



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Jamie L. Rhee  
Chief Procurement Officer

City Hall, Room 403  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-4900  
(312) 744-0010 (FAX)  
(312) 744-2949 (TTY)  
<http://www.cityofchicago.org>

Date:

DEC 27 2010

To:

Judy D. Martinez  
Commissioner  
Department of General Services

Attn:

William Kelly  
Department of General Services

From:

  
Jamie L. Rhee  
Chief Procurement Officer

Re:

Emergency Contract for Acoustical Ceiling Tile

PO Number: 23920	Specification: 93015
RX Number: 55421	Amount: \$39,890.11

Pursuant to the Municipal Purchasing Act, I am authorizing you to make an Emergency Contract for Acoustical Ceiling Tile with General Ceilings of Illinois, Inc. Based upon information received from your office, I have determined that this procurement is necessary to meet a bona fide operating emergency.

You are hereby authorized to purchase Acoustical Ceiling Tile in the amount of \$39,890.11 as requested in your letter dated December 3, 2010. You must get additional authorization for any amount in excess of \$39,890.11. This Emergency Contract however, will not exceed the \$250,000.00 limit established by statute.

JLR/tr

cc:

Richard Butler  
Gustavo Giraldo  
James P. Bracewell Jr.  
William Kelly  
PO Scan & Emergency Authorization Scan  
File Specification Number: 93015



**CITY OF CHICAGO  
STANDARD PURCHASE ORDER**

Original (DPS)

Furnish the supplies and/or services described below in conformance with conditions set forth herein and in your offer.

DATE OF AWARD	DEPARTMENT NUMBER	PURCHASE ORDER	SPECIFICATION NUMBER	VENDOR NUMBER	SITE NAME	DELIVERY DATE	PAGE NUMBER
12/28/2010	38	23920	93015	1062619	A		1

**DELIVER TO:**

038-0030  
30 N. LA SALLE ST.  
ROOM 300  
Chicago, IL 60602-2500

**ORDERED FROM:**

GENERAL CEILINGS OF IL, INC.  
1612 S. WABASH AVE.  
CHICAGO, IL 60616

DELIVERY CHARGES to be PREPAID  
TITLE TO PASS ON DELIVERY

**BUYER:** 91803 TOYLA RICE

**PO DESCRIPTION:** EMERGENCY CONTRACT FOR ACOUSTICAL CEILING TILES

PO Line	Ship Line	COMMODITY INFORMATION							QUANTITY	UOM	UNIT COST	TOTAL COST	
1	1	01005 ACOUSTICAL CEILING TILE							39,890	USD	1.00	39,890.11	
		Dist	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
		1	010	0C28	0382005	2166	220340	0000	80068051	000000	00000	0000	39,890.11
<b>PO LINE and SHIPMENT LINE TOTAL:</b>											<b>39,890.11</b>		

**PURCHASE ORDER TOTAL: 39,890.11**

Payment on this order will be made upon receipt of an original vendor invoice form referencing this order.

Submit the original invoice to the department referenced above.

Mark all packages and papers with the purchase number.

Any deliveries containing overshipments will be reflected unless otherwise authorized in this purchase.

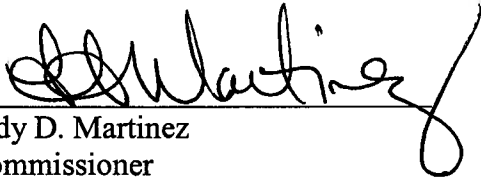
This purchase is subject to the City of Chicago General Conditions for Supplies, Work, or Professional Consulting Services; Special Conditions, Disclosure Ownership, Acceptance Page, as applicable, which are attached hereto or incorporated herein by reference.



City of Chicago  
 Richard M. Daley, Mayor  
 Department of General Services  
 Judy D. Martinez  
 Commissioner  
 Suite 300  
 30 North LaSalle Street  
 Chicago, Illinois 60602-2586  
 (312) 742-3124  
 (312) 744-9883 (FAX)  
<http://www.cityofchicago.org>

**Memorandum**

RECEIVED  
 DEC 03 2010  
 By Judy Alvarez - top  
 TR  
 Rick top  
 Grestow

Date: December 3, 2010  
 To: Jamie L. Rhee  
 Chief Procurement Officer  
 Department of Procurement Services  
 From:   
 Judy D. Martinez  
 Commissioner  
 Department of General Services  
 Re: Recommendation of Award for Emergency Contract for  
 Acoustical Ceiling Tile

On October 26, 2010, PO 19891 with RBC, Inc. for the Purchase of Acoustical Ceiling Tile was terminated. R.B.C. failed to comply with a September 29, 2010 Notice to Cure / Event of Default letter by failing to fill and deliver orders placed for Acoustical Ceiling Tile in violation of the terms of its contract.

On November 18, 2010, DGS solicited bids from three certified vendors from the m/wbe database for an Emergency Contract in the amount of \$36,300 for Acoustical Ceiling Tile. DGS has an immediate need for a means to purchase commodities available through this contract to make repairs and provide basic maintenance at City facilities.

DGS manages over 400 facilities citywide. The Acoustical Ceiling Tile contract is used for the purchase of standard materials and supplies for routine building repairs. It is critical that DGS has a means to purchase Acoustical Ceiling Tile for routine repairs and maintenance of these facilities until such time that new term agreements are advertised and awarded. DGS has entered a requisition and submitted a project checklist and detailed specifications for a new five-year term agreement.

Failure to make these needed repairs may result in ongoing and costly disrepair, additional property damage and may compromise the safety of city employees, as well as the general public.

3010 DEC -3 01 31 23



DGS solicited bids from three qualified certified vendors for this project.  
They were:

- General Ceilings Of Illinois, Inc., a certified WBE;
- F.E.L. Services, Inc., a certified MBE;
- Virmac Services, Inc., a certified MBE

The lowest bid, in the amount of \$39,890.11 was submitted by General Ceilings of Illinois. General Ceilings is a certified WBE company. DGS recommends that DPS award an Emergency Contract in the amount of \$39,890.11 to General Ceilings of Illinois.

DGS has entered Requisition No. 55421 and encumbered funds for this project.

Please contact Bill Kelly at 312-744-6043 if you have any questions or concerns.

cc: G. Giraldo – DPS  
T. Rice – DPS  
D. Carey – DGS  
File

3010 DEC -3 6N 3:25

**DEPARTMENT OF GENERAL SERVICES**  
**EMERGENCY CONTRACT FOR PURCHASE OF ROOFING MATERIALS  
AND SUPPLIES**

**SCOPE**

The Contractor must furnish and deliver F.O.B., City of Chicago, Department of General Services and other City Departments at various locations, Roofing Materials and Supplies listed on the proposal pages and in accordance with the terms and conditions of this specification.

**INTENT**

It is the City's intent to purchase roofing materials and supplies to be used by City of Chicago trade personnel.

**DESCRIPTION OF MATERIALS**

There are five categories of materials we intend to order based on the proposal pages. Broken down below is a brief description of the categories.

**Roofing Sealants**

Roofing sealants are used in both the installation and repair process of roofing maintenance. These items are adhesives necessary to adhere roofing materials to the roof system. The sealants are also used for roofing repairs and periodic roof maintenance. The use of these materials assist in providing a water tight seal in and around the various components which make-up the roof system.

**Roofing Materials**

The items in this category are used to construct the actual roof system. Roofing materials are the top layers of the roofing system that ultimately help provide the water tight seal. These materials are used in conjunction with all the components of the roof system. Each roof will be different depending on the building and use, therefore various types of roof materials will be required for repairs.

**Sheet Metal Materials (for roofing)**

Similarly to roof materials, these items are used in conjunction with installing the various layers of the roofing system. Roof vents are required to allow for air circulation throughout the roof. Pitch pans are used around roof penetrations to provide a metal cap before the roofing system is applied.

**Insulation Materials (for roofing)**

The items in this category are the first two layers of the roofing system. Roof insulation is an important component of the roof system. Roof insulation aids in reducing heat transfer through the roof of the building.

### **Roofing Equipment**

These items are necessary to supply City personnel with the proper tools & equipment to apply the various types of roofing materials when installing & repairing a roof system.

### **PURCHASE ORDER RELEASES**

Requests for Roofing Materials and Supplies in the form of purchase order releases will be issued by the Department of General Services and sent to the Contractor to be applied against the contract. Purchase order releases will indicate quantities ordered for each line item, commodity code, unit/total cost, shipping address, delivery date, fund chargeable information and other pertinent instructions regarding request.

### **DELIVERY**

Delivery of the proposed Roofing Materials and Supplies must be made F.O.B., City of Chicago, Department of General Services and other City Departments at various locations throughout the City, within fourteen (14) calendar days of receipt of the notification. The delivery cost will be a direct cost chargeable to the City without any percentage mark-up or additional Contractor profit.

The Contractor must provide, at the time of delivery, copies of a delivery ticket for Roofing Materials and Supplies delivered. The delivery ticket must be signed by an authorized representative of the Department of General Services and an authorized representative of the Contractor.

### **WARRANTY/GUARANTEE**

The Contractor must furnish a warranty or guarantee for the Roofing Materials and Supplies provided under this contract in accordance with the standard warranty/guarantee regularly supplied.

At a minimum, the Contractor hereby warrants/guarantees for a period of one (1) year from the date of final acceptance by the City, that it will, at its own expense and without any cost to the City, replace all defective parts and make any repairs that may be required or made necessary by reason of defective design, material or workmanship, or by reason of non-compliance with these specifications. The warranty/guarantee period will commence on the first day the unit is placed in service by the City. If a longer warranty/guarantee can be furnished, at no additional cost to the City, the longer period will prevail.

### **RETURNS AND RESTOCKING FEES**

The Contractor will be responsible for any incorrect shipments or damaged shipments. The Contractor must make arrangements within forty-eight hours of notification with their common carrier or company personnel to pick up unacceptable roofing materials and/or

supplies. The correct order request must be completed at no additional charge to the City within three (3) business days of the notification. The City of Chicago will not be subject to restocking fees.

### **BIDDERS**

Please quote prices for the markup over the actual cost of materials purchased. The mark up percentage will be fixed for the duration of this agreement. Material invoices must be attached to your invoice to substantiate your billing. The Contractor must submit invoices from the parts manufacturer/distributor for all materials purchased.

The value of this contract is not to exceed \$250,000.00 and the Contractor must keep a running total of expenses by day. At any time The Department of General Services may contact the Contractor to request expenses to date.

Please complete the attached bid sheet, sign the bid sheet and return via fax, email or in a sealed envelope to:

Department of Procurement Services  
City Hall – Room 403  
121 North LaSalle Street  
Attn: Gustavo Giraldo  
Chicago, Illinois 60602  
Fax: 312/744-0010  
Phone: 312/744-3931

**EmailTo: Gustavo.Giraldo@ex.cityofchicago.org**  
**CC: Robert.Kelly@ex.cityofchicago.org**

Please contact Bill Kelly at 312-744-6043 with any questions regarding this bid document.

Bids are due by Wednesday, November 10th at 4:00 p.m, Late bids will not be accepted.

**BID SHEET FOR EMERGENCY CONTRACT FOR  
MISCELLANEOUS BUILDING SUPPLIES**

	Cost of Materials \$	Qty. to be Furnished	Amount Price
1. Architectural Printing Title and Description (Please list up to 10 items - 10% extra actual cost)	174,395	9	39,890.11
<b>TOTAL BID PRICE</b>			<u>39,890.11</u>

[Signature]  
Bidder Signature

CONVALCELLUS  
Bidder Name (print)

11/18/00  
Date

3024274341  
Phone Number

CONVALCELLUS  
Company Name (print)

Bids are due by Monday, November 21st at 4:00 p.m. Late bids will not be accepted.

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