

FILE COPY

CITY OF CHICAGO  
DEPARTMENT OF PURCHASES,  
CONTRACTS AND SUPPLIES  
ROOM 403, CITY HALL, 121 N. LA SALLE ST.

DATE 9/7/07  
APPROVED [Signature] JNCP Form Rev 9/97  
CONDITIONALLY APPROVED \_\_\_\_\_  
DISAPPROVED \_\_\_\_\_

**JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

**COMPLETE THIS SECTION IF NEW CONTRACT(S)**

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 Perkin Elmer for the product and/or services described herein.

(Name of Person or Firm)

This is a request for: X (One-Time Contract per Requisition # 34766, copy attached) or      Term Agreement or      Delegate Agency (Check one). If Delegate Agency, this request is for "blanket approval" of 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 #: \_\_\_\_\_ Company or Agency Name: \_\_\_\_\_

Specification #: \_\_\_\_\_ Contract or Program Description: \_\_\_\_\_  
Mod #: \_\_\_\_\_ (Attach List, if multiple)

Alan Stark                      744-7733                      [Signature]                      Water Management                      7/9/07  
Originator Name                      Telephone                      Signature                      Department                      Date

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

- ( ) **PROCUREMENT HISTORY**  
Perkin Elmer's maintenance Agreement for the Elan-9000 Inductive Coupled Mass Spectrometer. This previous maintenance agreement was purchased in 2003, and it expired as of January 1, 2006.
- ( ) **ESTIMATED COST**  
Cost of this agreement per year is \$18,841.32. The required contract has been quoted for a 3 year agreement which totals \$56,523.96. This cost was quoted from Perkin Elmer based on a previous contractual agreement that has recently expired. Reasonable cost is based on previous contract with upgrades that was used for existing equipment. The equipment has exclusively been serviced by this contractor.
- ( ) **SCHEDULE REQUIREMENTS**  
In order to maintain JWPP's Chemistry Lab's work load of analyzing consumer complaints, water surveys, comprehensive and ongoing analysis, scheduled preventive maintenance is necessary. This equipment must be frequently calibrated and service at least twice per year. The Lab is certified by the State Of Illinois EPA. It is required to run tests base on specific guidelines (Method 200.8 IEPA certification) of this agency. Since existing equipment is in use contractor is well knowledgeable of service needs.
- ( ) **EXCLUSIVE OR UNIQUE CAPABILITY**  
Contractor has serviced existing equipment since it has been in purchased. Previous agreement has expired. We are approaching the second quarter of the year and this equipment needs servicing. Exclusive use of this contract agreement would expedite service and avoid delays and or shut downs of work productivity. This contractor has demonstrated capability of meeting service needs for this equipment. Further delays of servicing will jeopardize lab functions.
- ( ) **OTHER**  
Contract agreement is needed ASAP in order to keep up with work demands and avoid other equipment breakdowns. Current instuments are 13 and 1 years old. They are the main source of equipment for determining alkai and metals in samples received. Delays experienced with use of competitive bidding could become a serious problem in work performance and productivity.

APPROVED BY: \_\_\_\_\_  
DEPARTMENT HEAD  
OR DESIGNEE

DATE

BOARD CHAIRPERSON

DATE

[Signature] RB 9/7/07

Department:	Department of Water Management
Description of Request:	Maintenance & Repair Elan-9000 Inductor Coupled Plasma Mass Spectrometer System
Vendor/Contractor:	Perkin Elmer
Requisition #:	<b>34766</b>
Requested Award Amount:	\$ 56,523.96
Contract Terms:	3 Years with 2-(1) Year Options
Assigned:	Work Services – Claude Humphrey
<b>Voting Results:</b>	<b>5-0 Approved</b>
<b>Clarification: Need Clarification on quote whether it will be two visits per year or two visits per contract term of three years.</b>	

Please send clarification in writing to:

Christine Smith, Administrative Assistant III  
Department of Procurement Services  
121 N. LaSalle – Room 403  
Chicago, IL 60602

## **DETAILED SPECIFICATIONS**

### **SCOPE**

The contractor will provide all labor and material necessary for the Maintenance of ICP/MS equipment with auto sample changer to the City of Chicago, Department of Water Management, Chemistry Laboratory as outlined below and in the attached quote and as describe herein all in accordance with the terms and conditions of this specification.

The ICPIMS Spectrometer System is used to determine the amount of metals, wastes and trace elements in water by using Inductively Coupled Plasma-Atomic Emission Spectrometry.

### **DESIGN FEATURES**

The Elan 9000 Inductor Coupled Plasma - Mass Spectrometer System uses window base software that is specifically design for the ICP/MS. It includes a library of standard reports and provides the flexibility to customize reports for methods. The Elan also has single ion lens that is adjusted automatically with the touch of a button for improved performance.

### **OPERATING SYSTEM**

The PC must be configured via manufacturer with upgraded software (Massoftware). System windows base, has monitor, mouse, laser jet printer.

### **SERVICE PLAN**

Three years of comprehensive preventative maintenance coverage with 2/PM visits per year. Includes parts, labor, travel, phone support, shipping and freight.

### **CONSUMABLES SPARE REPLACEMENT PARTS**

Included in the maintenance agreement.

### **LOCATION**

The work will be done on-site at the Department of Water Management, Jardine Water Purification Plant- Chemistry Laboratory.

### **SITE VISIT/PRE-BID MEETING**

Does not apply. The equipment must be serviced by the manufacturer; because the parts are only available from the manufacturer.

### **CONTRACTOR QUALIFICATIONS**

The contractors sent by the manufacturer to repair and service the equipment are approved and qualified by the manufacturer.

## **DETAILED SPECIFICATION**

### **EMPLOYEE QUALIFICATIONS**

Employees that will operate the equipment are required to have training and certification to operate and do the routine check-up and care of the equipment. The hands-on experience is necessary for the use of any equipment that is purchased.

### **COMPENSATION INCREASES**

The Preventative Maintenance contract on equipment is requested for a period of five years. The increases over five years of the contract are factored into the bid. Therefore, the cost of the contract is predictable.

### **WORKING HOURS**

The Chemistry Laboratory is open from 8:30 am to 4:30 pm, Monday thru Friday. The working hours of services performed must fall within that time.

### **CONTRACT TERM AND EXTENSIONS**

The terms of any future contract is for at least three yrs. With 2 year extension option and is set-down in the initial purchase of equipment.

### **MBE/WBE/DBE COMPLIANCE**

PerkinElmer is the only company that can service the Elan 9000 Inductor Couple Plasma and the sole factory authorized supplier of parts and service. The DWM would like to request that there are no stated goals for this service agreement.

### **USER DEPARTMENT CONTACTS**

The contact person for the Chemistry Laboratory is Rasheda Gaither, Chief Water Chemist, for technical, operational or performance issues. This information is provided on the Justification for Non-Competitive Procurement Form.

### **INSURANCE AND SAFETY**

The work involved repairing or service the equipment does require special safety considerations.

### **PRICE LISTS/CATALOG**

The Chemistry Laboratory will supply catalogs and/or price lists for parts if available. However, for instruments; each vendor has his own unique parts list applicable to his instrument. Parts for repairs are usually only available from the manufacturer of the instrument. Cost of parts is factored into the price of the contract.

## **DETAILED SPECIFICATIONS**

### **TECHNICAL STANDARDS**

The Chemistry Laboratory is IEP A certified. All instruments and equipment must be maintained in good operating condition. The repair and service performed on the equipment must guarantee that the Chemistry Laboratory personnel are able to perform tests required by the Chemistry Laboratory.

## **DETAILED SPECIFICATIONS**

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The Chemistry Laboratory is IEP A certified. All instruments and equipment must be maintained in good operating condition. The repair and service performed on the equipment must guarantee that the Chemistry Laboratory personnel are able to perform tests required by the Chemistry Laboratory.

# Perkin

PerkinElmer LAS, Inc.  
 710 Bridgeport Avenue  
 SHELTON CT 06484-4794  
 USA  
 TEL: (800) 762-4000 FAX: (203) 944-4983

**Quotation Number**  
 40233887

**Quotation Date**  
 07/13/2005

**Your Prior Agreement**  
 35123914

**Quote Expiration Date**  
 06/29/2007

**Customer Contact**  
 RASHEDA GAITHER

**Your Prior PO Number**  
 124005

**Telephone Number**

**Fax Number**

## QUOTATION - BASIC SERVICE PLAN

**Site Address:**  
 RASHEDA GAITHER  
 CITY OF CHICAGO  
 DEPT OF WATER LAB 25  
 1000 E OHIO ST  
 CHICAGO IL 60611  
 USA

**Invoicing Address (if different)**  
 CITY OF CHICAGO  
 ACCOUNTS PAYABLE  
 1000 E OHIO ST  
 CHICAGO IL 60611  
 USA

**Site Number**  
 100016038

**Customer Number**  
 4003313

Payment Terms	Coverage Period	Billing Plan	Page Number
Due Upon Receipt	06/01/2007 to 05/31/2010	Yearly	1 of 4

Line	Quantity	Model	Description	List Price	Net Price
20	1	ELAN9000	ELAN9000 ** 06/01/2007 to 05/31/2010 Serial Number (P0780210) Comprehensive Coverage 2 PM visits; Parts, Travel, Labor, Phone Support & 15% Training Disc.	44,568.00	44,568.00
30	1	POLYSCIRECIRULATOR	POLYSCIENCE RECIRCULATOR 06/01/2007 to 05/31/2010 Serial Number (G21723) Comprehensive Coverage 2 PM visits; Parts, Travel, Labor, Phone Support & 15% Training Disc.	1,044.00	1,044.00
40	1	AS93PLUS	AS93PLUS 06/01/2007 to 05/31/2010 Serial Number (930S2110130) Comprehensive Coverage 2 PM visits; Parts, Travel, Labor, Phone Support & 15% Training Disc.	5,364.00	5,364.00
50	1	MASSSOFTWARE ✓	MAS SOFTWARE 06/01/2007 to 05/31/2010 Serial Number (P0780210) Comprehensive Coverage 2 PM visits; Parts, Travel, Labor, Phone Support & 15% Training Disc.	1,548.00	1,548.00
60	1	ELAN9000	COMPUTER HARDWARE UPGRADE 06/01/2007 to 05/31/2010 Serial Number (P0780210) Miscellaneous Charge	3,999.96	3,999.96

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Yearly

**Page Number**  
2 of 4

Line	Quantity	Model	Description	List Price	Net Price
			Gross Price		56,523.96
			Net Price		56,523.96
Note: taxes will be applied to your invoice if applicable					



## Perkin

- **CHARGES:** The support charges are based on, without limitation, the following elements: type of support to be provided, number of systems, system configuration, use time, type of coverage, payment terms, and location. PerkinElmer reserves the right to make changes to the charges annually on the anniversary date of this Agreement or upon any change in the elements.
- **EQUIPMENT RELOCATION:** Equipment moved to alternate Customer sites shall continue to be serviced under this Agreement; however, the monthly support charge may be affected, subject to the new location's travel zone. Deinstallation or reinstallation services or damages incurred during a move or deinstallation or reinstallation are not covered by this Agreement. Before any equipment covered under this Agreement is moved, PerkinElmer must be contacted.
- **EXCLUSIONS:** This Agreement does not include software or firmware upgrades except where specifically included in a particular service plan, or any support services arising from: (1) Year 2000 non-compliance, for that equipment identified as being non-compliant; (2) abuse, misuse, modification, or mishandling of equipment; or (3) damage due to causes beyond PerkinElmer's reasonable control, including, without limitation, acts of God, flooding, power surges or failure, defective electrical work, environmental influences, modification, relocation, deinstallation or reinstallation by other than PerkinElmer authorized personnel, unsupported computers or software, operator error, corrosive Customer samples, non-contracted applications support, transportation, equipment or attachments supplied by other vendors, reagents, or failure of interruption in communication lines. Valves, syringes, tubing and tips for liquid handling equipment are also excluded unless otherwise stated on the face hereof.
- **CONSUMABLE PARTS AND SUPPLIES:** Customer is responsible for providing consumable parts, operating supplies and other items which by their nature or intended use have a prescribed life, except where specifically included in a particular support plan. Customer should consult the applicable support plan description and user's manual for more information.
- **ACCESS TO EQUIPMENT:** Customer agrees to allow authorized service representatives of PerkinElmer to inspect the equipment periodically, and further agrees to provide full access to the equipment for performing support services as required.
- **INSTALLATION AND SITE PREPARATION:** Customer agrees to maintain its premises in a safe condition and to comply with all applicable laws, statutes and regulations governing workplace health and safety. PerkinElmer personnel are covered by workers' compensation insurance and are not authorized to enter into any indemnity or hold harmless agreements on behalf of PerkinElmer. PerkinElmer will not, in any event, indemnify, defend or hold Customer harmless from and against any liability that Customer may incur.
- **PAYMENT:** Payment is due upon receipt of invoice. Unless otherwise indicated on the face hereof, Customer agrees to remit payment in full to the address provided on the face of PerkinElmer's invoice. Account balances not paid in accordance with this Agreement are subject to the lesser of fifteen percent (15%) per annum or the maximum prevailing legal interest rate calculated from date of delinquency. In the event PerkinElmer finds it necessary to refer this matter to an attorney or an agent for collection of delinquent accounts, Customer shall pay all costs of collection including, without limitation, reasonable attorneys' fees.
- **TERM; TERMINATION:** This Agreement period and the period during which the quotation is valid shall be as indicated on the face hereof. In the event that Customer has any past due invoices on any account with PerkinElmer, Customer becomes bankrupt or insolvent, or Customer has any proceedings pending against it under any statute for the relief of debtors, PerkinElmer may do any one or all of the following upon written notice to Customer: immediately suspend support; immediately demand payment for the balance of this Agreement, or immediately terminate this Agreement. Support plans may be terminated upon thirty (30) days prior written notice by either party. In the event PerkinElmer has supplied services or material under this Agreement prior to the effective date of termination, PerkinElmer shall be entitled to payment for such services or materials. PerkinElmer reserves the right to invoice Customer for, or set off against any amount due Customer, charges for said services and materials. For any payments made by Customer for service coverage beyond the effective date of termination, PerkinElmer shall refund Customer, subject to a 15% cancellation fee on such overage.
- **OTHER TERMS AND CONDITIONS:** PerkinElmer reserves the right to inspect any equipment prior to entering into a support agreement or upon lapse of a PerkinElmer support agreement and may require that the equipment be restored to manufacturer's specifications, at Customer's expense, before including it in a support agreement. PerkinElmer reserves all rights, expressed or implied, not stated herein. **IN NO EVENT SHALL PERKINELMER BE LIABLE FOR ANY SPECIAL, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES IN CONNECTION WITH THIS AGREEMENT. PERKINELMER'S LIABILITY IN ANY EVENT SHALL NOT EXCEED, AND CUSTOMER'S EXCLUSIVE REMEDY IN ANY EVENT SHALL BE LIMITED TO, THE AMOUNT PAID BY CUSTOMER UNDER THE TERMS OF THIS AGREEMENT.**
- **ASSIGNMENT; APPLICABLE LAW:** All quotations and this Agreement are non-transferable by Customer. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts without regard to its provisions concerning choice of law.
- **ACCEPTANCE AND CONTROLLING TERMS OF AGREEMENT:** Customer's order is quoted on the basis of the terms and conditions stated herein and all orders are subject to acceptance by PerkinElmer. To the extent that these terms and conditions are contradicted by Customer's purchase order terms and conditions, these terms and conditions shall control.
- **COMMERCIALLY REASONABLE EFFORTS:** PerkinElmer personnel will use commercially reasonable efforts when performing all support services. In the event that PerkinElmer is unable to perform support services for any reason, PerkinElmer reserves the right to terminate this Agreement, subject to and in accordance with the Termination section above.
- **SEE ATTACHMENTS FOR TERMS AND CONDITIONS OF SPECIFIC SUPPORT PLANS**

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**Your Prior PO Number**  
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**Telephone Number**

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1000 E OHIO ST  
CHICAGO IL 60611  
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06/01/2007 to 05/31/2010

**Billing Plan**  
Yearly

**Page Number**  
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### Billing Plan

Planned Invoice date(s)	Invoice Amount(\$)
06/01/2007	18,841.32
06/01/2008	18,841.32
06/01/2009	18,841.32
<b>Total billed</b>	<b>56,523.96</b>

**Reduce your support costs with a multiyear agreement –  
contact your contracts coordinator below for details.**

<u>Billing Plan</u>	<u>Invoice frequency</u>	<u>Total invoiced amount</u>
Single contract invoice		56,523.96

### PerkinElmer Contact information

**Quoted by:** Margie Roberson  
**Telephone:** 203-944-2498  
**Fax Number:** 203-944-4983  
**Email:** marge.roberson@perkinelmer.com  
**Zone:** Zone 1  
**Region:** Midwest North Svcx  
**Location:** USIL01

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710 Bridgeport Avenue  
SHELTON CT 06484-4794  
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**Page Number**  
4 of 4

### Additional Notes:

1. This quotation is subject to the terms and conditions attached and is valid until the expiration date shown above.
2. Customer is responsible for applicable taxes, including sale, use and/or excise tax unless otherwise noted above.
3. If Preventative Maintenance is covered under your agreement, please indicate any special date requirements below.

PM#1 \_\_\_\_\_ PM#2 \_\_\_\_\_

If any information presented on the document is incorrect e.g Billing address, serial numbers, please indicate the required changes below:

PLEASE SIGN THIS MAINTENANCE AGREEMENT QUOTATION AND RETURN ORIGINAL COPY ALONG WITH YOUR PURCHASE ORDER TO:

**By Mail:**

PerkinElmer Life and Analytical Sciences  
710 Bridgeport Avenue  
Mail Stop 75  
Shelton, CT 06484-4794

**By Fax:** 203-944-4983

**OR**

**By E-mail:** marge.roberson@perkinelmer.com

**YOUR SIGNATURE BELOW CONFIRMS THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND THAT THE INFORMATION INCLUDED THEREIN IS CORRECT TO THE BEST OF YOUR KNOWLEDGE.**

**IN ORDER TO AVOID A LAPSE IN SERVICE COVERAGE, PLEASE FORWARD A PURCHASE ORDER PRIOR TO THE EFFECTIVE START DATE OF THE CONTRACT.**

Accepted By:

\_\_\_\_\_  
Signature of Authorized Individual

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Purchase Order Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Rodney S. Durham  
PerkinElmer Life and Analytical Sciences  
710 Bridgeport Ave  
Shelton CT 06484-4794

March 5, 2007

Felicia Rawlings  
City of Chicago  
Department of Water Management  
333 S. State St., Suite 410  
Chicago IL 60604-3971

Dear Ms. Rawlings:

This letter is a response to our conversation regarding Special Conditions for Minority Business Enterprise and Women Business Enterprise for non-construction services.

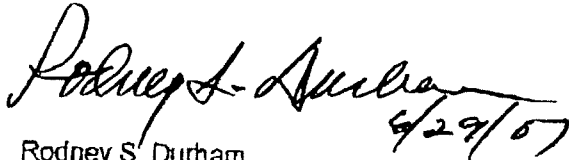
I have read through the policy and terms that were forwarded to me via Jeff Kukuk. Unfortunately, this policy will not apply to us. PerkinElmer does all of its contract and repair work using its own employees; we do not contract out to third party vendors.

PerkinElmer is an Equal Opportunity employer. PerkinElmer hires service engineers who are college educated with Bachelor degrees in Electronic Engineering and Chemistry. The engineers who work directly for me in the Chicago area have between ten and thirty years with the company. With this level of experience on our complex instrumentation, you as the customer, receive the highest level of service with a minimum amount of downtime. We do not feel that a third-party vendor could offer the level of service and expertise as are own employees.

In regards to replacements parts and consumables, PerkinElmer has contracts in place through our headquarters in Connecticut for the manufacture and/or purchase of these items. We as a local office cannot contract on our own behalf; this is done on a national basis.

If you have any questions or require additional explanation, please feel free to contact me at [Rodney.durham@perkinelmer.com](mailto:Rodney.durham@perkinelmer.com) or by call me at 800-762-400, option 5, mailbox 3273.

Sincerely,

 Rodney S. Durham  
Group Leader

Cc: Jeff Kukuk



City of Chicago  
Richard M. Daley, Mayor

Department of Water Management

John F. Spatz, Jr.  
Commissioner

Bureau of Administrative Support

Beverly J. Ingram  
Deputy Commissioner

DePaul Center, Suite 410  
333 South State Street  
Chicago, Illinois 60604  
(312) 747-8039  
(312) 747-7078 (FAX)

<http://www.cityofchicago.org/watermanagement>

MEMORANDUM

TO: Barbara A. Lumpkin  
Chief Procurement Officer  
Department of Procurement Services

FROM: John F. Spatz, Commissioner  
Department of Water Management

RE: Sole Source Procurement  
Maintenance and Repair  
Elan-9000 Inductor Coupled  
Plasma – Mass Spectrometer System  
Requisition No. 34766

DATE: August 30, 2007

The Department of Water Management Water Purification Laboratory-Chemistry Unit is requesting a sole source purchase for a preventative maintenance agreement with PerkinElmer. This service agreement will help DWM maintain the Inductor Coupled Plasma Spectrometer system used to analyze metals in water samples and provide yearly calibration of the instrument. The Water Purification Chemistry Lab is certified by the Illinois Environmental Protection Agency (IEPA) and required to analyze metals using EPA method 200.8. Perkin Elmer is also the manufacturer of this particular piece of instrumentation and their expertise will help DWM minimize downtime and risk of EPA violations.

Therefore, we would like to request your approval for a sole source purchase for three (3) years with the possibility of two one year extension options with Perkin Elmer. In addition, since Perkin Elmer is the manufacturer of this system and has experienced service technicians, the Department of Water Management supports and recommends that this contract be awarded with no stated MBE/WBE compliance goals.

Thank you in advance for your attention.

cc: Julie Hernandez-Tomlin  
Beverly Ingram  
Dennis Leonardo  
Felicia Rawlings  
Doug Yerkes  
Mark Hands  
Claude Humphrey  
Monica Cardenas  
File



# 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: 8-28-2007  
 REQ No.: \_\_\_\_\_  
 PO No.: (if known): \_\_\_\_\_  
 Modification No.: (if known): \_\_\_\_\_  
 Project Description: MAINTENANCE AND REPAIR ELAN-9000 INDUCTOR COUPLED PLASMA - MASS SPECTROMETERS

Contact Person: Margarita Alvarez  
 Tel: 747-1683 Fax: 747-7078 E-mail: malvarez@cityofchicago.org  
 Project Manager: Rasheda Gaither  
 Tel: 744-3724 Fax: \_\_\_\_\_ E-mail: rgaither@cityofchicago.org  
 Previous PO No.: (if known): T26365

**FUNDING:**

- |          |   |                                       |                                     |                                 |                                |
|----------|---|---------------------------------------|-------------------------------------|---------------------------------|--------------------------------|
| City:    | <input checked="" type="checkbox"/> Corporate | <input type="checkbox"/> Bond         | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| State:   | <input type="checkbox"/> IDOT/Transit         | <input type="checkbox"/> IDOT/Highway | <input type="checkbox"/> FAA        | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA                 | <input type="checkbox"/> FTA          |                                     | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	2007	0200	088	4170	0162	W202	220162			

Estimated Value \$56,523.96

\*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): \_\_\_\_\_

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

**CONTRACT TERM:** Requested Term (number of months): 3 years

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  D37 CHEMISTRY LABORATORY JARDIN WATER PURIFICATION PLNT CHICAGO, ILLINOIS 60611, IL	<b>REQUISITION:</b> 34766  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 88 - DEPARTMENT OF WATER MANAGEMEN <b>PREPARER:</b> Margarita Alvarez <b>NEEDED:</b> <b>APPROVED:</b> 8/28/2007
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**REQUISITION DESCRIPTION**

NEW 3 YEAR CONTRACT WITH 2 YEAR EXTENSION OPTION FOR MAINTENANCE AND REPAIR ELAN-9000 INDUCTOR COUPLED  
 PLASMA-MASS SPECTROMETER SYSTEM  
 SPECIFICATION NUMBER: 59739

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	93863	44,568.00	USD	0.00	0.00						
MAINTENANCE AND REPAIR OF ELAN 9000 - ELAN 9000 PREVENTATIVE MAINTENANCE W/2 PREVENTATIVE MAINTENANCE VISITS											
<b>SUGGESTED VENDOR:</b>											
<b>REQUESTED BY:</b> Rasheda K Gaither											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	9386341015	1,044.00	USD	0.00	0.00						
MAINTENANCE AND REPAIR OF ELAN 9000 - POLYSCIENCE RECIRCULATOR (CHILLER) S/N G21723 COMPREHENSIVE COVERAGE W/2 PREVENTATIVE VISITS/YR											
<b>SUGGESTED VENDOR:</b>											
<b>REQUESTED BY:</b> Rasheda K Gaither											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
4	9386341020	5,364.00	USD	0.00	0.00						
MAINTENANCE AND REPAIR OF ELAN 9000 - AS93PLUS (AUTO SAMPLER) S/N 930S2110130 P0780210 COMPREHENSIVE COVERAGE W/2 PREVENTATIVE MAINTENANCE VISITS/YR											
<b>SUGGESTED VENDOR:</b>											
<b>REQUESTED BY:</b> Rasheda K Gaither											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											0.00

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
6	9386341025	1,548.00	USD	0.00	0.00						
MAINTENANCE AND REPAIR OF ELAN 9000 - MASS SOFTWARE (UPGRADE) S/N P0780210 COMPREHENSIVE COVERAGE W/2 PREVENTATIVE MAINTENANCE VISITS/YR											
<b>SUGGESTED VENDOR:</b>											
<b>REQUESTED BY:</b> Rasheda K Gaither											
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	007	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											0.00

**CITY OF CHICAGO  
 PURCHASE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  D37 CHEMISTRY LABORATORY JARDIN WATER PURIFICATION PLNT CHICAGO, ILLINOIS 60611, IL	<b>REQUISITION:</b> 34766  <b>PAGE:</b> 2 <b>DEPARTMENT:</b> 88 - DEPARTMENT OF WATER MANAGEMEN <b>PREPARER:</b> Margarita Alvarez <b>NEEDED:</b> <b>APPROVED:</b> 8/28/2007
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**REQUISITION DESCRIPTION**

NEW 3 YEAR CONTRACT WITH 2 YEAR EXTENSION OPTION FOR MAINTENANCE AND REPAIR ELAN-9000 INDUCTOR COUPLED  
 PLASMA-MASS SPECTROMETER SYSTEM  
 SPECIFICATION NUMBER: 59739

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
8	9386341030	3,999.96	USD	0.00	0.00							
MAINTENANCE AND REPAIR OF ELAN 9000 - COMPUTER HARDWARE (UPGRADE) S/N P0780210												
<b>SUGGESTED VENDOR:</b>						<b>REQUESTED BY:</b> Rasheda K Gaither						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	007	0200	0884170	0162	220162	W202	00000000	000000	00000	0000	0.00	
<b>LINE TOTAL:</b>											<b>0.00</b>	
<b>REQUISITION TOTAL:</b>											<b>0.00</b>	

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.