

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 CENTER FOR NEIGHBORHOOD TECHNOLOGY (I-60) 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" of 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 #: _____ Company or Agency Name: _____

Specification #: _____ Contract or Program Description: _____
Mod. #: _____ (Attach List, if multiple)

Howard Henneman 744-4300 [Signature] FLEET MANAGEMENT 4/21/05
Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> PROCUREMENT HISTORY <u>SEE ATTACHED.</u>
<input checked="" type="checkbox"/> ESTIMATED COST <u>\$ 50,000⁰⁰</u>
<input checked="" type="checkbox"/> SCHEDULE REQUIREMENTS <u>SEE ATTACHED.</u>
<input checked="" type="checkbox"/> EXCLUSIVE OR UNIQUE CAPABILITY <u>SEE ATTACHED.</u>
<input type="checkbox"/> OTHER

APPROVED BY: [Signature] 4-22-05
DEPARTMENT HEAD OR DESIGNEE DATE BOARD CHAIRPERSON DATE

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

ATTACHMENT

Requesting Department: Fleet Management

Description of Product/Service: "Car-Sharing" Pilot Program

PROCUREMENT HISTORY

In April of 2004, the Department of Fleet Management began investigating the possibility of using third-party "car sharing" as a means of reducing the number of pool vehicles operated by various City departments. It was learned that the City of Philadelphia and several other public agencies had initiated "pilot" car-sharing programs, and those programs were showing promising results. In researching the Chicago area, it was found that only one car-sharing program had (and continues to have) vehicles available within the city.

Car-sharing operates on the premise that many individuals tend to use vehicles for only relatively short portions of each day, and that their vehicles are, consequently, under-utilized. Through maximizing the utilization of such vehicles, the number of vehicles on the streets can be reduced, thereby reducing traffic/parking congestion and emissions. By joining a car-sharing program (via registration and membership fee), individuals have access to the provider's vehicles (parked in dedicated locations) any time of day, on a first-come first-served basis, through the use of a web-based reservation system. An individual uses his/her membership card to gain access (i.e. keyless entry) to the reserved vehicle, and returns the vehicle to the dedicated parking spot before the end of the reservation period. The individual is then charged an hourly usage rate.

In order to make car-sharing a practical alternative in the City of Chicago's situation, 1) the vehicles must be located within walking distance of major City office buildings, 2) vehicles must be able to be dedicated to the City's use during normal working hours, and 3) the actual vehicles must be suitable for official business. Currently, I-GO car-sharing is the only program that has the ability to meet these criteria. I-GO is a not-for-profit affiliate of the Center for Neighborhood Technology, which is located in Chicago.

It is the Department of Fleet Management's goal to establish a two-year pilot program with I-GO in order to evaluate the merit's of car-sharing in a municipal context. Based upon what is learned during the pilot program, DFM will either discontinue its use of car-sharing, or develop specifications that will be used to solicit competitive bids (presuming that other car-sharing entities will have established programs in Chicago by that time.)

JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT

ATTACHMENT (cont'd)

ESTIMATED COST

\$50,000 (2-yr. Pilot Program)

SCHEDULE REQUIREMENTS

It is the intent of the Department of Fleet Management to initiate negotiations on this project no later than June 1, 2005 to ensure that a contract can be in place by August 1, 2005, and the car-sharing program can begin before September 1, 2005. This schedule will allow DFM to promote and "de-bug" this pilot program prior to the onset of cold weather.

EXCLUSIVE OR UNIQUE CAPABILITY

Because "car sharing" remains a fledgling concept in the current marketplace, there are few programs across the country. In fact, there is only one program with vehicles located in Chicago. That program is I-GO car-sharing, which is a not-for-profit affiliate of the Center for Neighborhood Technology, in Chicago.

To reiterate from above, it is the Department of Fleet Management's goal to establish a two-year pilot program with I-GO in order to evaluate the merit's of car-sharing in a municipal context. We believe that if the program proves successful, our success will demonstrate to the marketplace that a market for this type of service exists in Chicago, and will spawn the creation of new "car-sharing" firms, or the entry of existing firms into the Chicago market. At that point, a competitive marketplace will have been established.



Date: March 29, 2005

To: Howard Henneman, Deputy Commissioner
From: Sharon Feigon, CEO, I-GO Car Sharing

RE: Proposal for Car Sharing Pilot Project with the City of Chicago Fleet Department

I-GO Car Sharing provides access to new low emission vehicles on an hourly basis. The program is a partnership with the City of Chicago and Chicago Transit Authority. There are currently cars located in 12 neighborhoods, including six cars in downtown Chicago.

I-GO Car Sharing proposes to provide the following:

- Two low emission vehicles.
- Two dedicated parking spots located at 180 N. Franklin.
- Exclusive vehicle usage for designated City of Chicago employees from 8am to 5pm Monday through Friday.
- Automobile insurance coverage for individual users and vehicles plus liability insurance for the parking spaces.
- Access to Fleet Cards for refueling as needed. I-GO covers cost of fueling.
- Well maintained and clean cars in excellent working order.
- Call Center available for 24/7 service for members.
- In-person orientation session for City Staff.
- Itemized monthly statements with account code tracking and trip hours and miles by employee if desired.
- Access to online and phone reservation system. Allows booking months in advance or up to one minute before a car is needed.
- Individual smart cards for each user so that cars can be accessed easily.
- Access to the entire fleet of vehicles which is expected to grow to 50 vehicles by end of 2005.
- Personal memberships can be added for any employee who would like access to the vehicles during non-business hours. Employees will be billed separately for these charges.

Program Costs:

- There will be a one-time membership fee for the City of Chicago of \$500. This will include free license screening and memberships for 10 staff. Additional staff will be added to the plan at a charge of \$25 per person.
- The cost per car will be \$1000 per month and include all of the above.
- Usage of vehicles other than the two dedicated vehicles will be billed under one of the standard I-GO rate plans, either \$6.00 an hour/.50 a mile or \$9.20 an hour including free mileage.

All of the above is preliminary and subject to negotiation.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 160 1685 N THROOP CHICAGO ILL 60622 Chicago, IL	REQUISITION: 20522 PAGE: 1 DEPARTMENT: 40 - DEPT OF FLEET MGMT PREPARER: Mary A Styles Gibson NEEDED: APPROVED: 4/19/2005
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REQUISITION DESCRIPTION

CAR SHARING PILOT PROGRAM WITH THE CITY OF CHICAGO DEPARTMENT OF FLEET MANAGEMENT
 SPECIFICATION NUMBER: 35601

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL CGST						
1	9618201100 TRANSPORTATION SERVICES - CAR-SHARING, ORGANIZATIONAL MEMBERSHIP (1-TIME)	1.00	Each	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Mary A Styles Gibson									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0402035	0157	220157	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	9618201110 TRANSPORTATION SERVICES - CAR SHARING, ADDITIONAL INDIVIDUAL MEMBERSHIPS	50.00	Each	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Mary A Styles Gibson									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0402035	0157	220157	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
3	9618201120 TRANSPORTATION SERVICES - CAR SHARING, RESERVED VEHICLE RATE PER MONTH	48.00	Month	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Mary A Styles Gibson									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0402035	0157	220157	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
4	9618201130 TRANSPORTATION SERVICES - CAR SHARING, ADDITIONAL VEHICLE USAGE RATE PER HOUR	200.00	Hour	0.00	0.00						
SUGGESTED VENDOR:		REQUESTED BY: Mary A Styles Gibson									
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0100	0402035	0157	220157	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00
REQUISITION TOTAL:											0.00

CPAC PROJECT CHECKLIST

Reg. 30588

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: 4-30-05
 ID No. (Spec, RX, Project): 35601
 Department: Fleet Management
 Bureau: Contracts
 Contract No. (if known): _____
 Project Title/Description: Car Sharing Pilot Program

Contact Person: Mary Bobrow H. Henneman
 Tel: 4-0963 Fax: 4-5749 E-mail: _____
 Project Manager: L. Henneman
 Tel: 2-4300 Fax: 4-5749 E-mail: _____
 Estimated Value \$: _____

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)

* Additional F-forms may be required-refer to attached list

** Sole source requests must include vendor quotes/proposal and MBEWBE compliance requirements

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
	005	0100	40	040 2035	0157		200 157			

Total: \$ _____

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: _____ Requested Contract Term (y/m/d): _____

PRE BID/SUBMITTAL REQUIREMENTS

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