

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

This is a request for \_\_\_\_\_ (One-Time Contractor Requisition # 35317, copy attached) or \_\_\_\_\_ x \_\_\_\_\_ 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. 44881  
 \_\_\_\_\_ (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 #: \_\_\_\_\_  
 Specification # \_\_\_\_\_  
 Modification #: \_\_\_\_\_

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

Steve Sakai \_\_\_\_\_ 312 747-3753 \_\_\_\_\_ Revenue \_\_\_\_\_ 10-1-07  
 Originator Name Telephone Signature Department Date

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

<input checked="" type="checkbox"/> <b>PROCUREMENT HISTORY</b>	SEE ATTACHED MEMO
<input checked="" type="checkbox"/> <b>ESTIMATED COST</b>	SEE ATTACHED MEMO
<input checked="" type="checkbox"/> <b>SCHEDULE REQUIREMENTS</b>	SEE ATTACHED MEMO
<input checked="" type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b>	SEE ATTACHED MEMO
<input checked="" type="checkbox"/> <b>OTHER</b>	SEE ATTACHED MEMO

**S. S. R. B.**  
 DATE 10/18/07  
 APPROVED 4-D AW  
 CONDITIONALLY APPROVED \_\_\_\_\_  
 RETURN TO DEPT. \_\_\_\_\_  
 DISAPPROVED \_\_\_\_\_

APPROVED BY: [Signature]  
 DEPARTMENT HEAD OR DESIGNEE

DATE \_\_\_\_\_

[Signature]  
 BOARD CHAIRPERSON

10/18/07  
 DATE

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(Attach List)

Pre-Assigned Specification No. 44881

(Program Name)

Pre-Assigned Contract No. \_\_\_\_\_

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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: \_\_\_\_\_

Modification #: \_\_\_\_\_

(Attach List, if multiple)

Steve Sakai  
 Originator Name

312 747-3753  
 Telephone

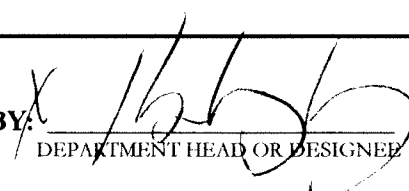
 Signature

Revenue Department

10-1-07  
 Date

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

<input checked="" type="checkbox"/> <b>PROCUREMENT HISTORY</b>  SEE ATTACHED MEMO	S. S. R. B.
<input checked="" type="checkbox"/> <b>ESTIMATED COST</b>  SEE ATTACHED MEMO	<del>APPROVED</del>
<input checked="" type="checkbox"/> <b>SCHEDULE REQUIREMENTS</b>  SEE ATTACHED MEMO	<del>CONDITIONALLY APPROVED</del>
<input checked="" type="checkbox"/> <b>EXCLUSIVE OR UNIQUE CAPABILITY</b>  SEE ATTACHED MEMO	<del>RETURN TO DEPT</del> <del>DISAPPROVED</del>
<input checked="" type="checkbox"/> <b>OTHER</b>  SEE ATTACHED MEMO	

APPROVED BY:  DEPARTMENT HEAD OR DESIGNEE

DATE

BOARD CHAIRPERSON

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: **October 1, 2007**  
 REQ No.: **35317**

Contact Person: **Steve Sakai**  
 Tel: **7-3753** Fax: **7-7420** E-mail: **steve.sakai@cityofchicago.org**

Project Manager: **Tom Stevens**  
 Tel: **2-6978** Fax: **2-6999** E-mail: **DR00683@cityofchicago.org**

PO No.: (if known):

Modification No.: (if known):

Previous PO No.: (if known): **3466**

Project Description: **Parkeon Pay-and-Display Meter Parkfolio Service**

**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
	007	0C13	029	0292005	1416	0000		13113021		1263600

Estimated Value \$1,263,000 DUR for 5-years

\*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): Old scope into new Agreement

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

**CONTRACT TERM:** **5-** years **Requested Term (number of months):** **60** 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 Attachments:** 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 No.** Category Description:

For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in)

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## 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.

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## COMMODITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, 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:

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## 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

## 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 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.

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?        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 detail), 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: Parkeon, Inc.

Contractor's Address: 40 Twosome Drive - Unit 7  
Moorestown NJ 08057

Contractor's e-mail Address: bdavis@moorestown.parkeon.com

Contractor's Phone Number: 800-732-6868

Contractor's Contact Person: Barry Davis

**CITY OF CHICAGO  
PRE-APPROVED  
MODIFICATION / OVERRIDE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  029-4670 ST. OPS. 2735 N. ASHLAND AVE. Chicago, IL 60614	<b>REQUISITION:</b> 35317 For PO Number: 3466  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 29 - DEPARTMENT OF REVENUE <b>PREPARER:</b> Steven Y Sakai <b>NEEDED:</b> <b>PRE-APPROVED</b> 9/27/2007
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**REQUISITION DESCRIPTION**

Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio service contract, into the new Agreement with Parkeon for Parkeon Pay-and-Display meters.  
 SPECIFICATION NUMBER: 11663

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	96864	5	Year	0.00	0.00

Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.

**SUGGESTED VENDOR:** PARKEON INC

**REQUESTED BY:** Steven Y Sakai

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13113021	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
2	96864	1,263,600	USD	0.00	0.00

Estimated funding required to pay for Parkfolio service for current inventory of ~130 Stelio pay-and-display meters for the next 5-years: \$1,263,600 DUR.

**SUGGESTED VENDOR:** PARKEON INC

**REQUESTED BY:** Steven Y Sakai

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13113021	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>

**REQUISITION TOTAL: 0.00**

# DPS PROJECT CHECKLIST

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Date Returned:	_____
Date Accepted:	_____
CA/CN's Name:	_____

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**GENERAL INFORMATION:**

Date: **October 1, 2007**  
 REQ No.: **35316**

Contact Person: **Steve Sakai**  
 Tel: **7-3753** Fax: **7-7420** E-mail: **steve.sakai@cityofchicago.org**

PO No.: (if known):

Project Manager: **Tom Stevens**  
 Tel: **2-6978** Fax: **2-6999** E-mail: **DR00683@cityofchicago.org**

Modification No.: (if known):

Previous PO No.: (if known): **3466**

Project Description: **Parkeon Pay-and-Display Meter Parts**

**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
	007	0C13	029	0292005	1416	0000		13112112		100000

Estimated Value \$100,000 DUR for 5-years

\*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

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**TYPE OF PROCUREMENT REQUESTED (check all that apply):**

**NEW REQUEST**

- Blanket Agreement
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**MOD/AMENDMENT**

- Time Extension
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- Other (specify): Old scope into new Agreement

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

**CONTRACT TERM:** **5- years** Requested Term (number of months): **60 months**



# DPS PROJECT CHECKLIST

## PRE BID/SUBMITTAL REQUIREMENTS:

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

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**Required Attachments:** Scope of Services, including location, description of project, services required, deliverables, and other information as required

### Risk Management

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Will services be performed on or near a waterway?  Yes  No

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For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in)

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## 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

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**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

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- Drawings, if any
- Part Number List (           Manufacturer; or           Dealer;           or Other Source:           )
- Current Price List(s)/Catalog(s)
- Special Approval Form
- Exhibits and Attachments

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Contractor's e-mail Address:

Contractor's Phone Number:

Contractor's Contact Person:

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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?            Yes    No

# DPS PROJECT CHECKLIST

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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: Parkeon, Inc.

Contractor's Address: 40 Twosome Drive - Unit 7  
Moorestown NJ 08057

Contractor's e-mail Address: bdavis@moorestown.parkeon.com

Contractor's Phone Number: 800-732-6868

Contractor's Contact Person: Barry Davis

**CITY OF CHICAGO  
PRE-APPROVED  
MODIFICATION / OVERRIDE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  029-4670 ST. OPS. 2735 N. ASHLAND AVE. Chicago, IL 60614	<b>REQUISITION:</b> 35316 For PO Number: 1145  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 29 - DEPARTMENT OF REVENUE <b>PREPARER:</b> Steven Y Sakai <b>NEEDED:</b> <b>PRE-APPROVED</b> 9/27/2007
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**REQUISITION DESCRIPTION**

Sole Source request to roll-up the scope for PO#1145 Parkeon Pay-and-Display Meter Parts contract, into the new RFP-Agreement with Parkeon for Parkeon Pay-and-Display meters.  
 SPECIFICATION NUMBER: B2-55038-09

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	55038	5	Year	0.00	0.00						
Sole Source request to roll-up the scope for PO#1145 Parkeon Pay-and-Display Meter Parts contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.											
<b>SUGGESTED VENDOR:</b> PARKEON INC			<b>REQUESTED BY:</b> Steven Y Sakai								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13112112	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	55038	100,000	USD	0.00	0.00						
Add funding for Stelio parts, in an estimated amount of \$20,000 per year times 5-years.											
<b>SUGGESTED VENDOR:</b> PARKEON INC			<b>REQUESTED BY:</b> Steven Y Sakai								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13112112	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.



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.ci.chi.il.us>

07 OCT - 1 PM 4:02

October 1, 2007

Ms. Barbara A. Lumpkin  
Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street, Room 403  
Chicago, Illinois 60602-1284

<b>Subject:</b>	Non-Competitive Procurement Request to Add: 1) Parkeon Meter Parts and, 2) <i>ParkFOLIO</i> ® Software Internet Support Requirements into: 3) Parkeon Pay-And-Display Meter Agreement.
<b>Vendor:</b>	<i>Parkeon, Inc.</i>
<b>Title:</b>	<b>Pay-and-Display Parking Meters</b>
<b>RX No.:</b>	<b>35316 and 35317</b>
<b>Spec. No.:</b>	44881
<b>Estm. Value:</b>	<b>\$402,600 for a 5-year period.</b>

Dear Ms. Lumpkin:

The Department of Revenue concurs with the Department of Procurement Services' recommendation to consolidate three separate *Parkeon, Inc.* pay-and-display related contracts into one single Agreement.

Two current sole source *Parkeon* contracts (PO#1145 and PO#3466) were targeted to be entirely replaced as part of the award of the RFP for all new pay-and-display meters. However, due to budgetary constraints, the initial anticipated purchase of 1,300 new pay-and-display meters had to be drastically reduced to around 180 pay-and-display meters. The original plan would have replaced 130 of our current pay-and-display meters. Because of the significant budget reductions we now must keep all of our current/old pay-and-display meters. These meters were supported by two separate (sole source) *Parkeon* contracts: PO# 1145 and PO#3466 (one for parts; the second for software and Internet support).

Rather than process three separate contracts, the Department of Procurement Services recommended that we should consolidate the scope of all three *Parkeon* pay-and-display meter requirements under one single "master" Agreement. This master Agreement, has been drafted to include the consolidation of all three scopes. The vendor, *Parkeon, Inc.*, agrees with this consolidation plan and, after discussing with Law, they have no objections. If this plan is approved by the Chief Procurement Officer, the Agreement terms and conditions, currently in the final negotiation stage, can include the consolidation of three *Parkeon* pay-and-display contract requirements into one contract.



Attached please find the DPS Project Checklist, Requisition, non-competitive procurement justification forms, and related documents.

If you would like further information, please contact Steve Sakai, Contracts Coordinator, at 747-3753.

Very truly yours,



Bea Reyna-Hickey  
Director

Attachments

BRH:sys

cc: Doug Yerkes – Department of Procurement Services  
Claude Humphrey – Department of Procurement Services  
John O'Brien – Department of Procurement Services  
Phil Cobb – Department of Revenue  
Tom Stevens – Department of Revenue  
Steven Sakai – Department of Revenue

## **JUSTIFICATION FOR NON-COMPETITIVE PROCUREMENT**

*Parkeon, Inc.*  
*Pay-and-Display Meters*  
*Consolidating Two Sole Source Contracts into a Third New Agreement*  
Spec# B2-55038-09; Spec# 11663; Spec#44881

### **Procurement History**

July 1992: a 3+2-year sole source contract (PO#1145) was awarded to *Parkeon, Inc.* (formerly known as *SchlumbergerSema* at the time) for: (i) special parts needed to upgrade an earlier generation of pay-and-display meters owned by the City; and (ii) *Parkeon's* pay-and-display meter replacement parts available from *Parkeon's* parts price list.

May 2003: a 3+2-year sole source contract (PO#3466) was awarded to *Parkeon, Inc.* (still formerly known as *SchlumbergerSema* at the time) for: (i) the purchase of 100 new-model *Parkeon* pay-and-display meters; and (ii) *Parkeon Parkfolio*® software Internet support services for the City's *Parkeon* pay-and-display meters.

October of 2006: an RFP was issued for the purchase of state-of-the-art pay-and-display meters, with the intent to replace all existing pay-and-display meters on the street, with the newest available pay-and-display meter technology. The recommendation of award was for *Parkeon's Strada Rapide* pay-and-display meter model and in March of 2007, negotiations began towards a final Agreement.

Around June of 2007, during the final negotiation phase with *Parkeon* for new *Parkeon* pay-and-display meters, budgetary constraints forced a significant change in negotiations with *Parkeon* – instead of replacing all of the older pay-and-display meters (and letting their respective support-contracts terminate on their own), all of these old pay-and-display meters had to be kept. In turn, the respective support-contracts for these older pay-and-display meters would need to continue. The Department of Revenue's sole source request is to have these older contract requirements continue – not as individual sole source contracts, but rather, upon Sole Source approval – as part of the “master” *Parkeon* Agreement for the purchase and support of new *Parkeon* pay-and-display meters.

### **Estimated Cost**

A cost savings would be realized by consolidating the old pay-and-display meter *Parkeon Parkfolio*® Internet software support services, along with the new *Strada Rapide* pay-and-display meter models that will be purchased: In lieu of the current contract price of \$85/meter/month, \$30/meter/month will be charged over the next 5-years (after a one-time \$720/meter is met) under the new Agreement.

## **Schedule Requirements**

The two existing sole source contracts: *Parkeon* Pay-and-Display Parts contract and the *Parkeon Parkfolio*® Software Support contract requirements, must transition in a timely manner to be included under the new Pay-and-Display Meter Agreement, currently under negotiation with *Parkeon*.

## **Exclusive or Unique Capability**

*Parkeon* manufactures its own pay-and-display meters, parts, and software that the City currently requires and the City will purchase these products and services under the new Agreement. *Parkeon* sells directly to the purchaser rather than through distributorships, and will provide the City with a Most Favored Nations pricing provision under the new Agreement.

## **Other**

The decision by the City to keep (rather than replace) older-model pay-and-display meters, was made due to budgetary constraints. This decision forces the Department of Revenue to manage two existing sole source contract requirements, with *Parkeon*, necessary to support these older model pay-and-display meters. Extending both of these aging contracts (one is without available extension options and the other has one year remaining) would be temporary at best. It is arguably more efficient, for all parties involved, to consolidate both sole source *Parkeon* contract requirements into one new *Parkeon* Agreement, currently in its final negotiation phase. This consolidated-contract plan is supported by the Department of Revenue, Department of Procurement Services, and *Parkeon*; and after discussing with Law, Law raised no objections.

□



**From:** Steven Sakai  
**To:** Walters, Brent  
**Date:** 10/19/2007 3:11:09 PM  
**Subject:** Sole Source: supplemental doc information from 10-18-07

Hi Brent-

This is regarding the **Parkeon Pay-and-Display Meter sole source submittal**, which was reviewed (and approved) on 10-18-2007 (requisition #: 35316 and 35317). The sole source was to request a roll-up of 2 current sole source Parkeon, Inc. contracts into a third NEW Parkeon, Inc. Agreement (currently under final negotiations). Phil Cobb asked me to provide you with the following attached corrected and revised docs relating to that 10/18 sole source meeting with Revenue:

- 1.) Revised Requisition #35317 lowering the dollar amount from \$1,263,600 to \$327,600.
- 2.) Revised Project Checklist revising the dollar amount from \$1,263,600 to \$327,600.
- 3.) Revised cover letter's subject box to reflect the corrected estimated dollar value: from \$402,600 to \$427,600. (original sent interoffice)

Phil also wanted me to address a question regarding the MBE and WBE compliance plans in store for the NEW Agreement with Parkeon. Although the original offer proposed by Parkeon indicated full participation (16.9 MBE and 4.5% WBE), an unexpected Budget Department decision, half-way through negotiations, forced us to significantly reduce and revise the planned purchase scenario. Instead of the purchase of 2,000 new pay and display meters - and the installation to be provided by an MBE - funding for only about 180 meters was approved. The kicker is that, now, the installation will likely be done by the City - not the MBE! Since final terms of the Agreement are still under negotiations, still somewhat unsettled is the MBE piece. So although we expect favorable alternative compliance, we cannot say for certain what the percentages will ultimately be.

Please feel free to call me if you need anything,  
steve.

Steven Y. Sakai  
Contracts Coordinator  
City of Chicago  
Department of Revenue  
333 S. State Street - Room 530  
Chicago IL 60604-3989

office: 312.747.3753  
fax. 312-747-7420  
email: steve.sakai@cityofchicago.org

**CC:** Cobb, Phillip



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.ci.chi.il.us>

October 1, 2007

Ms. Barbara A. Lumpkin  
Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street, Room 403  
Chicago, Illinois 60602-1284

<b>Subject:</b>	Non-Competitive Procurement Request to Add: 1) Parkeon Meter Parts and, 2) <i>ParkFOLIO</i> ® Software Internet Support Requirements into: 3) Parkeon Pay-And-Display Meter Agreement.
<b>Vendor:</b>	<i>Parkeon, Inc.</i>
<b>Title:</b>	<b>Pay-and-Display Parking Meters</b>
<b>RX No.:</b>	<b>35316 and 35317</b>
<b>Spec. No.:</b>	44881
<b>Estm. Value:</b>	<b>\$427,600 D.U.R. for a 5-year period</b>

Dear Ms. Lumpkin:

The Department of Revenue concurs with the Department of Procurement Services' recommendation to consolidate three separate *Parkeon, Inc.* pay-and-display related contracts into one single Agreement.

Two current sole source *Parkeon* contracts (PO#1145 and PO#3466) were targeted to be entirely replaced as part of the award of the RFP for all new pay-and-display meters. However, due to budgetary constraints, the initial anticipated purchase of 1,300 new pay-and-display meters had to be drastically reduced to around 180 pay-and-display meters. The original plan would have replaced 130 of our current pay-and-display meters. Because of the significant budget reductions we now must keep all of our current/old pay-and-display meters. These meters were supported by two separate (sole source) *Parkeon* contracts: PO# 1145 and PO#3466 (one for parts; the second for software and Internet support).

Rather than process three separate contracts, the Department of Procurement Services recommended that we should consolidate the scope of all three *Parkeon* pay-and-display meter requirements under one single "master" Agreement. This master Agreement, has been drafted to include the consolidation of all three scopes. The vendor, *Parkeon, Inc.*, agrees with this consolidation plan and, after discussing with Law, they have no objections. If this plan is approved by the Chief Procurement Officer, the Agreement terms and conditions, currently in the final negotiation stage, can include the consolidation of three *Parkeon* pay-and-display contract requirements into one contract.



# 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: **October 1, 2007 rev1**  
 REQ No.: **35317**

Contact Person: **Steve Sakai**  
 Tel: **7-3753** Fax: **7-7420** E-mail: **steve.sakai@cityofchicago.org**

PO No.: (if known):

Project Manager: **Tom Stevens**  
 Tel: **2-6978** Fax: **2-6999** E-mail: **DR00683@cityofchicago.org**

Modification No.: (if known):

Previous PO No.: (if known): **3466**

Project Description: **Parkeon Pay-and-Display Meter Parkfolio Service**

**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"/> Grant* | <input type="checkbox"/> Other |
| Federal: | <input type="checkbox"/> FHWA                 | <input type="checkbox"/> FTA          | <input type="checkbox"/> FAA        | <input type="checkbox"/> Grant* | <input type="checkbox"/> Other |

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
	007	0C13	029	0292005	1416	0000		13113021		327,600

**Estimated Value \$327,600 DUR for 5-years**

\*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): Old scope into new Agreement

**FORMS:**

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

**CONTRACT TERM:**

**5- years** Requested Term (number of months): **60** 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 Attachments:** 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 No. \_\_\_\_\_ Category Description: \_\_\_\_\_

For Pre-Qualification Program, attach list of suggested firms to be solicited

**Other Agency Concurrence Required:**  None  State  Federal  Other (fill in)

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## 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.

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## COMMODITIES SUPPLEMENTAL CHECKLIST

**Required Attachments:** Detailed Specifications (Scope of Services) including detailed description of the product, delivery location, user department contact, 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

## 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 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.

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?            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 detail), 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: Parkeon, Inc.

Contractor's Address: 40 Twosome Drive - Unit 7  
Moorestown NJ 08057

Contractor's e-mail Address: bdavis@moorestown.parkeon.com

Contractor's Phone Number: 800-732-6868

Contractor's Contact Person: Barry Davis

**CITY OF CHICAGO  
PRE-APPROVED  
MODIFICATION / OVERRIDE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b>  029-4670 ST. OPS. 2735 N. ASHLAND AVE. Chicago, IL 60614	<b>REQUISITION:</b> 35317 For PO Number: 3466  <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 29 - DEPARTMENT OF REVENUE <b>PREPARER:</b> Steven Y Sakai <b>NEEDED:</b> <b>PRE-APPROVED</b> 10/18/2007
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**REQUISITION DESCRIPTION**

Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio service contract, into the new Agreement with Parkeon for Parkeon Pay-and-Display meters.  
 SPECIFICATION NUMBER: 11663

**COMMODITY INFORMATION**

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
1	96864	5	Year	0.00	0.00						
Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkfolio contract, into the new 5-year Agreement with Parkeon for Parkeon Pay-and-Display meters.											
<b>SUGGESTED VENDOR:</b> PARKEON INC			<b>REQUESTED BY:</b> Steven Y Sakai								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13113021	000000	00000	0000	0.00
<b>LINE TOTAL:</b>											<b>0.00</b>
LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
2	96864	327,600	USD	0.00	0.00						
Estimated funding required to pay for Parkfolio service for current inventory of ~130 Stelio pay-and-display meters for the next 5-years: \$327,600 DUR.											
<b>SUGGESTED VENDOR:</b> PARKEON INC			<b>REQUESTED BY:</b> Steven Y Sakai								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
1	007	0C13	0292005	1416	220000	0000	13113021	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.

**CITY OF CHICAGO  
PRE-APPROVED  
MODIFICATION / OVERRIDE REQUISITION**

**Copy (Department)**

<b>DELIVER TO:</b> 029-4670 ST. OPS. 2735 N. ASHLAND AVE. Chicago, IL 60614	<b>REQUISITION:</b> 35317 For PO Number: 3466 <b>PAGE:</b> 1 <b>DEPARTMENT:</b> 29 - DEPARTMENT OF REVENUE <b>PREPARED BY:</b> Steven Y Sakai <b>NEEDED:</b> <b>PRE-APPROVED:</b> 10/18/2007
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**REQUISITION DESCRIPTION**  
 Sole Source request to roll-up the scope for PO#3466 Parkeon Pay-and-Display Meter Parkolio service contract. Into the new Agreement with Parkeon for Parkeon Pay-and-Display meters.  
**SPECIFICATION NUMBER:** 11853

**COMMODITY INFORMATION**

LINE ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	5	Year	0.00	0.00

**SUGGESTED VENDOR:** PARKEON INC  
**REQUESTED BY:** Steven Y Sakai  
**DIST:** 007 **FUND:** 0C13 **COST CTR:** 1416 **ACCT:** 220000 **ACTV:** 0000 **PROJECT:** 13113021 **RPT CAT:** 000000 **GENRL:** 0000 **FUTR:** 0.00  
**LINE TOTAL:** 0.00

**SUGGESTED VENDOR:** PARKEON INC  
**REQUESTED BY:** Steven Y Sakai  
**DIST:** 007 **FUND:** 0C13 **COST CTR:** 1416 **ACCT:** 220000 **ACTV:** 0000 **PROJECT:** 13113021 **RPT CAT:** 000000 **GENRL:** 0000 **FUTR:** 0.00  
**LINE TOTAL:** 0.00

**REQUISITION TOTAL: 0.00**

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