

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

This is a request for (One-Time Contractor Requisition # 40410, copy attached) or extension/Term Agreement or _____ Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" for 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 #: <u>12784</u>	Company or Agency Name: <u>Law Bulletin</u>		
Specification # <u>43139</u>	Contract or Program Description: <u>Legal Notice</u> <u>Publication</u> (Attach List, if multiple)		
Modification #: _____	<u>Patrick Ryan</u> Originator Name	<u>312.744.7375</u> Telephone	<u>[Signature]</u> Signature
		<u>Law</u> Department	<u>10/10/2008</u> Date

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

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

S. S. R. B.
 DATE 11/04/08
 APPROVED 3-0
 CONDITIONALLY APPROVED _____
 RETURN TO DEPT _____
 DISAPPROVED _____

APPROVED BY: [Signature] DEPARTMENT HEAD OR DESIGNEE DATE: 10-10-2008
[Signature] CHIEF PROCUREMENT OFFICER BOARD CHAIRPERSON: [Signature] DATE: 11/04/08
 DATE OF APPROVAL: 12/15/08

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT OF RENEWAL OF LAW BULLETIN LEGAL ADVERTISING SERVICES FOR THE LAW DEPARTMENT

REQUISITION NUMBER 40410 for PO NUMBER 12784

PROCUREMENT HISTORY

The law first requires publication of notice against unserved defendants in various cases such as Foreclosure, Heat, Demolition, Housing Abandonment Prevention Program (HAPP), Chicago Abandoned Property Program (CAPP) and others to perfect service. The publication is referred to as a default publication. In order for the City to obtain jurisdiction over the property, the law requires that defendants be served by personal service or by publication. A publication is necessary in every case as unknown owners cannot be personally served. The law requires that the notice be published in one newspaper of general circulation. The law also requires two publications for the foreclosure sale: a publication in a general circulation newspaper and a publication in a local newspaper where the property being sold is located.

The Law Bulletin has provided the City with both of these sale publications for almost fourteen years. The use of the Law Bulletin for the publication of these legal notices is a continuation of previous procurement policies that have existed for at least twenty-eight years and probably longer.

We made telephone inquiries to both the Chicago Tribune and the Chicago Sun-Times, but neither of those newspapers were interested in providing the City with the two publication notices required by law that the Law Bulletin provides.

As long as the law requires publication to perfect service and publication for foreclosure sales in a general circulation newspaper and a local newspaper, this procurement will be necessary on a continuing basis. It is possible that future competitive bidding may be an option if competitors are willing to provide the resources and services that the Law Bulletin now provides.

ESTIMATED COST

The cost for default publication is \$225.00 in cases such as Foreclosure, Heat, HAPP, CAPP, Demolition cases and \$7.00 per line for Condemnation Notices. The additional cost of publication of foreclosure sales, including both the Law Bulletin and the local newspaper publication is \$392.00. Law Bulletin costs are reasonable based on the amount of work performed and the price of newspaper space in general.

SCHEDULE REQUIREMENTS

The schedule is determined by the required legal procedures involved in the various lawsuits that the Law Department handles. Delays in publication would bring all

applicable City lawsuits to a complete halt as well as the ability to proceed with the foreclosure of properties to a complete halt, and reduce our ability to promptly wreck vacant and dangerous buildings.

EXCLUSIVE OR UNIQUE CAPABILITY

The Law Bulletin is the legal publication of the City of Chicago and their personnel is trained and experienced in the production of legal notice publications. As previously stated, the Law Bulletin has provided this service to the City of Chicago for many years.

For Demolition, Heat, CAPP, HAPP and Foreclosure default publications, the Law Bulletin provides the service of mailing a copy of the legal notices to defendants where addresses are available. For foreclosure sales, the Law Bulletin relieves the Law Department of the major task of developing and maintaining separate relationships and billing with each of the local newspapers. Given the Law Departments volume, approximately 800 Demolition cases, 450 Foreclosure cases, 200 Condo cases, 100 Heat cases, 100 CAPP cases, 40 TBI/STF cases, and 25 HAPP cases per year, the Law Bulletin's services are essential. The Law Bulletin also corrects mistakes in its own or local affiliates' publication notices at no charge to the City. In addition, the Law Bulletin also provides the City with all necessary court documents, including a Certificate of Publication consisting of affidavits evidencing both the Law Bulletin publication and the local newspaper publication. If there are any issues concerning the local newspaper, they are handled by the Law Bulletin. The Law Bulletin is currently the only paper willing to provide these services.

SCOPE OF SERVICES

Law Bulletin Publishing Company (“LBPC”) will publish notice in the Law Bulletin against unserved defendants as directed by the City of Chicago Law Department in various cases such as foreclosure, heat, condemnation, and demolition to perfect service. This publication is referred to as default publication. In addition, the Law Bulletin will place notice of foreclosure sale in a local newspaper as well as the Law Bulletin.

For demolition and heat cases, the Troubled Buildings Initiative (formerly HAPP), the Preserving Communities Together Program (formerly CAP) and foreclosures, the Law Bulletin will provide the service of ensuring that the Clerk of the Circuit Court of Cook County mail a copy of the legal notice to defendants at the addresses listed on the Affidavit for Service by Publication, which has been executed by the City of Chicago Law Department. Further, the Law Bulletin will ensure that the Clerk of the Circuit Court files her Certificate of Mailing and that such mailings are done.

The Law Bulletin will provide the City with all necessary court documents including a Certificate of Publication consisting of affidavits evidencing both the Law Bulletin publication and, in the case of sale notices, the Certificate of Publication from the local newspaper, which publishes the common notice advertisement.

The Law Bulletin will handle all communication with and business issues related to the local newspaper such as billing, ad placement, publication of notice pursuant to statute, etc.

CURRENT PROCEDURES (contacts to be modified as needed):

- 1) Invoices, vouchers, and copies of the notices are emailed after the first insertion of the notice to the following:

MI cases sent to:

Kristina Mokrzycki

30 N. LaSalle St., Suite 700

312-744-5397

E-mail address: kmokrzycki@cityofchicago.org

L cases sent to:

Julie Bengston

City Hall

121 N. LaSalle St., Room 600

312-744-0748

E-mail address: jbengston@cityofchicago.org

Invoices, vouchers, and copies of the notices are sent by regular mail to the following because her e-mail will not accept the material by e-mail:

CH cases sent to:

Janice McBride

30 N. LaSalle St., Suite 700

312-744-8872

E-mail address: jmcbridescott@cityofchicago.org

- 2.) After the third insertion of the notice, the Law Bulletin mails its Certificate of Publication to those named above. For sale notices the Law Bulletin also mails the Certificate of Publication from the newspaper that publishes the common advertisement. The Certificates are mailed after the third and final insertion because it is the Affidavit of the newspaper, swearing to the fact that the notice published all three times.

ADDITIONAL SERVICES AVAILABLE

The City of Chicago Law Department will have access to Law Bulletin's web-based service called the Public Notice Network. The service allows the Corporation Counsel to submit notices and affidavits electronically through the Public Notice Network password secured website. The website will show the insertion dates of the notice, the invoice number, certificate due date, scanned copies of the Certificates of Publication, etcetera.

Presently, sale notices, handled by the sale agent appointed by the Court, are placed for publication through the Law Bulletin's Public Notice Network.

There is no additional cost for this service.

SCHEDULE OF COMPENSATION

Law Bulletin Publishing Company Pricing Schedule – Public Notices

Corporation Counsel of the City of Chicago

Demolition Notices:	\$	225.00
Demolition Lien Foreclosure:	\$	225.00
Condemnation Notice:	\$	7.00 per line
<u>Judicial Sale Notices</u>		
Chicago Daily Law Bulletin:	\$	225.00
Second Newspaper:	\$	<u>167.00</u>
Total Judicial Sales Notice:	\$	392.00



DEPARTMENT OF LAW

MEMORANDUM

Subject: Law Bulletin Legal Advertising Services

To: Altha Riley, Contract Administrator

From: Patrick J. Ryan, Director of Administration

Date: October 10, 2008

The Law Department requests that a one-year extension be granted to Law Bulletin Publishing for Legal Advertising Services PO 12784. I have included the following documents to facilitate this request.

- Project Checklist
- Requisition #40410
- Justification for Non-Competitive Procurement
- Scope of Service
- Fee Schedule

A hard copy of this information has been forwarded to your attention.

Please contact me by email or at 744.7375 if you have any questions or require specific information related to this request.

08 OCT 15 11 51 AM '08

DPS PROJECT CHECKLIST

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

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 10/10/2008	Contact Person: Pat Ryan
REQ No.: 40410	Tel: 744.7375 Fax: 742.0664 E-mail: pjryan@cityofchicago.org
Specification No.: (if known): 43139	Project Manager: NA
PO No.: (if known): 12784	Tel: NA Fax: NA E-mail: NA@cityofchicago.org
Modification No.: (if known): NA	Previous PO No.: (if known): 12784

Project Description: One Year Contract Extension for Legal Notice Publications PO 12784

FUNDING:

City:	<input checked="" type="checkbox"/> Corporate	<input type="checkbox"/> Bond	<input type="checkbox"/> Enterprise	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other
State:	<input type="checkbox"/> IDOT/Transit	<input type="checkbox"/> IDOT/Highway	<input type="checkbox"/> FAA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other
Federal:	<input type="checkbox"/> FHWA	<input type="checkbox"/> FTA	<input type="checkbox"/> Grant*	<input type="checkbox"/> Grant*	<input type="checkbox"/> Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
01	009	0100	099	4431	0931	220931				350000

Estimated Value \$350000

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

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

The following is a general description of what should be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

- Blanket Agreement
- Standard Agreement
- Small Orders

MOD/AMENDMENT

- Time Extension
- Vendor Limit Increase
- Scope Change/Price Increase/Additional Line Item(s)
- Other (specify):

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

CONTRACT TERM: 1 YR **Requested Term (number of months):** 12

PRE BID/SUBMITTAL REQUIREMENTS:

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

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

Copy (Department)

DELIVER TO: 031-2005 30 LASALLE 30 N. LA SALLE ST. ROOM 1720 Chicago, IL 60602	REQUISITION: 40410 For PO Number: 12784 PAGE: 1 DEPARTMENT: 31 - DEPARTMENT OF LAW PREPARER: Patrick J Ryan NEEDED: PRE-APPROVED 10/10/2008
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REQUISITION DESCRIPTION

One Year Contract Extension for Legal Notice Publications PO 12784
 SPECIFICATION NUMBER: 43139
 Mod Reason: TIME EXTENSION

COMMODITY INFORMATION

LINE ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1 91503.08 One Year Contract Extension for Legal Notice Publications PO 12784	1.00	Unit	0.00	0.00

SUGGESTED VENDOR: LAW BULLETIN PUBLISHING CO

REQUESTED BY: Patrick J Ryan

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	
1	008	0100	0994431	0931	220931	0000	00000000	000000	00000	0000	0.00

LINE TOTAL: 0.00

REQUISITION TOTAL: 0.00