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

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 Ace Rent a Car for the product and/or services described herein.  

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

COMPLETE THIS SECTION IF AMENDMENT OR MODIFICATION TO CONTRACT  
Describe in detail the change in terms of dollars, time period, scope of services, etc., its relationship to the original contract and the specific reasons for the change. Indicate both the original and the adjusted contract amount and/or expiration date with this change, as applicable. Attach copy of all supporting documents. Request approval for a contract amendment or modification to the following:

Contract #: __________ Company or Agency Name: __________

Specification #: __________ Contract or Program Description: __________

Mod #: __________ (Attach List, if multiple)

V Thomas 4-05-08 V Thomas MOSE 4/20/04

Originate Name Telephone Signature Department Date

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

(√) PROCUREMENT HISTORY

See Att.

(√) ESTIMATED COST

See Att.

(√) SCHEDULE REQUIREMENTS

See Att.

(√) EXCLUSIVE OR UNIQUE CAPABILITY

See Attached

( ) OTHER

APPROVED BY:  
DEPARTMENT HEAD OR DESIGNEE  4/19/04  BOARD CHAIRPERSON  DATE
JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

For

ACE RENT A CAR

for the Mayor’s Office of Special Events (MOSE) Jumping Jack Program

PROCUREMENT HISTORY:
The Mayor’s Office of Special Events is required to rent vans for Mayor’s Daley’s Jumping Jack Program.

15 Passenger vans are required to transport seasonal Jumping Jack personnel and accompanying equipment to various different sites throughout the City of Chicago. Cargo Vans are used strictly to transport no more than one person + driver along with accompanying equipment. Mini vans are used by MOSE personnel to do site checks and for equipment replacement.

Initially, vans were acquired through the city-wide blanket agreement with Budget Rent a Car. However, Budget nor Enterprise Rent a Car no longer carry the vans needed for this program. Our department along with Fleet Management researched this matter, seeking one company for this requirement, therefore, we found Ace Rent a Car. We passed this information along to Fleet Management for guidance, however, nothing materialized. ACE RENT a CAR of all the companies approached was the only to commit to having the quantity of vehicles requested.

ESTIMATED COST:

$148,528.00

SCHEDULE REQUIREMENTS:

(2) cargo vans @ $26.00 per day @ 130 days
(1) cargo van @ $26.00 per day @ 107 days
(1) 15 pass. van @ $49.00 per day @ 130 days
(8) 15 pass. vans @ $49.00 per day @ 107 days
(9) 15 pass. vans @ $49.00 per day @ 93 days
(2) 15 pass vans @ $49.00 per day @ 91 days
(9) 15 pass. vans @ $49.00 per day @ 79 days
(1) minivan @ $26.00 per day @ 145 days
(1) minivan @ $26.00 per day @ 82 days

EXCLUSIVE OR UNIQUE CAPABILITY:

After contacting many rent a cars companies (ie Enterprise, Budget, Hertz, Alamo, Avis and Pride) non of which could either supply our numbers and/or delivery schedule.

This is a procurement that will be required in the very near future.
2004 Van Proposal for
Mayor's Office of Special Events

April 8, 2004
Mr. Thomas E. Gray
121 North LaSalle Street
Chicago, IL. 60602

Re: Van Rates and information

Estimate...
Cargo Van @ $26.00 per day * 130 days = $3,380.00
2 Cargo Vans @ $3,380.00 .................................................. $6,760.00
1 15 pass @ $49.00 per day * 130 days .................................. $6,370.00
1 Minivan @ $26.00 per day * 145 days .............................. $3,770.00
15 pass @ $49.00 per day * 107 days = $5,243.00
8 15 pass @ $5,243.00 .......................................................... $41,944.00
1 Cargo Van @ $26.00 per day * 107 days ......................... $2,782.00
15 pass @ $49.00 per day * 93 days = $4,557.00
9 15 pass @ $4,557.00 ....................................................... $41,013.00
15 pass @ $49.00 per day * 79 days = $3,871.00
9 15 pass @ $3,871.00 .......................................................... $34,839.00
15 pass @ $49.00 per day * 91 days = $4,459.00
2 15 pass @ $4,459.00 .......................................................... $8,918.00
1 Minivan @ $26.00 per day * 82 days ............................... $2,132.00

Estimate Total*:
$148,528.00

*Please note this is only an estimated total. Your actual total bill may vary due to refueling costs, additional
miles, or extra day(s). ACE Rent A Car rents on a 24-hour rental day.

If you have any questions, please feel free to contact me. Thank you for giving ACE
Rent A Car the opportunity to earn your business.

Payment Due in the amount of $74,264.00 on May 1, 2004, and June 1, 2004.
Any additional cost will be billed at end of rentals.

Michael A. Russo
Assistant Location Manager
Ace-Rent-A-Car, Inc.

Thomas E. Gray
Director of Community Relations
Mayor's Office of Special Events

You Can Depend On ACE!
PROJECT CHECKLIST

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: 05/12/04
ID No (Spec, RX, Project): Contact Person: V. Thomas
Department: MD SE Tel: 312-5638 Fax: 4-0613 E-mail: VThomascoc.org
Bureau: SPEC - EVENTS Project Manager:
Contract No (if known): Estimation Value $:
Project Title/Description: VANG FOR JUMPING JACK PROGRAM

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
☐ F-25* (add item limit) ☐ F-10* (special approvals) ☐ SSRB** (sole source approval)
☐ F-28* (new term agreement) ☐ RX (one-shot requisition) ☐ OSM Authorization
☐ F-27* (time extension) ☐ APRF (all purpose request form)
☐ F-28* (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): 355 24 4005 9815 0151

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME
Date Needed: 5/3/04 Requested Contract Term (y/n/m): __________

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