

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 **Food Service Professionals, A Division of the Archdiocese of Chicago** for the product and/or services described herein.

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" of all contracts within the Summer Food Service Program (Attach List).

Pre-Assigned Specification No. _____

Pre-Assigned Contract No. _____

Elise Mann
Originator Name

312/743-1715
Telephone


Signature

Children & Youth Services
Department

4/11/04
Date

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

(X) PROCUREMENT HISTORY – The Department of Children and Youth Services (CYS) is applying again to be a sponsor of the Summer Food Service Program (SFSP), which provides nutritious meals to income-eligible children when school is not in session. The program is funded by the U.S. Department of Agriculture (USDA) and administered by the Illinois State Board of Education (ISBE). Meals are served to children at non-profit community sites throughout Chicago. If approved, this will be a continuation of a previous sole source agreement with Food Service Professionals—A Division of the Archdiocese of Chicago (FSP). In 2004, the request was reviewed & approved by the Delegate Agency Board (DAB). CYS is not aware of any previous attempts to competitively bid meal services for the Summer Food Program primarily because of the regulatory requirements and the low reimbursement rates for actual food costs and administration.

(X) ESTIMATED COST - Maximum reimbursement rates for meals and administrative costs are determined by ISBE annually (please see 2005 rates attached). Based on 2004 figures, CYS estimates the need for 700,000 lunches and 500,000 snacks in 2005 totaling approximately \$2,030,000 in food costs and approximately \$170,000 in administrative costs. In addition, CYS expects to contract with FSP to help provide youth, ages 14 to 18, with food service training and summer employment opportunities as part of the Mayor's KidStart initiative. Estimated cost for this portion of the program is \$250,000. Maximum estimated contract value is \$2,500,000.

(X) SCHEDULED REQUIREMENTS - The Illinois State Board of Education made its SFSP 2005 application available to sponsors as of March 15, 2005. CYS expects to complete the application by April 30. If approved as expected, CYS will offer meals for the Special Olympics on May 4th-6th, 2005 and implement full program operations between June 23rd and August 26th, 2005.

(X) EXCLUSIVE OR UNIQUE CAPABILITY - Federal regulations state that "sponsors, to the maximum extent feasible, are to use their own food service facilities to deliver meals or obtain meals from a local school food service facility" [7 CFR 225.15(b)(1)]. CYS follows this to by extending the opportunity to provide meal services to the Chicago Public Schools (CPS) and Food Services Professionals, a Division of the Archdiocese of Chicago, both of which are ISBE-designated school food authorities. CPS has declined this invitation however FSP has accepted. [Please see letters of solicitation and responses attached].

(X) OTHER Last year, the vendor was granted full waiver for M/WBE goals. This year CYS will work with vendor to achieve maximum compliance possible through direct and indirect participation.

APPROVED BY: M E Mann
DEPARTMENT HEAD
OR DESIGNEE

4/12/05
DATE

BOARD CHAIRPERSON

DATE

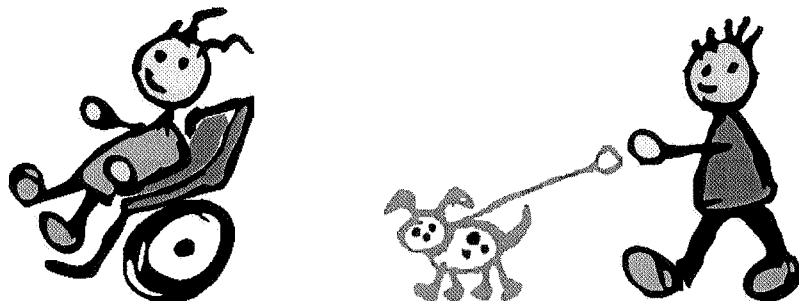


United States
Department of
Agriculture

Food and
Nutrition

Summer Food Service Program for Children

2005 Administrative Guidance for Sponsors



Soliciting Local Schools (7 CFR 225.15(b)(1))

Federal regulations strongly encourage sponsors to first consider their local school food authority (SFA) as a source for obtaining meal service. Using the facilities of local public or private schools to prepare or obtain meals offers the sponsor several advantages. These schools often prepare large numbers of meals during the school year and already have the facilities and the staff to prepare meals for the SFSP. In addition, many schools are accustomed to preparing meals that meet USDA requirements if they participate in other Child Nutrition Programs. Finally, the contractual arrangement needed to obtain the service of a SFA, a written agreement is simpler to execute than the formal competitive procurement process that is required to use a commercial company.

When assessing a school's ability to provide meal service, sponsors must consider whether or not an adequate delivery service to sites can be established and whether the meals prepared by the school are comparable in price and quality to those available from commercial vendors. Furthermore, if the school itself obtains its meals from a food service management company, the sponsor must not enter into an agreement for meal service; rather, the competitive bid procedures described below must be utilized. Sponsors that can use local school food service facilities must enter into a written agreement with the school, but are not required to utilize the competitive bid procedures described below. Attachment 9 in the Reference Section includes a sample agreement between the school and sponsor to furnish prepared meals.

Year-round Contracts With School Food Authorities

If a sponsor is considering using a School Food Authority (SFA's) that has executed a year-round contract with food service management companies, please check with your State agency before implementing a contract. Specifically, this is to determine whether SFSP meals may be included in a contract that was competitively procured on a cost-plus-fixed fee basis. (Policy Memo #1-04; Contract Requirements for School Sponsors: March 2, 2004)

Selecting a Company

If a written agreement with a local school is not possible or is not beneficial, sponsors may contract with a food service management company to prepare and deliver meals. No sponsor may, however, contract out the management responsibilities of the SFSP such as monitoring, staff training, enforcing corrective action, or preparing program applications and claims for reimbursement. Sponsors remain legally responsible for seeing that the food service operation meets all requirements specified in the agreement they sign with the State agency. It is also important to note that the contract is between the sponsoring organization and the food service management company only, and neither USDA nor the State agency have



5150 N. Northwest Highway
Chicago, Illinois
60630-4696

(773) 385-5100
Fax (773) 385-5070

April 4, 2005

Ms. Mary Ellen Caron, Commissioner
Chicago Department of Children and Youth Services
Executive Office
1615 West Chicago Avenue, Second Floor
Chicago, Illinois 60622

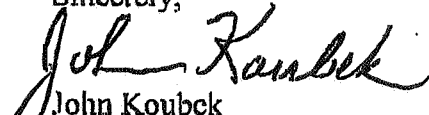
Dear Ms. Caron:

This letter is in response to the Chicago Department of Children and Youth Services invitation to the Archdiocese of Chicago Food Service Professionals to partner with them in providing nutrition services for the Summer Food Service Program. The Archdiocese is very pleased to accept this invitation, subject to the negotiation and execution of a written agreement, and we welcome the opportunity to build on our long-term relationship with the City.

We look forward to our first meeting to begin negotiations and planning and will await a notice from your office concerning the schedule date. Be assured of our commitment to working closely with the staff at the Chicago Department of Children and Youth Services.

We are eager to embark on our mutual goal of providing nutritious meals and snacks this summer to the children and young adults in the City of Chicago.

Sincerely,


John Koubek
Director

cc: Ms. Elise Mann





CHICAGO PUBLIC SCHOOLS

Office of the Chief Operating Officer • 125 South Clark Street, 16th Floor • Chicago, Illinois 60603
Telephone 773/553-2833 • FAX 773/553-2831

Sue Susanke
Director of Logistics

April 13, 2005

Ms. Mary Ellen Caron
Commissioner
Chicago Department of Children
And Youth Services
1615 West Chicago Avenue
Chicago, Illinois 60622

Dear Commissioner Caron:

This is in response to your recent letter to Mr. Arne Duncan regarding the Department of Children and Youth Services' Summer Food Service Program.

As you know, the Chicago Public Schools operate a summer food service program for students attending educational and recreational programs in our facilities during the summer months. We contract for services with Chartwells/Thompson and Preferred Meal Systems, Inc., and do not have the means to serve as a provider for your program.

I would like to thank you for extending this offer to the Chicago Public Schools' Bureau of Food Services.

Sincerely,

A handwritten signature in cursive script that reads 'Sue Susanke'.

Sue Susanke

SS:l

Cc: Mr. Arne Duncan
Mr. Sean P. Murphy
Ms. Elise Mann



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron
Commissioner

Executive Office
2nd Floor
1615 West Chicago Avenue
Chicago, Illinois 60622
(312) 743-0300
(312) 743-0400 (FAX)
(312) 746-5445 (TTY)
<http://www.cityofchicago.org>

March 30, 2005

John Koubek
President
Food Service Professionals
Archdiocese of Chicago
5150 N. Northwest Highway
Chicago, Illinois 60630-4696

Re: Solicitation for Meal Services
2005 Summer Food Service Program for Children

Dear Mr. Koubek:

The Department of Children and Youth Services (CYS) is applying again to be a sponsor of the Summer Food Service Program for Children (SFSP), a nationwide program to ensure that low-income children receive nutritious meals when school is not in session. This program is managed at the federal level by the U.S. Department of Agriculture (USDA) and administered locally by the Illinois State Board of Education (ISBE).

Federal regulations strongly encourage sponsors to first consider our local school food authority to be the provider of meal services for the program, as well as any other large school food authorities. The Chicago Public Schools has indicated that they will be declining this offer for the coming year. Therefore, at this time, I am extending an invitation to the Archdiocese of Chicago-Food Service Professionals to provide meals, subject to the negotiation and execution of a written agreement.

For your information, CYC will require the meal service vendor to provide over 2 million lunches and snacks at approximately 400 sites citywide. The program will operate from May 1 to August 31, 2005, although the majority of food service activity will occur from late June to mid-August.

If you wish to accept this offer, we will make arrangements to meet with you to begin contract negotiations and planning for the summer. In any case, please provide a response in writing to me as soon as possible.

If you have any questions, please contact Elise Mann, Deputy Commissioner of Grants, Contracts and Monitoring at 312/743-1715.

Thank you for your consideration.

Sincerely,

Mary Ellen Caron

Mary Ellen Caron
Commissioner





City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Children and Youth Services

Mary Ellen Caron
Commissioner

Executive Office
2nd Floor
1615 West Chicago Avenue
Chicago, Illinois 60622
(312) 743-0300
(312) 743-0400 (FAX)
(312) 746-5445 (TTY)
<http://www.cityofchicago.org>

March 24, 2005

Arne Duncan
Chief Executive Officer
Chicago Public Schools
125 S. Clark Street
Chicago, Illinois 60603

Re: Solicitation for Meal Services
2005 Summer Food Service Program for Children

Dear Mr. Duncan:

The Department of Children and Youth Services (CYS) is applying again to be a sponsor of the Summer Food Service Program for Children (SFSP), a nationwide program to ensure that low-income children receive nutritious meals when school is not in session. This program is managed at the federal level by the U.S. Department of Agriculture (USDA) and administered locally by the Illinois State Board of Education (ISBE).

Federal regulations strongly encourage sponsors to first consider our local school food authorities to be the provider of meal services for the program. At this time, I am extending this invitation to the Chicago Public Schools subject to the negotiation and execution of a written agreement.

For your information, CYS will require the meal service provider to serve over 2 million lunches and snacks at approximately 400 sites citywide. The program will operate from May 1 to August 31, 2005, although the majority of food service activity will occur from late June to mid-August.

If you wish to accept this offer, we will make arrangements to meet with you to begin contract negotiations and planning for the summer. In any case, please provide a response in writing to me as soon as possible.

If you have any questions, please contact Elise Mann, Deputy Commissioner of Grants, Contracts and Monitoring at 312/743-1715.

Thank you for your consideration.

Sincerely,

Mary Ellen Caron
Commissioner





Illinois State Board of Education

Jesse Ruiz, Board Chair
 Dr. Randy J. Dunn, Superintendent (Interim)

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Re

Everybody Wins with Summer Food!!



The Summer Food Service Program (SFSP) was instituted to provide nutritious meals to children during the summer months when school is not in session. The program is funded by the United States Department of Agriculture (USDA) and administered by the Illinois State Board of Education (ISBE).

Sponsoring organizations include:

- Public or private non-profit local education agencies;
- Entities of state, local, municipal or county government;
- Residential camps; and
- Private nonprofit organizations with 501(c)(3) status.

The 2005 maximum reimbursement rates for the SFSP are as follows:

	Operating	Administrative	
		Rural or Self-Prep	Other
Breakfast	\$1.42	\$0.14	\$0.1125
Lunch/Supper	\$2.48	\$0.26	\$0.2150
Supplement	\$0.58	\$0.07	\$0.0550

An alternative to the SFSP for providing meals to your children in the summer months is the Summer Seamless Option, formerly Seamless Summer Waiver. This program is available to local education agencies that already participate in the National School Lunch (NSLP) and/or School Breakfast Program (SBP). Some school food service authorities feel the Summer Seamless Option better meets their needs and requires less paperwork and monitoring requirements than the SFSP. Click below on [Seamless Summer Option](#) for more information. Please remember that schools who offer academic summer school only will not be able to participate in either program unless they

- ▶ Calen
- ▶ Child Program
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- ▶ Illinois System Distribu
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Scope of Work for Summer Food Service Program

CYS is working with the Law Department to update the master form (boilerplate) for the Summer Food Service Program pursuant to funding requirements of the United States Department of Agriculture (USDA) through the Illinois State Board of Education (ISBE).

The scope of work with the approved vendor will include the following components:

- List of sites, addresses, delivery locations, times of meal service, number of meals to be served and days of operation as approved by State in the City's application
- Meal requirements pursuant to USDA regulations including minimum food specifications and model meal quality standards (see attached)
- Reimbursement terms that specify that the City is required only to pay for delivered meals that meet the meal requirements
- Quality control to verify that meal components meets the minimum quantity requirements, i.e. regular inspection and measurement of items
- Health certification and inspections to insure that all facilities used to prepare meals meet federal, state and city requirements

REQUIRED MEAL PATTERNS

SUMMER FOOD SERVICE PROGRAM
ILLINOIS STATE BOARD OF EDUCATION

Each meal must contain, at a minimum,
foods from each of the components indicated.



MEAL	FOOD COMPONENTS	
Breakfast	Fluid Milk¹	1 cup
	Juice or Fruit or Vegetable	½ cup
	Grain/Bread²	1 serving
Lunch/Supper	Fluid Milk¹	1 cup
	Meat/Meat Alternate³	2 ounces
	Juice or Fruit or Vegetable⁴ (2 servings)	¾ cup total
	Grain/Bread²	1 serving
Snack (any two items)	Fluid Milk¹	1 cup
	Juice or Fruit or Vegetable⁵	¾ cup
	Meat/Meat Alternate³	1 ounce
	Grain/Bread²	1 serving

¹ Milk must be served as a beverage, on cereal, or in part for each purpose.

² Refer to Grains/Breads Requirements on following pages.

³ Refer to Meat/Meat Alternate Requirements on following pages.

⁴ Serve two or more kinds of vegetables and/or fruits or a combination of both. Full-strength fruit or vegetable juice may be counted to meet no more than half of this requirement.

⁵ Juice may not be served when milk is served as the only other component.

GRAINS/BREADS REQUIREMENTS

The item must be whole-grain, enriched, made from whole-grain or enriched meal or flour, or bran or germ. If it is a cereal, the product must be whole-grain, enriched, or fortified. In lieu of using the minimum serving sizes listed, the contribution of a recipe may be calculated to determine the number of grains/breads servings the recipe provides. The crediting of a food item as a grains/breads serving is determined by the total amount of enriched or whole-grain meal and/or flour in the recipe divided by the number of servings the recipe yields. The amount of flour or meal contained in each serving is then divided by 14.75 grams. Bran, germ, and corn meal are calculated in the same manner. For recipes with ingredients listed in Groups H and I, follow the weights and volumes listed for the specific servings in these groups.

MINIMUM SERVING SIZES

The following Grains/Breads Chart has been divided into nine groups. The required weight for each group is based on the key nutrients in one slice of bread (25 grams or 0.9 ounces) or an equal amount (14.75 grams) of whole-grain, enriched flour, bran, or germ. Within each group all bread items have approximately the same nutrient and grain content in each serving. Items with fillings, toppings, etc., require larger serving sizes to meet the minimum grain content. Some of the following foods, or their accompaniments, may contain more sugar, salt, and/or fat than others. This should be considered when deciding how often to serve them.

GROUP A	MINIMUM SERVING SIZE FOR GROUP A
<ul style="list-style-type: none"> • Breeding Type Coating • Bread Sticks, <i>hard</i> • Chow Mein Noodles • Crackers, <i>saltines, snack</i> • Croutons • Pretzels, <i>hard</i> • Stuffing, <i>dry</i> 	1 serving = 20 g or 0.7 oz
GROUP B	MINIMUM SERVING SIZE FOR GROUP B
<ul style="list-style-type: none"> • Bagels, Biscuits • Batter Type Coating • Breads, <i>white, wheat, whole wheat, French, Italian</i> • Buns, <i>hamburger, hot dog</i> • Crackers, <i>graham (all shapes), animal</i> • Egg Roll Skins • English Muffins • Pita Bread, <i>white, wheat, whole wheat</i> • Pizza Crust • Pretzels, <i>soft</i> • Rolls, <i>white, wheat, whole wheat, potato</i> • Tortillas, <i>wheat, corn</i> • Tortilla Chips, <i>wheat, corn</i> • Taco Shells 	1 serving = 25 g or 0.9 oz
GROUP C	MINIMUM SERVING SIZE FOR GROUP C
<ul style="list-style-type: none"> • Cookies¹, <i>plain</i> • Cornbread, Corn Muffins • Croissants, Pancakes, Waffles • Pie Crust, <i>dessert, meat/meat alternate</i> • Turnover Crust² 	1 serving = 31 g or 1.1 oz
GROUP D	MINIMUM SERVING SIZE FOR GROUP D
<ul style="list-style-type: none"> • Doughnuts², <i>cake, yeast, raised, unfrosted</i> • Granola Bars², <i>plain</i> • Muffins, <i>all but corn</i> • Sweet Roll • Toaster Pastry², <i>unfrosted</i> 	1 serving = 50 g or 1.8 oz

GROUP E	MINIMUM SERVING SIZE FOR GROUP E
<ul style="list-style-type: none"> • Cookies¹, <i>with nuts, raisins, chocolate pieces, fruit purees</i> • Doughnuts², <i>cake, yeast, raised, frosted, glazed</i> • French Toast • Grain Fruit Bars² • Granola Bars² <i>with nuts, raisins, chocolate pieces, fruit</i> • Sweet Rolls, Toaster Pastry², <i>frosted</i> 	1 serving = 63 g or 2.2 oz
GROUP F	MINIMUM SERVING SIZE FOR GROUP F
<ul style="list-style-type: none"> • Cake¹, <i>plain, unfrosted</i> • Coffee Cake² 	1 serving = 75 g or 2.7 oz
GROUP G	MINIMUM SERVING SIZE FOR GROUP G
<ul style="list-style-type: none"> • Brownies¹, <i>plain (Allowed only for snack)</i> • Cake¹, <i>frosted, all varieties (Allowed for breakfast or snack)</i> 	1 serving = 115 g or 4 oz
GROUP H	MINIMUM SERVING SIZE FOR GROUP H
<ul style="list-style-type: none"> • Barley, Bulgar • Breakfast Cereals, <i>cooked</i> • Corn Grits • Macaroni, <i>all shapes</i> • Noodles, <i>egg – all varieties</i> • Pasta, <i>all shapes</i> • Ravioli, <i>noodle only</i> • Rice, <i>enriched white or brown</i> 	1 serving = ½ c cooked or 25 g or 0.9 oz dry
GROUP I	MINIMUM SERVING SIZE FOR GROUP I
<ul style="list-style-type: none"> • Breakfast Cereal, <i>dry</i> • Rice Cakes 	1 serving = lesser of ¾ c or 1 oz

¹ Allowed only for desserts or snacks.

² Allowed for breakfast and/or snack.

MEAT/MEAT ALTERNATE

Meat/meat alternates must be served at lunch and supper and may be served as part of the snack. A serving of cooked lean meat, poultry, or fish (without the weight of bone or breading), cheese, yogurt, cooked dry beans/peas, eggs, peanut butter or other nut butters, and nuts or seeds, or any combination of these may be used to meet this requirement. You may serve these foods as the entrée or as part of the entrée and in one other menu item. Examples: ground meat and cheese combined in a casserole meet the requirement of a main entrée; a peanut butter sandwich and half of a deviled egg meet the requirement as part of the entrée and an additional menu item.

Nuts and seeds may not fulfill more than 50 percent of the meat/meat alternate requirement for lunch or supper, but may fulfill the entire requirement for a snack. For the purpose of determining combinations, one ounce of nuts or seeds is equal to one ounce of cooked lean meat, poultry, or fish. The nuts and seeds that may be used as a meat alternate include peanuts, soynuts, tree nuts (almonds, walnuts, and pecans), and seeds (sunflower, sesame, and pumpkin).

MEAT/MEAT ALTERNATE	SERVING SIZE – LUNCH/SUPPER
<ul style="list-style-type: none"> • Lean Meat, Poultry, Fish • Cheese • Eggs • Yogurt • Cooked Dry Beans/Peas • Nut Butters • Nuts 	2 oz 2 oz 1 egg 8 oz ½ c 2 T = 50% 1 oz = 50%

PART II: DESCRIPTION OF PROJECT

In a clear and concise manner, provide a narrative summary of the project: its scope, problems addressed, and anticipated results. Please do not add additional pages.

To prepare and deliver via our Food Service Professionals (FSP) division, fresh, nutritious lunches and/or snacks to support the Special Olympics program and community-based agencies that serve eligible youth when schools are closed for vacation, for the period of May 1, 2004 to August 31, 2004, in accordance with the established Federal, State and City guidelines/regulations and in agreement with the Illinois State Board of Education (ISBE).

The Special Olympics Program is attended by over 3,000 participants from the Chicago area who meet to compete in various athletic events held over a 3 day period in May. During Fiscal Year 2004 it will be held from May 12, 2004 through May 14, 2004.

The regular Summer Food Service Program will run from June 23, 2004 through August 31, 2004. This service is prepared by two large food production facilities, strategically located in the City of Chicago, to allow for the daily delivery of fresh food to more than 300 pre-identified site locations.

Specific benefits provided to the program by FSP include the following

- Chicago-based food production plants, strategically located for guaranteed daily deliveries

- Afternoon pickup and redistribution service that maximizes the level of reimbursable meals

- A distribution network anchored by a fleet of 30 refrigerated trucks, each radio-equipped for essential delivery and sign-off communications with a site

- Staffing of over 800 professionals, trained specifically in child nutrition, most of which are residents of the City of Chicago

- Provision of additional resources (computer hardware and software [including maintenance]) to the Central Administrative Office and District Area Offices of the program that facilitate the efficient management and daily operation of the program. This service will augment the accuracy of the order/distribution system.



PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

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: April 11, 2005 Contact Person: Elise Mann
 ID No (Spec, RX, Project): _____ Tel: 743-1715 Fax: 743-1930 E-mail: emann@cityofchicago.org
 Department: Children & Youth Services Project Manager: Sonia Richardson
 Bureau: Grants & Contracts Tel: 743-1607 Fax: 743-0400 E-mail: srichardson@cityof
 Contract No (if known): 6268 (2004) Estimated Value \$ 2,500,000 chicago.org
 Project Title/Description: Summer Food Service 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

FORMS F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (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): 878-52-2005-0140-0140-BA00

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: June 1, 2005 Requested Contract Term (y/m/d): May 01, 2005 - September 30, 2005

PRE BID/SUBMITTAL REQUIREMENTS N/A

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