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 Parkeon, Inc. for the product and/or services described herein.

This is a request for ______ (One-Time Contractor Requisition # 3537 copy attached) or _______ x _______ 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. 48881
Pre-Assigned Contract No. (Program Name)

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: ____________________________
Modification #: ____________________________

Steve Sakai 312 747-3753
Originator Name Telephone

Signature Revenue 10-1-07 Department Date

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

☑ PROCUREMENT HISTORY
SEE ATTACHED MEMO

☑ ESTIMATED COST
SEE ATTACHED MEMO

☑ SCHEDULE REQUIREMENTS
SEE ATTACHED MEMO

☑ EXCLUSIVE OR UNIQUE CAPABILITY
SEE ATTACHED MEMO

☑ OTHER
SEE ATTACHED MEMO

APPROVED BY: ____________________________ DEPARTMENT HEAD OR DESIGNEE
DATE ____________

BOARD CHAIRPERSON
DATE ____________
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 [Parkeon, Inc.] for the product and/or services described herein.

(Name of Person or Firm)

This is a request for [ ] One-Time Contractor Requisition # [number], copy attached) or [ ] 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. [44881]
Pre-Assigned Contract No. [ ]

(Program Name)

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 #: [ ]
Specification #: [ ]
Modification #: [ ]

Company or Agency Name: [ ]
Contract or Program Description: [ ]

(Attach List, if multiple)

Steve Sakai 312 747-3753
Originator Name Telephone

Signature Revenue 10-1-07
Department Date

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

☑ PROCUREMENT HISTORY
SEE ATTACHED MEMO

☑ ESTIMATED COST
SEE ATTACHED MEMO

☑ SCHEDULE REQUIREMENTS
SEE ATTACHED MEMO

☑ EXCLUSIVE OR UNIQUE CAPABILITY
SEE ATTACHED MEMO

☑ OTHER
SEE ATTACHED MEMO

APPROVED BY:

DATE

BOARD CHAIRPERSON DATE
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: October 1, 2007  
REQ No.: 35317  
Contact Person: Steve Sakai  
Tel: 7-3753  
Fax: 7-7420  
E-mail: steve.sakai@cityofchicago.org  
Project Manager: Tom Stevens  
Tel: 2-6978  
Fax: 2-6999  
E-mail: DR00683@cityofchicago.org  
PO No.: (if known):  
Modification No.: (if known):  
Previous PO No.: (if known): 3466  
Project Description: Parkeon Pay-and-Display Meter Parkfolio Service

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

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Estimated Value $1,263,000 DUR for 5-years
*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): Old scope into new Agreement

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

CONTRACT TERM: 5-years  Requested Term (number of months): 60 months
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 ☐

If applicable, 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 airsise? Yes ☐ No ☐

*NOTE: Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder’s qualification, contract term and extension options, Contractor’s 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.

If Modification request, please verify and provide the following:

Contractor’s Name:

Contractor’s Address:

Contractor’s e-mail Address:

Contractor’s Phone Number:

Contractor’s Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:
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 ☐
DPS 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 Submission Information, etc.)
☐ Delivery Location(s)
☐ Technical Literature
☐ Drawings, if any
☐ Part Number List (Manufacturer; or Dealer; or Other Source: )
☐ Current Price List(s)/Catalog(s)
☐ Special Approval Form
☐ Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor’s Name:

Contractor’s Address:

Contractor’s e-mail Address:

Contractor’s Phone Number:

Contractor’s Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

☐ Detailed description of project listing obligations of each party.
☒ The Schedule of Compensation
☐ Deliverables
☐ Request for individual contract services (if applicable)
☐ The appropriate EPS form
☐ ITSC (approved by BIS)
☐ OBM (approved by Budget form/memo)
☐ Grant document attached
Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, 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.
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

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

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, Bidder's qualification, contract term and extension options, Contractor's 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 (50') 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/bio-waste material? □ Yes □ No
Will services require the blocking of streets or sidewalks which may affect public safety? □ Yes □ No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name: Parkeon, Inc.
Contractor's Address: 40 Twosome Drive - Unit 7
Mooresstown NJ 08057
Contractor's e-mail Address: bdavis@mooresstown.parkeon.com
Contractor's Phone Number: 800-732-6868
Contractor's Contact Person: Barry Davis
## CITY OF CHICAGO
### PRE-APPROVED
### MODIFICATION / OVERRIDE REQUISITION

**DELIVER TO:**
029-4670 ST. OPS.
2735 N. ASHLAND AVE.
Chicago, IL 60614

**REQUISITION:** 35317 For PO Number: 3466

**PAGE:** 1

**DEPARTMENT:** 29 - DEPARTMENT OF REVENUE

**PREPARER:** Steven Y Sakai

**NEEDED:**

**PRE-APPROVED 9/27/2007**

---

### REQUISITION DESCRIPTION

Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio service contract, into the new Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SPECIFICATION NUMBER:** 11663

### COMMODITY INFORMATION

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Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SUGGESTED VENDOR:** PARKEON INC

**REQUESTED BY:** Steven Y Sakai

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**LINE TOTAL:** 0.00

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Estimated funding required to pay for Parkfolio service for current inventory of ~130 Stello pay-and-display meters for the next 5-years: $1,263,800 DUR.

**SUGGESTED VENDOR:** PARKEON INC

**REQUESTED BY:** Steven Y Sakai

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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.*
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: October 1, 2007
REQ No.: 35316
Contact Person: Steve Sakai
Tel: 7-3753 Fax: 7-7420 E-mail: steve.sakai@cityofchicago.org
PO No.: (if known):
Project Manager: Tom Stevens
Tel: 2-6978 Fax: 2-6999 E-mail: DR00683@cityofchicago.org
Modification No.: (if known):
Previous PO No.: (if known): 3466
Project Description: Parkeon Pay-and-Display Meter Parts

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

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Estimated Value $100,000 DUR for 5-years

*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): Old scope into new Agreement

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

CONTRACT TERM: 5-year
Requested Term (number of months): 60 months

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:
Requesting Pre Bid/Submittal Conference? □ Yes □ No
Requesting Site Visit? □ Yes □ No

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

If applicable, 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 □

*NOTE: Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder’s qualification, contract term and extension options, Contractor’s 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.

If Modification request, please verify and provide the following:

Contractor’s Name:
Contractor’s Address:

Contractor’s e-mail Address:
Contractor’s Phone Number:
Contractor’s Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:
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
DPS 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: )
☐ Current Price List(s)/Catalog(s)
☐ Special Approval Form
☐ Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor's Name:

Contractor's Address:

Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

☐ Detailed description of project listing obligations of each party.
☒ The Schedule of Compensation
☐ Deliverables
☐ Request for individual contract services (if applicable)
☐ The appropriate EPS form
☐ ITSC (approved by BIS)
☐ OBM (approved by Budget form/memo)
☐ Grant document attached
Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, 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.

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
DPS PROJECT CHECKLIST

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, Bidder’s qualification, contract term and extension options, Contractor’s 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 (50') 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/bio-waste material? ☐ Yes ☒ No

Will services require the blocking of streets or sidewalks which may affect public safety? ☐ Yes ☒ No

If Modification or Amendment request, please verify and provide the following:

Contractor’s Name: Parkeon, Inc.

Contractor’s Address: 40 Twosome Drive - Unit 7
Mooresstown NJ 08057

Contractor’s e-mail Address: bdavis@moorestown.parkeon.com

Contractor’s Phone Number: 800-732-6868

Contractor’s Contact Person: Barry Davis
# CITY OF CHICAGO
## PRE-APPROVED
### MODIFICATION / OVERRIDE REQUISITION

**DELEVER TO:**
029-4670 ST. OPS.
2735 N. ASHLAND AVE.
Chicago, IL 60614

**REQUISITION:** 35316 For PO Number: 1145
**PAGE:** 1
**DEPARTMENT:** 29 - DEPARTMENT OF REVENUE
**PREPARER:** Steven Y. Sakai
**NEEDED:**
**PRE-APPROVED:** 9/27/2007

---

**REQUISITION DESCRIPTION**
Sole Source request to roll-up the scope for PO#1145 Parkeon Pay-and-Display Meter Parts contract, into the new RFP-Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SPECIFICATION NUMBER:** B2-55038-09

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**COMMODITY INFORMATION**

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Sole Source request to roll-up the scope for PO#1145 Parkeon Pay-and-Display Meter Parts contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SUGGESTED VENDOR:** Parkeon Inc

**REQUESTED BY:** Steven Y. Sakai

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Add funding for Stelio parts, in an estimated amount of $20,000 per year times 5-years.

**SUGGESTED VENDOR:** Parkeon Inc

**REQUESTED BY:** Steven Y. Sakai

---

**LINE TOTAL:** 0.00

---

**REQUISITION TOTAL:** 0.00

---

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.
October 1, 2007

Ms. Barbara A. Lumpkin  
Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street, Room 403  
Chicago, Illinois 60602-1284

Subject: Non-Competitive Procurement Request to Add: 1) Parkeon Meter Parts and, 2) ParkFOLIO® Software Internet Support Requirements into: 3) Parkeon Pay-And-Display Meter Agreement.

Vendor: Parkeon, Inc.

Title: Pay-and-Display Parking Meters

RX No.: 35316 and 35317

Spec. No.: 44881

Estm. Value: $402,600 for a 5-year period.

Dear Ms. Lumpkin:

The Department of Revenue concurs with the Department of Procurement Services’ recommendation to consolidate three separate Parkeon, Inc. pay-and-display related contracts into one single Agreement.

Two current sole source Parkeon contracts (PO#1145 and PO#3466) were targeted to be entirely replaced as part of the award of the RFP for all new pay-and-display meters. However, due to budgetary constraints, the initial anticipated purchase of 1,300 new pay-and-display meters had to be drastically reduced to around 180 pay-and-display meters. The original plan would have replaced 130 of our current pay-and-display meters. Because of the significant budget reductions we now must keep all of our current/old pay-and-display meters. These meters were supported by two separate (sole source) Parkeon contracts: PO# 1145 and PO#3466 (one for parts; the second for software and Internet support).

Rather than process three separate contracts, the Department of Procurement Services recommended that we should consolidate the scope of all three Parkeon pay-and-display meter requirements under one single “master” Agreement. This master Agreement, has been drafted to include the consolidation of all three scopes. The vendor, Parkeon, Inc., agrees with this consolidation plan and, after discussing with Law, they have no objections. If this plan is approved by the Chief Procurement Officer, the Agreement terms and conditions, currently in the final negotiation stage, can include the consolidation of three Parkeon pay-and-display contract requirements into one contract.
Attached please find the DPS Project Checklist, Requisition, non-competitive procurement justification forms, and related documents.

If you would like further information, please contact Steve Sakai, Contracts Coordinator, at 747-3753.

Very truly yours,

Bea Reyna-Hickey
Director

Attachments
BRH:sys

cc:  Doug Yerkes – Department of Procurement Services
     Claude Humphrey – Department of Procurement Services
     John O’Brien- Department of Procurement Services
     Phil Cobb – Department of Revenue
     Tom Stevens – Department of Revenue
     Steven Sakai – Department of Revenue
Procurement History

July 1992: a 3+2-year sole source contract (PO#1145) was awarded to Parkeon, Inc. (formerly known as SchlumbergerSema at the time) for: (i) special parts needed to upgrade an earlier generation of pay-and-display meters owned by the City; and (ii) Parkeon’s pay-and-display meter replacement parts available from Parkeon’s parts price list.

May 2003: a 3+2-year sole source contract (PO#3466) was awarded to Parkeon, Inc. (still formerly known as SchlumbergerSema at the time) for: (i) the purchase of 100 new-model Parkeon pay-and-display meters; and (ii) Parkeon Parkfolio® software Internet support services for the City’s Parkeon pay-and-display meters.

October of 2006: an RFP was issued for the purchase of state-of-the-art pay-and-display meters, with the intent to replace all existing pay-and-display meters on the street, with the newest available pay-and-display meter technology. The recommendation of award was for Parkeon’s Strada Rapide pay-and-display meter model and in March of 2007, negotiations began towards a final Agreement.

Around June of 2007, during the final negotiation phase with Parkeon for new Parkeon pay-and-display meters, budgetary constraints forced a significant change in negotiations with Parkeon – instead of replacing all of the older pay-and-display meters (and letting their respective support-contracts terminate on their own), all of these old pay-and-display meters had to be kept. In turn, the respective support-contracts for these older pay-and-display meters would need to continue. The Department of Revenue’s sole source request is to have these older contract requirements continue – not as individual sole source contracts, but rather, upon Sole Source approval – as part of the “master” Parkeon Agreement for the purchase and support of new Parkeon pay-and-display meters.

Estimated Cost

A cost savings would be realized by consolidating the old pay-and-display meter Parkeon Parkfolio® Internet software support services, along with the new Strada Rapide pay-and-display meter models that will be purchased: In lieu of the current contract price of $85/meter/month, $30/meter/month will be charged over the next 5-years (after a one-time $720/meter is met) under the new Agreement.
Schedule Requirements

The two existing sole source contracts: Parkeon Pay-and-Display Parts contract and the Parkeon Parkfolio® Software Support contract requirements, must transition in a timely manner to be included under the new Pay-and-Display Meter Agreement, currently under negotiation with Parkeon.

Exclusive or Unique Capability

Parkeon manufacturers its own pay-and-display meters, parts, and software that the City currently requires and the City will purchase these products and services under the new Agreement. Parkeon sells directly to the purchaser rather than through distributorships, and will provide the City with a Most Favored Nations pricing provision under the new Agreement.

Other

The decision by the City to keep (rather than replace) older-model pay-and-display meters, was made due to budgetary constraints. This decision forces the Department of Revenue to manage two existing sole source contract requirements, with Parkeon, necessary to support these older model pay-and-display meters. Extending both of these aging contracts (one is without available extension options and the other has one year remaining) would be temporary at best. It is arguably more efficient, for all parties involved, to consolidate both sole source Parkeon contract requirements into one new Parkeon Agreement, currently in its final negotiation phase. This consolidated-contract plan is supported by the Department of Revenue, Department of Procurement Services, and Parkeon; and after discussing with Law, Law raised no objections.
From: Steven Sakai  
To: Walters, Brent  
Date: 10/19/2007 3:11:09 PM  
Subject: Sole Source: supplemental doc information from 10-18-07

Hi Brent-

This is regarding the *Parkeon Pay-and-Display Meter sole source submittal*, which was reviewed (and approved) on 10-18-2007 (requisition #s: 35316 and 35317). The sole source was to request a roll-up of 2 current sole source Parkeon, Inc. contracts into a third NEW Parkeon, Inc. Agreement (currently under final negotiations). Phil Cobb asked me to provide you with the following attached corrected and revised docs relating to that 10/18 sole source meeting with Revenue:

1.) Revised Requisition #35317 lowering the dollar amount from $1,263,600 to $327,600.  
2.) Revised Project Checklist revising the dollar amount from $1,263,600 to $327,600.  
3.) Revised cover letter’s subject box to reflect the corrected estimated dollar value: from $402,600 to $427,600. (original sent interoffice)

Phil also wanted me to address a question regarding the MBE and WBE compliance plans in store for the NEW Agreement with Parkeon. Although the original offer proposed by Parkeon indicated full participation (16.9 MBE and 4.5% WBE), an unexpected Budget Department decision, half-way through negotiations, forced us to significantly reduce and revise the planned purchase scenario. Instead of the purchase of 2,000 new pay and display meters - and the installation to be provided by an MBE - funding for only about 180 meters was approved. The kicker is that, now, the installation will likely be done by the City - not the MBE! Since final terms of the Agreement are still under negotiations, still somewhat unsettled is the MBE piece. So although we expect favorable alternative compliance, we cannot say for certain what the percentages will ultimately be.

Please feel free to call me if you need anything, steve.

Steven Y. Sakai  
Contracts Coordinator  
City of Chicago  
Department of Revenue  
333 S. State Street - Room 530  
Chicago IL 60604-3989

office: 312.747.3753  
fax. 312-747-7420  
email: steve.sakai@cityofchicago.org

CC: Cobb, Phillip
October 1, 2007

Ms. Barbara A. Lumpkin
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street, Room 403
Chicago, Illinois 60602-1284

| Subject: | Non-Competitive Procurement Request to Add: 1) Parkeon Meter Parts and, 2) ParkFOLIO® Software Internet Support Requirements into: 3) Parkeon Pay-And-Display Meter Agreement. |
| Vendor: | Parkeon, Inc. |
| Title: | Pay-and-Display Parking Meters |
| RX No.: | 35316 and 35317 |
| Spec. No.: | 44881 |
| Estm. Value: | $427,600 D.U.R. for a 5-year period |

Dear Ms. Lumpkin:

The Department of Revenue concurs with the Department of Procurement Services’ recommendation to consolidate three separate Parkeon, Inc. pay-and-display related contracts into one single Agreement.

Two current sole source Parkeon contracts (PO#1145 and PO#3466) were targeted to be entirely replaced as part of the award of the RFP for all new pay-and-display meters. However, due to budgetary constraints, the initial anticipated purchase of 1,300 new pay-and-display meters had to be drastically reduced to around 180 pay-and-display meters. The original plan would have replaced 130 of our current pay-and-display meters. Because of the significant budget reductions we now must keep all of our current/old pay-and-display meters. These meters were supported by two separate (sole source) Parkeon contracts: PO# 1145 and PO#3466 (one for parts; the second for software and Internet support).

Rather than process three separate contracts, the Department of Procurement Services recommended that we should consolidate the scope of all three Parkeon pay-and-display meter requirements under one single “master” Agreement. This master Agreement, has been drafted to include the consolidation of all three scopes. The vendor, Parkeon, Inc., agrees with this consolidation plan and, after discussing with Law, they have no objections. If this plan is approved by the Chief Procurement Officer, the Agreement terms and conditions, currently in the final negotiation stage, can include the consolidation of three Parkeon pay-and-display contract requirements into one contract.
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: October 1, 2007 rev1
REQ No.: 35317
Contact Person: Steve Sakai
Tel: 7-3753  Fax: 7-7420  E-mail: steve.sakai@cityofchicago.org
Project Manager: Tom Stevens
Tel: 2-6978  Fax: 2-6999  E-mail: DR00683@cityofchicago.org
PO No.: (if known):
Modification No.: (if known):
Previous PO No.: (if known): 3466
Project Description: Parkeon Pay-and-Display Meter Parkfolio Service

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

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*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): Old scope into new Agreement

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

CONTRACT TERM: 5-years  Requested Term (number of months): 60 months

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

Form Dated 03/10/2006
DPS PROJECT CHECKLIST

PRE BID/SUBMITTAL REQUIREMENTS:
Requesting Pre Bid/Submittal Conference?  ☐ Yes  ☑ No  Requesting Site Visit?  ☐ Yes  ☑ No

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
If applicable, 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 ☑
*NOTE: Any non-construction Aviation request, complete the applicable section.

COMMODITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, price escalation considerations, Bidder's qualification, contract term and extension options, Contractor's 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.

If Modification request, please verify and provide the following:

Contractor's Name:
Contractor's Address:
Contractor's e-mail Address:
Contractor's Phone Number:
Contractor's Contact Person:

CONSTRUCTION SUPPLEMENTAL CHECKLIST

Required attachments:
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
DPS 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: )
- □ Current Price List(s)/Catalog(s)
- □ Special Approval Form
- □ Exhibits and Attachments

If Modification request, please verify and provide the following:

Contractor’s Name:

Contractor’s Address:

Contractor’s e-mail Address:

Contractor’s Phone Number:

Contractor’s Contact Person:

PROFESSIONAL SERVICES SUPPLEMENTAL CHECKLIST

- □ Detailed description of project listing obligations of each party.
- ✔ The Schedule of Compensation
- □ Deliverables
- □ Request for individual contract services (if applicable)
- □ The appropriate EPS form
- □ ITSC (approved by BIS)
- □ OBM (approved by Budget form/memo)
- □ Grant document attached

Attach any documentation indicating any previous purchase activity to assist in the procurement process

TELECOMMUNICATIONS AND UTILITIES SUPPLEMENTAL CHECKLIST

Required Attachments: Detailed Scope of Services/Specification which sets forth all of the anticipated services and products the user department wants provided, 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.

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?
- □ Any concession in the City’s facilities?
- □ Is it anticipated City Council approval of the project or contract will be required? □ Yes □ No
DPS PROJECT CHECKLIST

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, Bidder's qualification, contract term and extension options, Contractor's 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 (50') 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/bio-waste material? □Yes □No
Will services require the blocking of streets or sidewalks which may affect public safety? □Yes □No

If Modification or Amendment request, please verify and provide the following:

Contractor's Name: Parkeon, Inc.
Contractor's Address: 40 Twosome Drive - Unit 7
Mooriestown NJ 08057
Contractor's e-mail Address: bdavis@moorestown.parkeon.com
Contractor's Phone Number: 800-732-6868
Contractor's Contact Person: Barry Davis
# CITY OF CHICAGO
## PRE-APPROVED
### MODIFICATION / OVERRIDE REQUISITION

**DELIVER TO:**
029-4670 ST. OPS.
2735 N. ASHLAND AVE.
Chicago, IL 60614

**REQUISITION:** 35317 For PO Number: 3466
**PAGE:** 1
**DEPARTMENT:** 29 - DEPARTMENT OF REVENUE
**PREPARER:** Steven Y Sakai
**NEEDED:**
PRE-APPROVED 10/18/2007

## REQUISITION DESCRIPTION
Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio service contract, into the new Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SPECIFICATION NUMBER:** 11663

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Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SUGGESTED VENDOR:** PARKEON INC
**REQUESTED BY:** Steven Y Sakai

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Estimated funding required to pay for Parkfolio service for current inventory of ~130 Stello pay-and-display meters for the next 5-years: $327,600 DUR.

**SUGGESTED VENDOR:** PARKEON INC
**REQUESTED BY:** Steven Y Sakai

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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.
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**Requisition Information**

- **Pre-Approved:** 10/18/2007
- **Prepared By:** SMALLER Y. SHAH
- **Department:** 20 - DEPARTMENT OF REVENUE
- **Requisition:** 3937 for Po number 3466

**Modification/Override Requisition**

City of Chicago

**Deliver To:**

- 5735 N. ASHLAND AVE.
- 002-4740 ST. CR.
- 39601

**Notes:**
- Specifications:
  - 1.666
- Payment for production, film, and delivery.
- 10% Source Saved to date for P.O. 3466. Payment film and delivery. Motion picture, vendors, services contract into new agreement with Chicago IL 60614.