**DPS PROJECT CHECKLIST**

**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: 9/15/06
REQ No.: 300964
PO No.: (if known): 4503
Modification No.: (if known):
Project Description: Surveillance Cameras

**Contact Person:** Lisa Miller
Tel: 4.4444 Tel: 4.3267
Fax: 4.3267
E-mail: lissamiller@cityofchicago.org

**Project Manager:**
Tel: Fax:
E-mail: cityofchicago.org

**Previous PO No.: (if known):**

**FUNDING:**
- City: [ ] Corporate [ ] Bond [ ] Enterprise [ ] Other
- State: [ ] IDOT/Transit [ ] IDOT/Highway [ ] Grant* [ ] Other
- Federal: [ ] FHWA [ ] FTA [ ] FAA [ ] Grant*

**LINE**  **FY**  **FUND**  **DEPT**  **ORGN**  **APPR**  **ACTV**  **OBJT**  **PROJECT**  **RPTG**  **$ DOLLAR AMOUNT**
01 06 100 81 7006 0340 0340

Estimated Value $ 100,000

*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.

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**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

**CONTRACT TERM:**
Requested Term (number of months):

**PRE BID/SUBMITTAL REQUIREMENTS:**
- Requesting Pre Bid/Submittal Conference? [ ] Yes [x] No
- Requesting Site Visit? [ ] Yes [ ] No

Form Dated 03/10/2006

Page 1 of 4
# CITY OF CHICAGO
## PRE-APPROVED MODIFICATION / OVERRIDE REQUISITION

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<th>DELIVER TO:</th>
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<td>DEPARTMENT: 81 - DEPT OF STREETS &amp; SANITATION</td>
<td></td>
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<tr>
<td>PREPARER: Lisa M Miller</td>
<td></td>
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<td>NEEDED:</td>
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<td>PRE-APPROVED 9/15/2006</td>
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## REQUISITION DESCRIPTION
REQUEST VENDOR LIMIT INCREASE PO 4503 SURVEILLANCE CAMERAS
SPECIFICATION NUMBER: 19490
Mod Reason: DOLLAR AMOUNT CHANGE

## COMMODITY INFORMATION

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INCREASE VENDOR LIMIT FROM $11,000,000 TO $11,100,000

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**LINE TOTAL:** 0.00

**REQUISITION TOTAL:** 0.00

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Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
Requisitions prepared incorrectly will be returned to the using department.
MEMORANDUM

TO: Barbara A. Lumpkin
    Chief Procurement Officer

FROM: Michael J. Picardi, Commissioner
      Department of Streets and Sanitation

DATE: September 15, 2006

SUBJECT: Spec. No.: 19490
         Contract: 4503
         Contractor: RMS Business Systems
         Subject: Request to Use Contract

The Chicago Police Department has a Sole Source Contract with RMS Business Systems for Surveillance Cameras. This contract went into effect June 1, 2003.

The Department of Streets and Sanitation has been asked by the Mayor’s Office to install surveillance cameras for our graffiti program. The cameras that the Police Department purchase from PO 4503 are exactly the type of camera we need with the exception of the blue light and the Police Department decals.

We anticipate that we will spend $100,000 and that this will be a one time purchase. We have entered a REQ 30064 to increase the vendor limit on this contract for our needs.

Streets and Sanitation has already spoken to the Police Department and have received verbal approval to use this contract.

The Department of Streets and Sanitation is requesting the authority to procure cameras off of PO 4503.

If you have any questions, please contact Lisa Miller 744-4667.

cc: Tony Ruiz
    Doug Yerkes, DPS
    John D’O’Brien, DPS
    Molly Longanecker, CPD
    Marv Shear, CPD
    Vallerta Smith
    File
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GENERAL INFORMATION:
Date: 9:15 AM
REQ No.: 30004
PO No.: (if known): 4503
Modification No.: (if known):
Project Description: Surveillance Cameras
Contact Person: Lisa Miller
Tel: 444-6667 Fax: 444-5557 E-mail: lisamiller@cityofchicago.org
Project Manager:
Tel: Fax:
E-mail:
Previous PO No.: (if known):

FUNDING:
City: Corporate
IDOT/Transit
State: IDOT/Highway
Federal: FHWA
Bond
FTA
Enterprise
FAA
Grant*
Other
Grant*
Other
Grant*
Other

LINE FY FUND DEPT ORGN APPR ACTV OBJT PROJECT RPTG $ DOLLAR AMOUNT
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Estimated Value $100,000

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☐ Standard Agreement
☐ Small Orders

MOD/AMENDMENT
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☐ Special Approvals
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NEEDED: PRE-APPROVED 9/15/2006

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SUGGESTED VENDOR: RMS BUSINESS SYSTEMS
REQUESTED BY: Lisa M Miller

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Tony,
Per our conversation regarding RMS Business Systems contract (#4503), this e-mail is to notify DPS that CPD is allowing a one time purchase of $100,000.00 to the Department of Streets & Sanitation off this said contract. CPD is also anticipating a vendor limit increase requisition to be entered by the Department of Streets and Sanitation to cover the amount that will be used.
Any questions please call.
Molly Longanecker
Supervisor of Contracts
Chicago Police
312-745-5599