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 Program Name

(Attach List) Pre-Assigned Specification No.

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)

Originator Name: ____________________________
Telephone: ____________________________

Signature: ____________________________
Department: ____________________________
Date: ____________________________

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

☑ PROCUREMENT HISTORY

Sole Source Agreement awarded 1-1-2003. SEE ATTACHED COVER LETTER

☑ ESTIMATED COST

Not to exceed $36,456 per year for up to eight (8) license users. SEE ATTACHED QUOTE

☑ SCHEDULE REQUIREMENTS

Upon award of Amendment. SEE ATTACHED COVER LETTER

☑ EXCLUSIVE OR UNIQUE CAPABILITY

Same as original. SEE ATTACHED COVER LETTER

☑ OTHER

SEE ATTACHED COVER LETTER

APPROVED BY: ____________________________
DEPARTMENT HEAD or DESIGNEE
DATE: ____________________________

APPROVED: ____________________________
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: 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

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Estimated Value: $73,000 DUR for 2-yr txtn 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

Form Dated 03/27/2007
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 airsides? □ 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

Form Dated 03/27/2007
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 timeframe for completion, specification 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?
**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 [x] No
- Will services be performed on or near a waterway? [ ] Yes [x] No
- Will services require the handling of hazardous/bio-waste material? [ ] Yes [x] No
- Will services require the blocking of streets or sidewalks which may affect public safety? [ ] Yes [x] 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

**Contractor's Phone Number:** 773-693-6821

**Contractor's Contact Person:** Robert Linzer

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Form Dated 03/27/2007
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: 

Last Revised 4/18/05
# CoStar® License Agreement

## Authorized Site & Users List

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<tr>
<th>Site #</th>
<th>Total Number of Authorized Users at Site</th>
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<th>Company Name</th>
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<tr>
<th>Primary Contact &amp; User #1:</th>
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<table>
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## Additional Users at Above Listed Site

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Page ___ of ___
December 20, 2007

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,

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