 systems proprietary hardware and software to cover Midway and O'Hare Communication Center E-911 system. 2(a) This is a continuation of previous procurement contract #T26162 and specification # B07251802. 3(a) Proprietary system. 4(a) Proprietary system. 5(a) The future will include any additional systems added on to this yearly maintenance agreement. 6(a) At this time CML is only procurement source.
<input type="checkbox"/> ESTIMATED COST 1(a) \$12,784 Funding line 2707, fund 0740, Dept. 085, Appropriation 0197 O'Hare, \$12,526 Funding line 3175, fund 0610, Dept. 085, Appropriation 0161, Midway. 2(a) Same as above. 3(a) Current contract pricing. 4(a) This is a proprietary system with substantial initial investment which could not be duplicated by other contractor at this time. 5(a) This proprietary system has a fixed cost.
<input type="checkbox"/> SCHEDULE REQUIREMENTS 1(a) System is remotely monitored with technician dispatch if necessary. 2(a) No. This is a proprietary system. 3(a) There is no definitive schedule. 4(a) The software is proprietary to CML and cannot be competitively bid.
<input type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY 1(a) This is a proprietary system, no qualifying company currently exists. 2(a) CML employees the personnel that supports CML's proprietary software. 3(a) CML is program developer. 4(a) Proprietary equipment and facilities. 5(a) Proprietary system knowledge. 6 (a) Customized E-911 emergency dispatch system. No other systems exist for comparison. 7(a) Yes. See attachment.
<input type="checkbox"/> OTHER 1(a) None. 2(a) None. Existing WBE/MBE waiver. See attached.

APPROVED BY: [Signature] 4-14-04 DATE
DEPARTMENT HEAD OR DESIGNEE BOARD CHAIRPERSON DATE

INSTRUCTIONS FOR PREPARATION OF NON-COMPETITIVE PROCUREMENT FORM (Rev 9/97)

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. The Board will not consider justifications with incomplete information or documentation. Also, attach Form F-7 (if One Time Contract); F-8 (if Delegate Agency Contract) or F-26 (if Term Agreement) to obtain a pre-assigned Specification and Contract Number for each contract in this request.

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 any 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

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

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

1. If contemplating hiring a person or firm as a Professional Service Consultant, explain in detail what professional skills, expertise, qualifications or 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.

OTHER

1. Explain other related considerations and attach all applicable supporting documents (Information Technology Strategy Committee (ITSC) Approval form, etc.)
2. Explain what opportunities of direct/indirect involvement of Minority or Women Business Enterprises have been discussed and/or are available this contract.

REVIEW AND APPROVAL

This form must be signed by both the Originator of the request and approved by the Department Head or, authorized designee.



DEPARTMENT OF AVIATION

MEMORANDUM

TO: Eric J. Griggs
Chief procurement Officer

DATE: April 8, 2004

ATTN : Kerwen Whatley
Deputy Procurement Officer

From: John A. Roberson
Commissioner

SUBJECT: **REQUEST FOR NON-COMPETITIVE PROCUREMENT
CURRENT SPECIFICATION NUMBER: B0725180801
MAINTENANCE OF CML TECHNOLOGIES
SENTINEL 911 EMERGENCY DISPATCH SYSTEM
VENDOR: CML EMERGENCY SERVICES. INC.
CURRENT EXPIRATION: 04/30/04
ORIGINAL EXPIRATION: 04/30/04**

The Department of Aviation (DOA) Safety and Security Section requests a Non-Competitive Procurement (Sole Source) for Maintenance of the Sentinel 911 Emergency Phone Systems utilized at O'Hare and Midway International Airports. This contract provides ongoing, comprehensive software and hardware maintenance to the above-mentioned computerized phone system that allows the OCC to send and receive calls and data.

The current vendor, CML Emergency Technologies, is the only firm qualified to perform maintenance operations on this proprietary system, as it was purchased from them several years ago via a non-competitive procurement. Since the time when DOA initiated the existing Sole Source maintenance contract with CML for the O'Hare system, the Sentinel 911 CML system at Midway has exceeded its warranty and now needs to be included in the new Sole Source agreement.

Attached are the User's Justification/Request memos, APRF, Non-Competitive Procurement Request form, Scope of Work, the vendor's proposal and a letter from the vendor requesting a waiver of the City's MWBE requirements. DOA respectfully requests your approval of this request for a new Sole Source agreement. If you concur with this request, please forward the package through the proper channels to continue the processing of this contract.



Maint. of CML / 911 Phone System
Page 2

Procurement Type: Non-Competitive Procurement

Duration: Three years with two 1-year extension options

Est. Annual Cost: \$12,784.00 (ORD)
12,526.00 (MDW)
\$25,310.00 Total Annual Cost

Funding: (ORD) 740-85-4045-0197-0191
(MDW) 610-85-5345-0161-0161

User Contact: Pius Fernandez Phone: 686-3083

User Deputy: David Ochal Phone: 686-3587



DEPARTMENT OF AVIATION

MEMORANDUM

TO: Richard Butler
Contracts Administrator

DATE: March.15, 2003

FROM: 
Pius Fernandez, Acting G. M. Operations

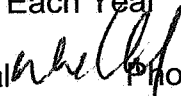
SUBJECT: Request for Sole Source

Justification:

We would like to renew CML.'S proprietary hardware and software maintenance agreement for three years with two options.

This is required to ensure uninterrupted call processing and dispatch at our Command Center (e911 operations).

It is our understanding that CML.'S call station hardware and software is proprietary and their maintenance can be procured only through CML.

Estimated Dollar Value:	\$75,930.00 Each Year
Duration:	N/A
User Deputy:	David Ochal  Phone 686-3857
Contact Person:	Pius Fernandez Phone 686-3083

Thank you for your assistance.

cc: David Ochal
John Townsend
File





March 30, 2004

Mr. Pius Fernandez
City of Chicago
Department of Aviation
T-3 Mezzanine
O'Hare International Airport
Chicago, IL
60666

RE: Maintenance of CML Sentinel 9-1-1 Equipment located at O'Hare and Midway Airports

Mr. Fernandez:

Attached please find the following documents associated with maintenance of CML manufactured equipment located at the City of Chicago airports.

1. CML Scope of Supply quotation for both O'Hare and Midway Airports;
2. CML letter dated March 29, 2004 confirming CML position relative to M/WBE and sole source justification;

Please feel free to contact either myself or Luc Boisvert should you require additional information or assistance.

Best regards

George D. Gregorio
Contract Manager

cc: L. Boisvert

CML Emergency Services, Inc.
75 Blvd. de la Technologie
Gatineau, QC J8Z 3G4
Canada
Tel: 819-778-2053
Fax: 819-778-3408

www.cmles.com



March 29, 2004.

Mr. Eric J. Griggs
Chief Procurement Officer
City of Chicago Procurement Department
121 North LaSalle Street
Chicago, IL

**RE: Minority/Women Business Enterprise (M/WBE) Waiver For Sole Source Contract
with the City of Chicago (Dept. of Aviation)**

Dear Sir:

CML is responding to a formal request from the City of Chicago to provide maintenance services for the CML manufactured equipment located at both the Midway and O'Hare airports.

CML has been providing the City of Chicago with service support for both airports for several years as a sole source vendor.

As delineated below, we find it necessary to request a full waiver of the City's 16.9% MBE and 4.5% WBE compliance requirements. CML has been permitted a full waiver on all prior/current awarded contracts with the Department of Aviation due to the lack of feasible opportunities we have available to achieve either direct or indirect compliance.

As the manufacturer of equipment installed at both Midway and O'Hare, CML directly provides the equipment and resources as required to maintain the integrity of the emergency communications systems. CML is not a certified M/WBE, nor does CML have the option to utilize certified M/WBE organizations during the performance of services, as all equipment is proprietary to CML as well as the installed communications network.

In addition, the software used to drive the communications systems is completely proprietary for security reasons.

It is imperative that CML self-perform all service of these systems to maintain the integrity and confidentiality of all security measures put in place at both airports' communications centers. CML has been open to indirect compliance, but the City has previously determined, due to the nature, location, etc. of our business, that indirect contracting was "Impracticable".

Thank you for the favorable consideration. Should you or your staff require further information, please do not hesitate to contact me.

Sincerely

David Jeffrey
Chief Financial Officer

CML Emergency Services, Inc.
75 Blvd. de la Technologie
Gatineau, QC J8Z 3G4
Canada

Tel: 819-778-2053
Fax: 819-778-3408

www.cmles.com

CML Quotation 2004-LBOI-0019-01

CML BASIC MAINTENANCE SCOPE OF SUPPLY

For

City of Chicago

(acting by and through its Department of Aviation)

1.0 SCOPE OF SUPPLY

1.1 CML Emergency Services, Inc. ("CML") shall supply the City of Chicago ("CITY") the services detailed in Section 2.0 below.

1.2 The term for the provision of the services shall commence on May 1, 2004 and shall continue until April 30, 2007 (the "Term"). The CITY may renew for an additional two (2) years at rates to be provided by CML to take into account equipment added during original term..

1.3 Subject to the qualifications set out herein, in consideration of a sum per airport as follows:

- a) **O'Hare \$49,015.00 (Forty Nine Thousand and Fifteen),**
- b) **Midway \$39,126.00)Thirty Nine Thousand One Hundred and Twenty-six),** payable by CITY in accordance with the terms detailed in Exhibits 1a and 1b, CML shall provide the maintenance services identified in Section 2.0.

1.4 The maintenance charge quoted above does not include any federal, state, provincial or local taxes, which, if applicable, would be to the account of CITY nor does it include any costs or charges set out in Sections 2.5, 2.6, 2.7 or 3.0.

2.0 ON-SITE MAINTENANCE SERVICES

2.1 **REMEDIAL EQUIPMENT AND SOFTWARE MAINTENANCE**

CML shall assist CITY in providing remedial on-site equipment and software maintenance, subject to the conditions outlined below, during 24 hours of the day during the Term. Such maintenance shall apply only to those components and equipment (the "Equipment") identified in Exhibit 1 and only so long as the Equipment is located in the same site or sites as identified in Exhibit 1. Remedial software maintenance shall provide for keeping all software produced by CML or its subcontractors installed within the Equipment free of software errors.

2.2 **SOFTWARE MAINTENANCE**

CML shall provide software maintenance as outlined in the Software Update Policies and Procedures contained in Exhibit 3. This quotation specifically excludes any obligation on CML to upgrade free of charge any software included in the Equipment shown in Exhibit 1.

2.3 CONDITIONS

- (a) Any maintenance to be performed pursuant to Sections 2.1 to 2.3 shall be subject to the following conditions and no on-site maintenance shall be performed by CML unless CITY complies with the conditions set out hereafter.
- (b) In the event that a fault or problem with the Equipment is discovered by CITY, it is the responsibility of CITY to perform initial troubleshooting. Should the problem require advanced technical expertise, CITY must contact CML by telephone. CML shall respond to such a telephone call with the actions and within the time limits shown in Exhibit 4.
- (c) A CML maintenance person must be able to carry out a remote dial-in operation by means of a remote maintenance position located at a CML maintenance center. In addition, a CML maintenance person must be able to communicate by phone with CITY at the site of the installed Equipment. The purpose of carrying on remedial maintenance first by means of a remote maintenance position and by telephone is to either attempt correcting the fault in the shortest time without the CML maintenance person having to travel on-site or to ascertain which components have to be brought on-site to correct the fault.

When detecting a fault with the Equipment or receiving a phone call from CITY, a CML maintenance technician may connect the remote maintenance position to gather system error codes and diagnostic messages which are automatically logged within the Equipment upon detection of a system problem. It is the purpose of remote maintenance for CML to retrieve such stored messages, interpret them and, if possible, carry out additional remotely triggered automatic tests in order to isolate an existing or potential fault. Should CML require the execution of a remotely triggered test which potentially interferes with the normal operation of the Equipment, CML shall first request permission for the execution of the test from CITY and shall carry out the test in close cooperation with CITY.

- (d) For purposes of this quotation, software and firmware are synonymous. Maintenance performed pursuant to Sections 2.2 and 2.3 includes software and firmware produced by CML which may be stored, by way of example only, in Erasable Programmable Read Only Memories (EPROMs), Electrically Erasable Programmable Read Only Memories (EEPROMs), Programmable Read Only Memories (PROMs), floppy or fixed disks or other software or firmware storage media.
- (e) Under this quotation, remedial software maintenance is intended solely to help isolate a new and previously unknown to CML software error existing within the Equipment software. The procedures, priorities and time-frames to resolve such software errors are outlined in the CML Software Update Policies and Procedures contained in Exhibit 3. To identify and isolate a software error, CML may use its discretion in devising an approach which it considers the quickest and most appropriate to isolate the fault. By way of example only, CML may set up at a CML maintenance center a similar operational environment as that found at CITY's equipment site or it may additionally dispatch a maintenance person to the Equipment location in order to observe the operation of the equipment. For the purpose of obtaining additional data about the

software error, CITY shall permit a CML maintenance person to witness the operation of the equipment and the CITY shall permit CML to execute some tests which shall not endanger the public or the Equipment operators or impede their normal operation of the Equipment.

(f) This quotation does not provide, free-of-charge, new software releases and its associated software configuration database for the **CML manufactured products** installed within the Equipment. It does not provide, free-of-charge, for the services from CML to effect changes in the database which may be required from time to time to accommodate Equipment configuration changes. Also, this quotation does not include free delivery of new software features which are sold individually for a charge by CML.

(g) The maintenance of software and firmware is limited to software or firmware referred to in Exhibit 1.

2.4 OTHER FAULTS

If chronic remedial maintenance is provided by means of a CML site visit and the fault or service interruption is found to be caused by equipment not provided by CML or by external telecommunication network or radio attachments or links not maintained by CML, then CITY shall reimburse CML at CML's hourly rates shown in Section 3.0 plus travel, living and incidental expenses.

2.5 PARTS AND TELEPHONE COSTS

Subject to the conditions outlined in Exhibit 5, the repair of failed parts necessary to ensure the proper functioning of the **CML manufactured Equipment** shall be furnished by CML at no additional cost to CITY and all such Parts replaced under preventive or remedial maintenance shall become the property of CML. Installation and line charges of the Equipment connection to the public switched telephone network shall be borne by CITY or it's CITY. CML shall bear the cost of al telephone charges incurred when dialing into the Equipment.

2.7 EXCLUSION

The maintenance charges under this quotation do not include parts which are consumed by the equipment to sustain its normal operation and it specifically excludes for CML to assume the cost of the following:

- (a) supplies such as ribbons, cards, paper tape, magnetic tape and disks;
- (b) refinishing or painting of the Equipment;
- (c) installation or moving of any unit of the Equipment;
- (d) repair of Equipment damage attributable to the error or negligence of CITY;

(e) repair of Equipment which was not under an equipment maintenance contract from CML immediately prior to the commencement date of maintenance;

(f) other causes described in Clause 3.

2.7 **RELOCATION OF EQUIPMENT**

CML shall be obligated to provide maintenance service only at the specified site or sites as outlined in Exhibit 1. If it is desired to relocate any Equipment, CITY shall give appropriate notice to CML of the intention to relocate the Equipment and maintenance arrangements shall be negotiated between the parties.

3.0 **OTHER COSTS**

The purpose of this quotation is to enable CML to respond immediately to any call for technical or service assistance in connection with the site installation. It is possible that CML may be asked to provide assistance in the diagnosis and cure of a problem occurring outside this quotation as a result of:

- (i) faulty equipment or service provided by others;
- (ii) equipment which has been modified or otherwise altered other than pursuant to CML's written approval; or
- (iii) equipment which has been subjected to any kind of misuse or detrimental exposure or abuse or has been involved in an accident.
- (iv) equipment which has been damaged as a result of Force Majeure, including fire, lightning, acts of God or other acts completely out of CITY's control.

Under these circumstances, CITY agrees to reimburse CML the full costs of such additional technical engineering support. These costs will be CML standard charge-out rates in effect at the time the service is provided plus any travel, living and incidental expenses which may be applicable. These on-site charge-out rates, at the time of Contract signature, are as follows:

Technical Services	\$125 per hour
Help Desk Regular Hours	\$125 per hour
Help Desk Weekend, Holidays, After Hours	\$188 per hour
Emergency (Immediate Service)	\$250 per hour

The costs of repairing standard CML manufactured modules are:

Regular Repair within 10 working days	\$125 per hour
Emergency Repair within 5 working days	\$250 per hour

Other repairs are on a time and materials basis.

4. **CITY RESPONSIBILITIES**

4.1 **REMOTE HOOK-UP TO EQUIPMENT**

CITY shall ensure permission for CML to connect a remote maintenance position to the Equipment. The purpose of the remote position which is located at a CML maintenance center, would be solely for CML to retrieve diagnostic and error messages and to perform additional remotely triggered system tests for the purpose of identifying existing faults or apparent future problems.

4.2 **FIELD ENGINEERING SPACE**

CITY shall ensure for adequate working space and facilities within a reasonable distance of the Equipment for use by CML's field engineering personnel for the purpose of executing emergency repairs, if and when required.

4.3 **CARE OF EQUIPMENT**

CITY shall be responsible for use, care and cleaning of the Equipment in accordance with good maintenance practices applied to electronic communications equipment and instructions provided by CML.

4.4 **EQUIPMENT**

The service responsibility of CML covers only Equipment supplied to CITY as listed in Exhibits 1a and 1b.

4.5 **ADDITIONAL DEVICES AND EXTERNAL ATTACHMENTS**

CITY shall ensure that no additional attachments or devices are employed with the Equipment, other than those identified in Exhibits 1a and 1b and that no alterations to the Equipment will be made without the written consent of CML. CML shall not be liable for loss or damage to CITY resulting from unauthorized additional attachments, and CITY shall be liable to CML for any time, material and expenses spent by CML to analyze Equipment performance as a result of the addition of unauthorized attachments.

EXHIBIT 1a (O'Hare)

EQUIPMENT COVERED & TERMS OF PAYMENT

REL.	PRODUCT ID	DESCRIPTION	QTY.	MSRP	Direct 20%	Extended
1.1 Gateway (Network & PSAP)						
1.1.1 ECS-1000						
N/A	70-CB2AC-AA	ECS-1000 Cabinet - 2 Shelves; AC Power; Cabinet	1	\$20,290	\$16,232	\$16,232
N/A	70-30721-AA	ECS-1000 CE Shelf - Master	1	\$3,944	\$3,155	\$3,155
N/A	70-30723-AA	ECS-1000 CE Shelf - Slave Analog	1	\$4,594	\$3,675	\$3,675
B:3.0	71-30314-AA	AP 2000 Module	2	\$5,546	\$4,437	\$8,874
B:3.0	71-30596-AA	BIU Module	3	\$2,064	\$1,651	\$4,953
B:3.0	71-30212-AA	Data Interface Module	5	\$5,616	\$4,493	\$22,465
B:3.0	70-30382-AA	DCM Gen 3 Module with Caller ID	3	\$15,600	\$12,480	\$37,440
B:3.0	70-30649-AA	Line/Trunk II Module (6 x 2)	3	\$8,320	\$6,656	\$19,968
B:3.0	71-30302-AA	MF/DTMF Module	2	\$2,330	\$1,864	\$3,728
B:3.0	71-30262-AA	Mixer 1024 Module	2	\$6,652	\$5,322	\$10,644
B:3.0	71-30197-AA	TDD Module	1	\$3,216	\$2,573	\$2,573
1.1.1 ECS-1000 Section Sub-Total:						\$133,707
1.1.1 ECS-1000 - Spares						
B:3.0	71-30212-AA	Data Interface Module	1	\$5,616	\$4,493	\$4,493
B:3.0	70-30382-AA	DCM Gen 3 Module with Caller ID	1	\$15,600	\$12,480	\$12,480
B:3.0	70-30649-AA	Line/Trunk II Module (6 x 2)	1	\$8,320	\$6,656	\$6,656
1.1.1 ECS-1000 Spares Section Sub-Total:						\$23,629
1.1.3 SMART						
B:3.0	70-31528-DA	SMART Software - Maintenance, MIS & Reconfiguration Level	1	\$10,380	\$8,304	\$8,304
N/A	ECS-SMP4	Feature - Statistics and CDR on Disk	1	\$1,102	\$882	\$882
1.1.3 SMART Section Sub-Total:						\$9,186
1.1.5 PSAP Gateway Features						
N/A	70-AAL01-AA	Administrative ACD List	1	\$1,168	\$934	\$934
N/A	70-VD256-AA	256 VADONs	1	\$890	\$712	\$712
1.1.5 PSAP Gateway Features Sub-Total:						\$1,646
1.2 Data Broker						
1.2.1 Sentinel ALI						
2.1	71-A010K-FB	Sentinel ALI - SQL Software - 10K Records	1	\$13,520	\$11,898	\$11,898
1.2.1 Sentinel ALI Section Sub-Total:						\$11,898
1.3 IWS						
1.3.1 Sentinel 9-1-1						
B:3.0	71-31782-BA	Sentinel 9-1-1 Answering Position Software with ITDD and IRR	10	\$7,806	\$6,245	\$62,450
B:3.0	71-30597-BA	New Style HLIM with CML I/O Module	10	\$2,796	\$2,237	\$22,370
1.3.1 Sentinel 9-1-1 Section Sub-Total:						\$84,820
1.3.1 Sentinel 9-1-1 - Spares						
B:3.0	71-30597-AA	New Style HLIM	1	\$1,998	\$1,598	\$1,598
1.3.1 Sentinel 9-1-1 Spares Section Sub-Total:						\$1,598
1.4 MIS						
1.4.2 Sentinel Stats						
2.0	71-31963-CB	Sentinel Stats 2.0 License for 11+ Answering Positions	1	\$20,000	\$16,000	\$16,000

**EXHIBIT 1a (Cont'd)
EQUIPMENT COVERED & TERMS OF PAYMENT**

NEW Equipment purchased in 2003 (Warranty end: Apr. 30, 2005 - Applied on Year 2)

B:3.0	71-30212-AA	Data Interface Module	2	\$5,616	\$4,493	\$8,986
B:3.0	70-30649-AA	Line/Trunk II Module (6 x 2)	2	\$8,320	\$6,656	\$13,312
B:3.0	70-30382-AA	DCM Gen 3 Module with Caller ID	1	\$15,600	\$12,480	\$12,480
B:3.0	71-30690-AA	Internal Fax/Modem (14.4/9.6 kbps)	8	\$468	\$374	\$2,992
B:3.0	71-30597-CA	New Style HLIM with CML I/O Module and Internal Modem	8	\$3,160	\$2,528	\$20,224
B:3.0	71-31782-BA	Sentinel 9-1-1 Answering Position Software with iTDD and IRR	8	\$7,806	\$6,245	\$49,960
New equipment purchased in 2003 Sub-Total:						\$107,954

4. Maintenance

Basic Maintenance

Year 1	80-SBMC1-AA	Basic Maintenance Contract	1	\$15,220	\$12,176	\$12,176
Year 2	80-SBMC1-AA	Basic Maintenance Contract (with New Equipment)	1	\$21,293	\$17,034	\$17,034
Year 3	80-SBMC1-AA	Basic Maintenance Contract (with New Equipment)	1	\$22,358	\$17,886	\$17,886
Basic Maintenance SubTotal:						\$47,097

4.2 Sentinel ALI Maintenance

Year 1	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$608	\$608	\$608
Year 2	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$639	\$639	\$639
Year 3	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$671	\$671	\$671
Sentinel ALI Maintenance Section Sub-Total:						\$1,918

Maintenance Payment Terms: (ALI & ECS)

Year 1	\$12,785
Year 2	\$17,673
Year 3	\$18,557
Total:	\$49,015

TERMS OF PAYMENT

Amount of \$49,015.00 shall be paid in accordance with the following payment schedule.

Year:	Amount:	Due Date:
1	\$12,785.00	May 1, 2004
2	\$17,673.00	May 1, 2005
3	\$18,557.00	May 1, 2006

**EXHIBIT 1b (Midway)
EQUIPMENT COVERED & TERMS OF PAYMENT**

REL.	PRODUCT ID	DESCRIPTION	QTY.	MSRP	Direct 20%	Extended
1.1 Gateway (Network & PSAP)						
1.1.1 ECS-1000						
N/A	70-CB2AC-AA	ECS-1000 Cabinet - 2 Shelves; AC Power; Cabinet	1	\$20,290	\$16,232	\$16,232
N/A	70-30721-AA	ECS-1000 CE Shelf - Master	1	\$3,944	\$3,155	\$3,155
N/A	70-30723-AA	ECS-1000 CE Shelf - Slave Analog	1	\$4,594	\$3,675	\$3,675
B:3.0	71-30314-AA	AP 2000 Module	2	\$5,546	\$4,437	\$8,874
B:3.0	71-30596-AA	BIU Module	3	\$2,064	\$1,651	\$4,953
B:3.0	71-30212-AA	Data Interface Module	3	\$5,616	\$4,493	\$13,479
B:3.0	70-30382-AA	DCM Gen 3 Module with Caller ID	2	\$15,600	\$12,480	\$24,960
B:3.0	70-30649-AA	Line/Trunk II Module (6 x 2)	2	\$8,320	\$6,656	\$13,312
B:3.0	71-30302-AA	MF/DTMF Module	2	\$2,330	\$1,864	\$3,728
B:3.0	71-30262-AA	Mixer 1024 Module	2	\$6,652	\$5,322	\$10,644
B:3.0	71-30197-AA	TDD Module	1	\$3,216	\$2,573	\$2,573
1.1.1 ECS-1000 - Spares						
B:3.0	71-30596-AA	BIU Module	1	\$2,064	\$1,651	\$1,651
B:3.0	71-30212-AA	Data Interface Module	1	\$5,616	\$4,493	\$4,493
B:3.0	70-30382-AA	DCM Gen 3 Module with Caller ID	1	\$15,600	\$12,480	\$12,480
B:3.0	70-30649-AA	Line/Trunk II Module (6 x 2)	1	\$8,320	\$6,656	\$6,656
B:3.0	71-30302-AA	MF/DTMF Module	1	\$2,330	\$1,864	\$1,864
1.1.1 ECS-1000 Spares Section Sub-Total:						\$27,144
1.1.3 SMART						
B:3.0	70-31528-DA	SMART Software - Maintenance, MIS & Reconfiguration Level	1	\$10,380	\$8,304	\$8,304
1.1.3 SMART Section Sub-Total:						\$8,304
1.1.5 PSAP Gateway Features						
N/A	70-AAL01-AA	Administrative ACD List	3	\$1,168	\$934	\$2,802
N/A	70-VD256-AA	256 VADONs	1	\$890	\$712	\$712
B:3.0	70-PW512-AA	512 Call-Taker Passwords	1	\$3,550	\$2,840	\$2,840
1.1.5 PSAP Gateway Features Sub-Total:						\$6,354
1.2 Data Broker						
1.2.1 Sentinel ALI						
2.1	71-A010K-FB	Sentinel ALI - SQL Software - 10K Records	1	\$13,520	\$11,898	\$11,898
1.2.1 Sentinel ALI Section Sub-Total:						\$11,898
1.3 IWS						
1.3.1 Sentinel 9-1-1						
B:3.0	71-31782-BA	Sentinel 9-1-1 Answering Position Software with ITDD and IRR	6	\$7,806	\$6,245	\$37,470
B:3.0	71-30597-BA	New Style HLIM with CML I/O Module	6	\$2,796	\$2,237	\$13,422
1.3.1 Sentinel 9-1-1 Section Sub-Total:						\$50,892

**EXHIBIT 1b (Cont'd)
EQUIPMENT COVERED & TERMS OF PAYMENT**

1.3.1 Sentinel 9-1-1 - Spares						
B:3.0	71-30597-AA	New Style HLIM	1	\$1,998	\$1,598	\$1,598
1.3.1 Sentinel 9-1-1 Spares Section Sub-Total:						\$1,598
1.4 MIS						
1.4.2 Sentinel Stats						
2.0	71-31963-BB	Sentinel Stats 2.0 License for 6-10 Answering Positions	1	\$15,000	\$12,000	\$12,000
1.4.2 Sentinel Stats Section Sub-Total:						\$12,000
Sub-Total Price:						\$223,775
Total Price:						\$223,775
4. Maintenance						
4.1 CML Maintenance						
N/A	80-RTS02-AA	Return to Service - Contract Expired More than One Year	1	\$8,939	\$7,151	\$7,151
Basic Maintenance						
Year 1	80-SBMC1-AA	Basic Maintenance Contract	1	\$11,918	\$9,534	\$9,534
Year 2	80-SBMC1-AA	Basic Maintenance Contract	1	\$12,514	\$10,011	\$10,011
Year 3	80-SBMC1-AA	Basic Maintenance Contract	1	\$13,140	\$10,512	\$10,512
Basic Maintenance SubTotal:						\$30,057
4.2 Sentinel ALI Maintenance						
Year 1	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$608	\$608	\$608
Year 2	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$639	\$639	\$639
Year 3	80-SBMC3-AA	Basic Maintenance Contract - ALI	1	\$671	\$671	\$671
Sentinel ALI Maintenance Section Sub-Total:						\$1,918
Maintenance Payment Terms: (Basic and ALI Maintenance)						
						Year 1
						Year 2
						Year 3
						Total:
						\$12,526
						\$13,034
						\$13,566
						\$39,126

TERMS OF PAYMENT

Amount of \$39,126.00 shall be paid in accordance with the following payment schedule.

Year:	Amount:	Due Date:
1	\$12,526.00	May 1, 2004
2	\$13,034.00	May 1, 2005
3	\$13,566.00	May 1, 2006

EXHIBIT 2

LIST OF PREVENTIVE MAINTENANCE SERVICES

As a level 1, CITY shall, at all times, have a CML trained technician on staff.

As stipulated in Section 2.1 of this quotation, CML will assist CITY in performing additional preventive maintenance of the Equipment. Such preventive maintenance shall include the following services as a minimum.

Every six (6) months CML shall receive a report (via email addressed to tsg@cmles.com) from CITY confirming that the following maintenance tasks have been performed:

- (a) Ascertain proper operation of the Equipment as can be verified from console operating positions, the Light Emitting Diode display appearing at the front panels of all circuit modules of the Equipment, alarm displays appearing at the Power Supply Monitor module of the Equipment, diagnostic print-outs available from the SMART Position and diagnostic tests which can be performed at the SMART Position.
- (b) Measure all system voltages, temperatures of power supply modules and batteries of the Equipment. Observe environmental conditions such as temperature, humidity and abnormal building vibrations at Equipment site.
- (c) Verify proper operation of power supply modules pertaining to the Equipment such as their tuning and equal sharing of the load. Such maintenance activity includes verification of spike-free operation of the primary power source to the Equipment.
- (d) Verify proper operation of all operating positions of the Equipment.
- (e) Verify proper operation of all data links connected to the Equipment.
- (f) Cleaning of any cooling fans pertaining to the Equipment as well as identification of any air-flow obstructions which cause or could lead to eventual overheating of the Equipment or parts thereof.

EXHIBIT 3

CML SOFTWARE UPDATE POLICIES AND PROCEDURES

The following describes the Software Update Policies and Procedures of CML for **CML manufactured Equipment only**. It includes description of regular, planned (i.e. scheduled) as well as irregular or interim SW releases.

Irregular or Interim SW Releases

Such releases may only occur due to recently discovered software problems or, under exceptional circumstances, due to sudden or unforeseen requirements arising at a CITY site which require immediate attention by CML's engineering team. For instance, a CITY may have an external unforeseen condition not caused by a software problem within the CML equipment which prevents the safe operation of the CML equipment and which can best be handled by modifying the software within its equipment. Under the latter conditions, CITY shall negotiate with the CITY a resolution of the problem and associated costs which are not subject to the CML Software Upgrade Program as described in this quotation.

Depending on the urgency and difficulty of resolving a situation, an irregular SW version, which was first extensively tested, may be released as soon as it becomes available. In the case of a software error, the approach taken by CML personnel depends on the severity of the software error. There are three priority levels under which the software error may be classified, as shown below.

(a) Priority 1 Software Errors

A software error is classified to be of Priority 1 when operation of the system under its intended application endangers the safety of the public or the operators of the Equipment. Such software errors are dealt with by means of a two-phased approach:

- The first phase consists of a Work-Around Procedure, to be used by the Equipment operators, which is worked out promptly by CML technical personnel. It is intended to permit continued operation of the Equipment until the second phase, shown below, is completed. The Work-Around Procedure may consist of instructions to the Equipment operating personnel and/or system reconfiguration from the SMART Position and/or hardware platform changes on the Equipment. The time period within which the Work-Around Procedure shall be established should be approximately 24 hours or less. In some cases, however, the problem may be very difficult to solve; in those cases, CML personnel shall continue searching for a safe Work-Around Procedure until one is found.
- The second phase, also carried out by CML technical personnel, consists of a revision of the software program for the Equipment. CML shall embark on correcting the program immediately and deliver the updated software promptly to CITY after all testing has been carried out.

(b) Priority 2 Software Errors

A software error is classified to be of Priority 2 when it has a potential for adversely affecting the operation of the Equipment but a configuration change from the SMART Position or some hardware change and/or a simple and safe operational Work-Around Procedure can be derived which entirely avoids the problem from occurring. Such software errors are also dealt with by means of a two-phased approach:

- The first phase consists of a Work-Around Procedure to be used by the Equipment operators which is worked out as soon as possible by CML technical personnel. It is intended to enable continued operation of the Equipment until the second phase, shown in (b) below, is completed. The time period within which the Work-Around Procedure shall be established should be approximately 3 weeks or less.
- - The second phase, also carried out by CML technical personnel, consists of a revision of the software program for the Equipment. CML shall embark on correcting the program as soon as possible and deliver the updated software to CITY during the next, scheduled software release.

(c) Priority 3 Software Errors

A software error is classified to be of Priority 3 when it has no effect on service or safety but it may have a potential of adversely affecting the maintenance or administration of the Equipment. Priority 3 errors could also consist of "Cosmetic Changes" requested by operators of the equipment such as to make the product more user-friendly, enhance presentation of information to the user or similar.

The resolution of such a software error is negotiated between the CITY and CML and, if agreed to by CML, it shall be corrected in the next scheduled software release.

Level SW Releases

The time period between regular and planned SW releases is approximately twelve (12) months, it may take longer depending on the amount of new software features included in the new release. Features brought out at regular releases have normally been planned and in some cases will be announced to CITY ahead of the release date.

Ownership of New Software Releases

Software releases are issued on a per-site basis and CML delivers the software on a per-site basis. CML's Software License granted to a CITY who bought CML Equipment specifies that the software supplied by CML cannot be reproduced by anyone other than CML.

EXHIBIT 4

CML FIELD SERVICE RESPONSE-TIME POLICIES AND PROCEDURES

Upon occurrence of a field problem, CITY's first step towards resolution is to perform first level troubleshooting of the problem and attempt resolution prior to contacting CML either by calling 1-800-CML-TECK or 1-819-778-2053. Having been alerted of a field problem, CML shall respond to the fault. For all cases, CML shall first attempt to resolve the problem by phone.

Telephone Help Desk Availability

CML Emergency Services, Inc. has a 24-hour "1-800" number for immediate access to CML's Technical Support Help Desk. All emergencies should be communicated to CML during regular business hours*, if possible. After regular business hours, CITY's call will be answered by CML's after hours service. A CML technician will return the call within thirty (30) minutes.

- * **Regular business hours** are from 7 :30 a.m. to 7 :00 p.m. Central, Monday through Friday, except statutory holidays. (Canadian statutory holidays in 2004 include; January 1, April 9, May 24, July 1, Septemebr 6, October 11, December 25 and 26).

EXHIBIT 5

CML COMPONENT REPAIR POLICIES

Included with a Basic Maintenance Contract, CML offers to repair all components which were **originally manufactured by CML** provided the following conditions are met.

Conditions:

- (a) Unless otherwise instructed by CITY, CML will undertake to repair a component within ten (10) working days after the day of receipt at the factory provided that CML considers the component to be repairable.
- (b) If the component is not considered to be repairable, CML at its option, shall return an Equivalent Replacement Component^{**}.
- (c) CML undertakes no obligation to repair components which were modified by CITY without CML's prior authorization. Furthermore, CML enters no obligation to execute the repair such that the component and all modifications carried out originally by the CITY shall function in a manner satisfactory to the CITY after repair at CML. Furthermore, components which were modified by the CITY may not be considered repairable components by CML and may be substituted with an Equivalent Replacement Component.
- (d) Shipping charges to and from the CML designated repair depot are borne by CITY.

^{**} Equivalent Replacement Components are Components of the same or backward-compatible components of a more advanced hardware and/or firmware release. CML guarantees that Equivalent Replacement Components are compatible in form, fit and function, as originally specified by CML at time of purchase from CML or CML authorized modifications, of equivalent or superior quality to the component being replaced.

DEPARTMENT OF AVIATION ALL PURPOSE REQUISITION FORM

Page 1 of 1	DATE 3-15-2004	AIRPORT CONTROL	DATE REQUIRED BY	SHIPPING CODE Mo1	DEPT. REQ. NO.	VOUCHER NUMBER	SUBORDER
TERM LINE	COMMODITY CODE	DESCRIBE AND JUSTIFY GOODS OR SERVICES, OR ENTER CATALOG INFORMATION AS SHOWN					
		ITEM DESCRIPTION	CATALOG NAME	CATALOG NUMBER	CATALOG DATE	PAGE	ITEM #
		Renew Maintenance of existing 911 System for 3 years with two options, for O'Hare.					
		CML Reference number: 2003-LBOI-0005-01					
		Renew Maintenance of existing 911 System for 3 years with two options, for Midway.					
		CML Reference number: 2003-BWIS-0085-02					

CHECK OR COMPLETE ALL THAT APPLY	FY	LINE	FUND	DPT	CRC	APPRO	OBJ	PROJECT	DOLLAR AMOUNT	PAGE TOTAL
	03-04	2705	0740	085	4045	0197	0197		\$12,784	\$75,930.00
	MDW-03-04	3175	0610	085	5345	0161	0161		\$12,526	\$75,930.00
										GRAND TOTAL (ALL)
										\$75,930.00

NEW TA OR CONTRACT	FOR FINANCE OFFICE USE ONLY	VENDOR INFORMATION
PURCHASE ORDER	CONTRACTS REVIEW	COMPANY NAME
DIRECT VOUCHER	DATE	CML EMERGENCY SERVICES NUMBER(S)
7-DAY BID	DATE	VENDOR CODE
	EPS PASS 1 DATE	VENDOR INVOICE NUMBER(S)
	EPS PASS 2 DATE	PHONE # 708-450-199
		VENDOR REPRESENTATIVE Luc Boisvert

A SECTION INFORMATION

SECTION AGER/ APPROF FILLED OUT BY: *[Signature]*

AIRPORT: _____ ADDRESS: T3 MEZ

DEPUTY AUTHORIZATION: *[Signature]* 3-16-04

DATE: 3-15-04 PHONE: 6-3083

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: 4/8/04
 ID No (Spec, RX, Project): R07251808
 Department: Aviation
 Bureau: Contracts Administration
 Contract No(if known): T26162
 Project Title/Description: MAINT. OF THE CML SENTINEL 911 EMERGENCY DISPATCH SYSTEMS AT ORD & MDW

Contact Person: Steven Loboda
 Tel: 686-3590 Fax: 686-6235 E-mail: Groupwise
 Project Manager: PIUS FERNANDEZ
 Tel: 686-2321 E-mail: Groupwise
 Estimated Value \$ 75,000

SCOPE STATEMENT

Attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR 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

<input type="checkbox"/> F-25* (add line item)	<input type="checkbox"/> F-10* (special approvals)	<input type="checkbox"/> SSRB** (sole source approval)
<input type="checkbox"/> F-26* (new term agreement)	<input type="checkbox"/> RX (one-shot requisition)	<input type="checkbox"/> OBM Authorization
<input type="checkbox"/> F-27* (time extension)	<input type="checkbox"/> APRF (all purpose request form)	
<input type="checkbox"/> 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 AIRPORT O&M
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): (ORD) 740-85-4045-0197-0197
(MDW) 610-85-5345-0161-0161

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: 4/30/04
 Requested Contract Term (y/m/d): 3 yrs. + 2 1-yr OYR options
5/1/04 thru 4/30/07

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

ATTN: STACY STEWART
 DOA WILL ENTER A REQUISITION PURSUANT TO SOLE SOURCE APPROVAL, PER YOUR INSTRUCTION.

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

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

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



CPAC PROJECT CHECKLIST

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

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.

PROJECT CHECKLIST

VEHICLES/HEAVY EQUIPMENT SUPPLEMENTAL CHECKLIST

Required Attachments:

- Detailed Specifications including detailed description of the vehicle(s) or equipment, mounted equipment, if any, and options/accessories.
- Special Provisions (Delivery, Warranty, Manuals, Training, Additional Unit Purchase Options, Bid Submittal Information, etc.)
- Delivery Location(s)
- Technical Literature
- Drawings, if any
- Part Number List (Manufacturer; or Dealer; or Other Source: _____)
- Copy of current Price List(s)/Catalog(s)
- Form F-10 or other authorization document
- Any other exhibits and attachments

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