



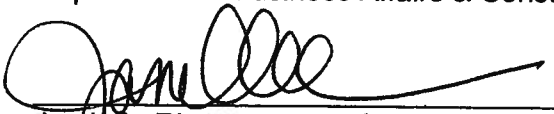
DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

Date: MAY 25 2011

To: Rosemary Krimbel  
Acting Commissioner  
Department of Business Affairs & Consumer Protection

Attn: Kenneth Jones  
Director of Administration  
Department of Business Affairs & Consumer Protection

From:

  
Jamie L. Rhee  
Chief Procurement Officer *RS 525*

Re: Notice of Award of Emergency Contract the Printing of Public Vehicle License Sticker Emblem Decals

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Specification:	97450	RX Number:	59830
PO/Contract:	24773	Amount:	\$3,600.00

Pursuant to Section 65 ILCS 5/8-10-5 of the Municipal Purchasing Act and 2-92-644 of the Municipal Code of Chicago, I am authorizing you to make an Emergency Contract for the Printing of Public Vehicle License Sticker Emblem Decals with Andrews Decal Company. 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 the Printing of Public Vehicle License Sticker Emblem Decals in the amount not to exceed \$3,600.00 as requested in your letter dated May 11, 2011. Any amount in excess of the \$3,600.00 will require additional authorization and will be limited so as not to exceed the \$250,000.00 limit established by the Chicago Municipal Code.

JLR/jpb

cc: Richard Butler  
Gustavo Giraldo  
James P. Bracewell Jr.  
Robert Kelly  
Toyla Rice  
Kenneth Jones  
File Specification Number: 97450



**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
5/26/2011	70	24773	97450	1015376	A		1

**DELIVER TO:**

070- BUS AFFAIRS AND CONSUMER PROT  
50 W WASHINGTON  
Rm. 208  
Chicago, IL 60602

**ORDERED FROM:**

ANDREWS DECAL CO  
6559 N AVONDALE  
CHICAGO, IL 60631

DELIVERY CHARGES to be PREPAID  
TITLE TO PASS ON DELIVERY

**BUYER:** 91803 TOYLA RICE

**PO DESCRIPTION:** EMERGENCY CONTRACT FOR VEHICLE LICENSE STICKER EMBLEM DECALS

PO Line	Ship Line	COMMODITY INFORMATION							QUANTITY	UOM	UNIT COST	TOTAL COST
1	1	25570 PUBLIC VEHICLE LICENSE STICKER EMBLEM DECALS							1,600	Each	0.46	736.00
Dist	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST	
1	011	0100	0702005	0338	220338	0000	00000000	000000	00000	0000	736.00	
<b>PO LINE and SHIPMENT LINE TOTAL:</b>											<b>736.00</b>	

**PURCHASE ORDER TOTAL: 736.00**

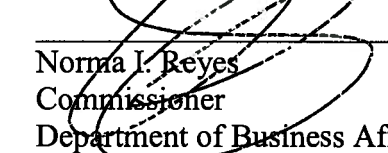
Payment on this order will be made upon receipt of an original vendor invoice form referencing this order and associated Receipt(s). Submit the original invoice to the Office of the City Comptroller, Invoice Intake Division, 33 N. LaSalle, Room 700, Chicago, IL 60602.  
Mark all packages and papers with 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.



DEPARTMENT OF BUSINESS AFFAIRS AND CONSUMER PROTECTION  
**MEMORANDUM**

To: Jamie L. Rhee  
Chief Procurement Officer  
Department of Procurement Services

yes  
RB

From:   
Norma I. Reyes  
Commissioner  
Department of Business Affairs & Consumer Protection

Date: May 11, 2011 *REQ #59830 AZ*

Subject: Request for Emergency Contract for the Printing of Public Vehicle  
License Sticker Emblem Decals

The Department of Business Affairs & Consumer Protection (BACP) is requesting an emergency contract for the Printing of Public Vehicle License Sticker Emblem Decals. BACP will need to have the specified sticker emblem decals by June 10, 2011. Not having the decals by that date, will severely impact our Department's operations. The current decals for Ambulance, Charter/Sightseeing and Medicar are due to expire. The new decals must be made available or it may subject these operators to being ticketed and impounded by the Chicago Police Department. Ambulances provide transportation services for medical emergencies and transfer services from one medical facility to another medical facility. Medicars provide transportation to and from appointments and non-emergency health services required by people with disabilities and the elderly. Impounding these vehicles would result in either passengers being stranded or unable to attend required medical appointments.

In addition, the licenses generate revenue for the City of Chicago. The license fee for each vehicle is \$500.00.

BACP originally submitted the request to DPS in November 2010 for a new decal to replace this decal as a modification to the Vehicle License Emblems and Residential Parking Passes PO #21976 but that contract was cancelled and was not replaced until March 2011. By that time, BACP had submitted its own specification in March 2011 but that solicitation did not produce any bids. That bid is being revised and extended. We expect the revised solicitation to produce bids but not in enough time to acquire the decals by June 10, 2011.



I have attached all of the following documents.

- 1) DPS Project Checklist
- 2) Detailed Specifications
- 3) Samples of the 3 Decals
- 4) Vendor Contact List

If you have any questions or require any additional information, please contact Mr. Kenneth Jones at 742-1262. Your assistance in this matter is greatly appreciated.

Cc: Shellie Riedle (BACP)  
Rosemary Krimbel (BACP)  
Richard Butler (DPS)  
Gustavo Giraldo (DPS)  
James Bracewell (DPS)  
Peter Ferro (BACP)  
Kenneth Jones (BACP)



FAXED

**Andrews Decal Company**  
*Silent Communication for Lasting Impressions*

**FAX-MEMO**

TO: Dept of Procurement	DATE: 5-23-11
ATTN: Bid and Bond Room	FAX NUMBER: 312-744-5611
FROM: Andrews Decal Co.	NUMBER OF PAGES: 3 (Including cover sheet)

We are pleased to submit  
attached bid Spec 97450

Thank you,  
Gary Halla

RECEIVED  
2011 MAY 23 AM 10:23  
CITY OF CHICAGO

## **DETAILED SPECIFICATIONS: CHICAGO PUBLIC VEHICLE LICENSE STICKER EMBLEM DECALS EMERGENCY**

Contractor must furnish and deliver (within 15 days of design and approval of proofs) F.O.B., City of Chicago, Department of Business Affairs & Consumer Protection, 2350 W. Ogden Avenue, 1<sup>st</sup> Floor, Chicago, IL 60608, Public Vehicle License Sticker Emblem Decals as specified herein, in accordance with all the terms and conditions of this specification.

### **SAMPLE VIEWING OF PUBLIC VEHICLE LICENSE STICKER EMBLEM DECALS**

The Department of Procurement Services shall provide bidders with an opportunity to view hard-copy samples of the Public Vehicle License Sticker Emblem Decals prior to the bid opening date. The hard-copy sample viewing is provided as a public, non-mandatory "site visit" in an effort to provide bidders with an opportunity to tangibly examine the various decals as an example of the type of decal properties expected to be produced. Samples from the site visit cannot be taken by a bidder.

The site visit opportunity shall take place under the authority of the Department of Procurement Services at the place and time indicated in this Specification.

### **SAMPLES OF STICKER DECALS FROM BIDDER**

Bidders must provide samples of their workmanship by providing to the City sticker decals which have been similarly produced and printed by the bidder, having used the same or equivalent materials and inks proposed by the bidder to produce sticker decals similar to the sticker decals specified herein and made available during the site visit.

Physical descriptions of the materials and inks to be used in production for the sticker decals and production methods must also be provided along with the samples. Such samples may be used to determine if the bidder is responsive and responsible in meeting the sticker decal specifications.

Samples provided by the bidder may be provided at the time of bid or upon request by the City but samples may not be returned.

### **WARRANTY**

At a minimum, the Contractor hereby warrants 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 sticker decals, that may be required or made necessary by reason of defective design, material, or workmanship, or by reason of non-compliance with these specifications.

### **TYPE**

All Public Vehicle License Sticker Emblem Decals must be single face decals with pressure sensitive adhesive. The adhesive must be on the front for windshield sticker decals. Design, pictures, colors, wording and numbering will be specified by the Commissioner of the Department of Business Affairs & Consumer Protection.

**PUBLIC VEHICLE (WINDSHIELD - AMBULANCE, CHARTER/SIGHTSEEING & MEDICAR) LICENSE STICKER EMBLEM DECALS: Line Item #1**

**DESIGN**

The face (outside of vehicle view) of each Public Vehicle License Sticker Emblem Decal will consist of one color with a white background and wording to be determined by the Commissioner. The back (interior of vehicle view) of the decal will be white. The Public Vehicle Ambulance, Charter/Sightseeing & Medicar Decal must have a clear window area remaining on the decal. The window area will allow the BACP staff, at the point of sale, to print distinguishing information about the vehicle such as type of license, an expiration date, license plate number and/or a unique number that is assigned to the decal. The color and year of the decal is changed annually. Proofs must be submitted to the Commissioner for approval before fabrication.

**SHAPE & SIZE**

Line Item #1: Rectangle, 4.5" High, 4" Wide  
Window Area: Rectangle, .5" High, 2.25" Wide

**QUALITY**

All colors used must be permanent and guaranteed not to fade or deteriorate for a period of twelve (12) months after application to the interior side of the windshield. Overall color and appearance of the decal preprinted graphics must remain stable for the life of the decal. Label adhesion to the windshield must remain unaffected by temperature and humidity variations and sunlight exposure. The decal adhesive, substrate and graphics will be resistant to glass cleaners used to clean the inside of the windshield. The Contractor will be responsible for the integrity of the decal.

**MATERIAL DETAILS**

All Public Vehicle License Sticker Emblem Decals must be manufactured using at least a 2 mil polyester material. Inks used for the decal graphics must be fade resistant for a minimum of twelve (12) months after application. The ink must endure moisture, temperature variations and sunlight exposure typical for inside-the-window application. The front (exterior view) side of the decal will require one (1) color on a white background as supplied by the Department of Business Affairs & Consumer Protection. The back (interior view) side of the decal will be white.

A pressure sensitive adhesive that requires no water, solvent or other agent is to be used to apply the decal to the interior side of the windshield. To enhance color stability of the printed decal and to maintain adhesive properties, the adhesive is to be UV light stable. The adhesive must be of such type that permits application at any outdoor temperature. After application, the decal must adhere flatly and securely to the glass for a period of twelve (12) months unless intentionally removed.

**PACKAGING**

The public vehicle windshield sticker emblem decals are to be plastic shrink-wrapped in groups of 250. Each group of 250 is to be placed in a convenient box.

### DELIVERY

Contractor must not make any deliveries of Public Vehicle License Emblems without an approved City of Chicago purchase order release issued by the Department of Business Affairs & Consumer Protection. Upon receipt of a purchase order release, deliveries of the proposed/requested Public Vehicle License Emblems must be made at no charge F.O.B., City of Chicago, Department of Business Affairs & Consumer Protection, 2350 W. Ogden Avenue, 1<sup>st</sup> Floor, Chicago, IL 60608 or to any point within the City, regardless of the purchase order release amount.

Deliveries of the Public Vehicle License Emblem Decals must be made within fifteen (15) calendar days of issuance of a Purchase Order Release and between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday, excluding Saturday, Sunday or any holidays.

### INVOICES

Original invoices and Subcontractor Payment Certification forms must be forwarded by the contractor to the Department of Business Affairs & Consumer Protection, Daley Center, Room 208, 50 W. Washington Street, Chicago, Illinois 60602, to apply against the Contract. Invoices and Subcontractor Payment Certification forms must be submitted in accordance with the mutually agreed upon time period with the Department of Business Affairs & Consumer Protection.





**FAXED**

**BID SHEET FOR EMERGENCY CONTRACT FOR PURCHASE OF PUBLIC  
VEHICLE LICENSE STICKER EMBLEM DECALS**

Line	UOM	Code	Description	UOM PRICE
1	Each	25570	VEHICLE STICKER EMBLEMS-AMBULANCE, CHARTER/SIGHTSEEING, MEDICAR	0.46

Gary Gallar  
Bidders Signature

5-23-11  
Date

Gary Gallar  
Bidders Name (print)

President  
Bidders Title

773-775-1000  
Phone Number

Andrews Decal Co. Inc.  
Company Legal Name (print)

D/B/A (if applicable)  
6559 N. Avondale Ave.  
Business Address

36-212-5198  
Bidders Federal Employer Identification No.

Gary Gallar  
Person to contact regarding bid

President  
Title

773-775-1000  
Phone

773-775-1001  
Fax

gary@andrewsdecal.com  
Email

**Bids are due by 11:00 A.M. on Monday, May 23, 2011. Late bids will not be accepted.**