CITY OF CHICAGO  
DEPARTMENT OF PURCHASES,  
CONTRACTS AND SUPPLIES  
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

CONTRACT ADMINISTRATION RECEIVED: _______  
CA/CN RECOMMENDS: _______  
UNIT MANAGER CONCURS: _______  
BOARD SECRETARY RECEIVED: _______

DATE: _______  
DATE: _______  
DATE: _______  
DATE: _______

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

COMPLETE THIS SECTION IF NEW CONTRACT, TERM AGREEMENT OR PURCHASE ORDER

For contract(s) or purchase order, 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 Mr. Richard Kinczyk for the product and/or services described herein.

Name of Person or Firm

This is a request for:  

X (One-Time Contract or P.O. per 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 _______ program. (Attach List)

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 contract 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) ____________________________

Andrea Gibson  
744-9578  
Signature  
May 25, 04

Originator Name  
Telephone  
Office of Budget and Management  
Department

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

(X) PROCUREMENT HISTORY:  
This is a new requirement.

(X) ESTIMATED COST: $115,000.00

(X) SCHEDULE REQUIREMENTS:  
The Services will be provided on an as-needed basis with the hours worked determined by the Consultant and the Director.

(X) EXCLUSIVE OR UNIQUE CAPABILITY:  
Because Mr. Kinczyk has served in management and operations in the two largest Departments that utilize the Hired Truck Program, he has unique experience, expertise and qualifications to perform the Services required for the implementation of the new Hired Trucks division.

( ) OTHER:

APPROVED BY:  
DEPARTMENT HEAD OR DESIGNEE  
DATE  
BOARD CHAIRPERSON  
DATE

DPSC-JNCF Form (Rev 11/93)
TO: Jim Brennwald, Department of Law, Labor Division

CITY OF CHICAGO
REQUEST FOR INDIVIDUAL CONTRACT SERVICES

Department: Office of Budget and Management
Date: 5/17/04

Explain Why Contractor Necessary:
Rich Kinczyk is needed to provide consulting services to the City with respect to the creation and implementation of a new Hired Trucks Division within the City’s Office of Budget and Management (“OBM”). The function of the Hired Trucks Division will be to monitor and ensure compliance of the City’s Hired Trucks Program with all applicable City ordinances, policies, rules and regulations. Mr. Kinczyk will provide advice and expertise to OBM with respect to developing the means and methods for ensuring said compliance.

Explain Why Individual Considered Independent Contractor, and not Employee:
Mr. Kinczyk will perform these consulting services as a one-time project, until the new Hired Trucks Division has been established and fully developed its methods and processes. Mr. Kinczyk brings unique expertise to this project, given his familiarity with both the City’s Hired Trucks program and the daily operational needs of the City’s infrastructure departments. Mr. Kinczyk is also free to perform consulting services for other entities while he consults with the City on the development of the new Hired Trucks Division. He will make his own hours, as determined by the demands of the project, and will work primarily from his own office, using his own equipment and supplies. He will be paid by the hour, based on a record of hours worked.

Number of Contractors Needed: 1

Hours Per Week: approx. 15 - 40, depending on the demands of the project

Project Assignment: Consultation with respect to creation and implementation of Hired Trucks Division and compliance with applicable policies, ordinances, rules and regulations.

Duration of Assignment: June 1, 2004 - May 31, 2005

Department Representative to Contact for Further Information
Name: Andrea Gibson
Phone: 744-9578

Total Available Funding: $120,000
Chargeable To:

Fund: 004-0425-0057005-5094-220000-420202

Department Head: 
Law Department: 
Budget Office: 
Date: 5/17/04

Law Department: 
Budget Office: 
Date: 5/17/04
Mr. Eric J. Griggs  
Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street  
Room 403 City Hall  
Chicago, IL 60602

RE: Professional Services Agreement  
Oversee The Implementation of a New Hired Truck Division  
Richard Kinczyk

Dear Mr. Griggs:

The Office of Budget and Management is requesting No Stated M/WBE Goals for the above referenced agreement. The nature of the services to be provided and the size of the contract is such that neither direct nor indirect subcontracting opportunities with M/WBE firms will be practical.

Mr. Kinczyk, a management consultant, will be responsible for overseeing the implementation of a new Hired Trucks Division within the Department. The Consultant will provide advice and expertise to the City with respect to means and methods associated with design, construction and operations of the City's infrastructure.

Sincerely,

[Signature]

John F. Harris  
Director
Mr. Eric J. Griggs  
Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street  
Room 403 City Hall  
Chicago, IL 60602

RE: Waiver of Insurance Requirements  
Professional Services Agreement  
Oversee The Implementation of a New Hired Truck Division  
Richard Kinczyk

Dear Mr. Griggs:

The Office of Budget and Management is waiving the insurance requirements as stated in the above referenced agreement including any extensions options. The nature of the services to be provided and the size of the contract are such that the insurance requirements are impractical.

Mr. Kinczyk, a management consultant, will be responsible for overseeing the implementation of a new Hired Trucks Division within the Department. The Consultant will provide advice and expertise to the City with respect to means and methods associated with design, construction and operations of the City’s infrastructure.

Sincerely,

[Signature]

John F. Harris  
Director