

**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 CoStar Realty Information, Inc. for the product and/or services described herein.  
(Name of Person or Firm)

This is a request for \_\_\_\_\_ (One-Time Contractor Requisition # \_\_\_\_\_, 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. \_\_\_\_\_  
 \_\_\_\_\_ (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 #: 5788  
 Specification # B2-20876-03  
 Modification #: \_\_\_\_\_

Company or Agency Name: \_\_\_\_\_  
 Contract or Program Description: \_\_\_\_\_  
 (Attach List, if multiple)

Steve Sakai  
 Originator Name

312 747-3753  
 Telephone

[Signature]  
 Signature

REVENUE  
 Department

12-20-07  
 Date

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

<input checked="" type="checkbox"/> <b>PROCUREMENT HISTORY</b>	Sole Source Agreement awarded 1-1-2003. SEE ATTACHED COVER LETTER
<input checked="" type="checkbox"/> <b>ESTIMATED COST</b>	Not to exceed \$36,456 per year for up to eight (8) license users. SEE ATTACHED QUOTE
<input checked="" type="checkbox"/> <b>SCHEDULE REQUIREMENTS</b>	Upon award of Amendment. SEE ATTACHED COVER LETTER
<input checked="" type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b>	Same as original. SEE ATTACHED COVER LETTER
<input checked="" type="checkbox"/> <b>OTHER</b>	SEE ATTACHED COVER LETTER

S. S. R. B.

DATE 12/20/07  
 APPROVED S-D  
 CONDITIONALLY APPROVED

APPROVED BY: [Signature]  
 DEPARTMENT HEAD OR DESIGNEE

12/17/07  
 DATE

[Signature]  
 BOARD CHAIRPERSON

12/27/07  
 DATE

# 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: 12-14-2007  
 REQ #: 36312  
 Specification #: B2-20876-03  
 PO #: (if known): 5788  
 Modification #: (if known) \_\_\_\_\_

Contact Person: **Steve Sakal**  
 Tel: 7-3753 Fax: 7-7420  
 E-mail: DR00048@cityofchicago.org  
 Project Manager: **Bill Cerney**  
 Tel: 7-5315 Fax: 7-1890  
 E-mail: DR00220@cityofchicago.org

Previous PO(s)#: (if known) \_\_\_\_\_

Project Description: **Real Estate Property Management Software**

**FUNDING:**

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

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	07	0100	029	2003	0149					73,000

Estimated Value: \$73,000 DUR for 2-yr xtn period

\* 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 are a **Detailed Scope of Services and/or Specification(s)**.

**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, include: timeframe 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): Request participation in Agreement

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

CONTRACT TERM: Requested Term (number of months): 24 Months

# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

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

## ARCHITECTURAL/ENGINEERING SUPPLEMENTAL CHECKLIST

**Required Attachment:** 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 #: \_\_\_\_\_ 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 description of the product, delivery location, user department contract, 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

## WORK SERVICES/FACILITY MAINTENANCE SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the work, locations (with supporting detailed), 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: **CoStar Realty Information, Inc.** (aka: CoStar Group)

Contractor's Address: 8755 W. Higgins Rd. – Suite 1025  
Chicago IL 60631

Contractor's E-mail Address: [BLinzer@costar.com](mailto:BLinzer@costar.com)

Contractor's Phone Number: 773-693-6821

Contractor's Contact Person: Robert Linzer

<b>Steve Sakai</b>	
City of Chicago, Department of Revenue	
121 N LaSalle Street, Chicago, IL 60602	
4037505	Robert Linzer



## **Addendum to License Agreement**

This Addendum is made as of the date hereof by and between CoStar Realty Information, Inc. ("Vendor") and City of Chicago ("City") and is executed pursuant to and made a part of the Software and Database License Agreement signed by City on 01/29/2004, for the provision of Vendor's commercial real estate information services (the "License Agreement"). Any capitalized term used in this Addendum and not otherwise defined shall have the meaning set forth in the License Agreement.

NOW THEREFORE, Vendor and City agree that the License Agreement shall be amended as follows:

1. The term "City of Chicago" as defined in the introduction and Article 1.1 of the License Agreement is hereby amended as follows:

**"City of Chicago, a municipal corporation and home rule unit of local government existing under the Constitution of the State of Illinois, acting through its Department of Planning and Development and Department of Revenue ('City')"**

2. The term "Department" as defined in Article 1.1 of the License Agreement is hereby amended as follows:

**"Department of Planning and Development and Department of Revenue"**

3. Vendor agrees to license CoStar Suite to eight (8) additional users of City located at 121 N. LaSalle Street, Chicago, IL 60602 for which City agrees to pay an additional license fee of \$3,038.00 per month before tax. Such users shall solely work in the Tax Division of City's Department of Revenue. The Licensed Product delivered to the above-listed site(s) shall be used by no more than eight (8) user(s) located at each such site(s) and shall be used on no more than eight (8) CPU's.

4. Vendor and City agree that the terms and conditions of the License Agreement shall apply to the additional Authorized Users located at the above-listed site(s), and that, except as expressly provided above, all of the terms of the License Agreement will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Addendum on the day and year set forth below and do each hereby warrant and represent that their respective signatories, whose signatories appear below, have been and are on the date hereof duly authorized by all necessary and appropriate action to execute this Addendum.

**CoStar Realty Information, Inc.:**

By \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**City of Chicago:**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

# CoStar® License Agreement



AUTHORIZED SITE & USERS LIST			
Site #:	Total Number of Authorized Users at Site:		
Company Name:	Loc ID:		
Primary Contact & User #1:			
Street Address:	City:	State:	Zip:
Phone #:	Fax #:	Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E-Mail Address:			

ADDITIONAL USERS AT ABOVE LISTED SITE					
User #2	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #3	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #4	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #5	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #6	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #7	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #8	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			
User #9	<input type="checkbox"/> Existing <input type="checkbox"/> Add <input type="checkbox"/> Delete	Contact:		Title:	
		Phone:	Ext:	Fax:	
		E-mail:			
		Key Token Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No			



City of Chicago  
Richard M. Daley, Mayor

Department of Revenue

Bea Reyna-Hickey  
Director

City Hall, Room 107  
121 North LaSalle Street  
Chicago, Illinois 60602

(312) 747-4747 (IRIS)  
(312) 744-0471 (FAX)  
(312) 744-2975 (TTY)

<http://www.cityofchicago.org>

December 20, 2007

07 DEC 17 PM 4: 37

Douglas W. Yerkes, P.E.  
Acting Chief Procurement Officer  
Department of Procurement Services

ATTN: John O'Brien  
Assistant Procurement Officer

**Subject:** Non-Competitive Procurement Request to Participate in a Department of Building's Agreement  
**Vendor:** *CoStar Realty Information, Inc.*  
**Title of Agreement:** Real Estate Property Management Software  
**PO# :** 5788  
**Spec. No.:** B2-20876-03  
**Requisition No.:** 36312  
**Contract Start Date:** 1-1-2003  
**Original Agreement Expiration Date:** 12-31-2005  
**Original Extension Options Available:** two 2-year options  
**Current Expiration Date:** 12-31-2007  
**Extension Requested:** from 12-31-2007 to 12-31-2009 (Req# 35069)  
**Vendor Limit Increase:** \$73,000 (DUR) for Department of Revenue Participation in 2-year extension period

Dear Mr. Yerkes:

The Department of Revenue hereby requests participation as a using department in the above referenced sole source Agreement between *CoStar Realty Information, Inc.* and the City's Department of Planning and Development.

Our Real Property Transaction Tax Unit of the Department of Revenue Tax Division enforces the Real Property Transaction Tax which must be paid each time a real estate sale takes place within the City of Chicago (unless otherwise exempted by law). The tax paid under this tax type was over \$200 million dollars for the past two years of 2005 and 2006 which represents about 20% of all taxes collected by the City of Chicago on an annual basis.

The software provided by CoStar under the above referenced Agreement is a gateway into a resource of specific information that the Real Property Unit needs for enforcing Commercial Real Estate Transactions. This type of information allows us to determine the individuals who are responsible for paying the tax, detailed sale information regarding sales prices and values of properties, lease information such as space leased, floor plans of leased area, and lease amounts paid by lessors. *CoStar*, through this Agreement, also provides a newsletter which highlights the latest commercial real estate transactions, giving details and links through their software that help determine the valuation of sales that have taken place. We, in turn, then use

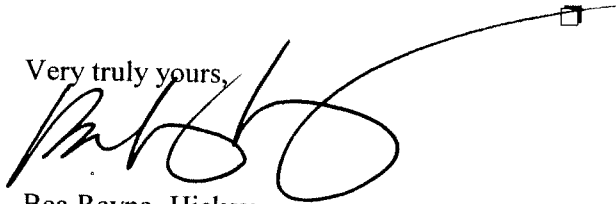




this information to determine if there was an under-remittance of tax or no tax paid because of an improper exemption that may have been claimed, for example. In addition, this is a tool that can be used by authorized staff to more effectively research other related property information involving commercial transactions. Time is saved because the necessary information, which resides in *CoStar's* database, is available from via the convenience of the web. This software also provides employee head-count information in office locations throughout Chicago which can be used by our field audit staff to enforce the Employer's Expense Tax. No other software, that we are aware of, can provide this type of information relevant to the City of Chicago real estate marketplace. The information obtained from the use of this software will result in additional tax revenue being realized that may otherwise go unpaid.

Please permit the Department of Revenue to participate in the Department of Planning and Development's sole source Agreement with *CoStar Realty Information, Inc.* and thereby provide a tool to enhance tax revenue collection performance.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Bea Reyna-Hickey', with a long, sweeping horizontal line extending to the right and ending in a small square box.

Bea Reyna- Hickey  
Director

BRH:sys

Attachments

cc: Joe Chan – Department of Procurement Services  
Nikki Bravo – Department of Planning & Development  
William Cerney – Department of Revenue – Tax Division  
Phil Cobb – Department of Revenue – Finance and Administration  
Mark Galvan – Department of Revenue – Finance and Administration  
Steven Sakai – Department of Revenue – Finance and Administration