



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: FEB 28 2011

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 Lumber and Related Materials

PO Number:	24266	Specification:	94176
RX Number:	54927	Amount:	\$243,173.25

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 Lumber and Related Materials with Maywood Industries, 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 Lumber and Related Materials in the amount of \$243,173.25 as requested in your letter dated February 18, 2011. Any amount in excess of the \$243,173.25 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/tr

cc: Richard Butler
Gustavo Giraldo
James P. Bracewell Jr.
William Kelly
PO Scan & Emergency Authorization Scan
File Specification Number: 94176



**CITY OF CHICAGO
 BLANKET 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	DEPT #	PURCHASE ORDER	SPECIFICATION NUMBER	VENDOR NUMBER	SITE NAME	DELIVERY DATE	PO START DATE	PO END DATE	PAGE #
2/28/2011	38	24266	94176	1028432	A		3/1/2011	2/29/2012	1

BUYER:

91803 TOYLA RICE

ORDERED FROM:

MAYWOOD INDUSTRIES, INC.
 12636 S. SPRINGFIELD
 ALSIP, IL 60803

PO DESCRIPTION: EMERGENCY CONTRACT FOR LUMBER AND RELATED MATERIALS

COMMODITY INFORMATION

Line	Item	Item Description	UOM	Unit Cost
1	54020	LUMBER AND RELATED MATERIALS FOR THE DEPARTMENT OF GENERAL SERVICES (3.5% MARK-UP OVER COST)	Mark Up	0.00
2	54020	LUMBER AND RELATED MATERIALS FOR THE DEPARTMENT OF AVIATION (3.5% MARK-UP OVER COST)	Mark Up	0.00
3	54020	LUMBER AND RELATED MATERIALS FOR THE DEPARTMENT OF WATER MANAGEMENT (3.5% MARK-UP OVER COST)	Mark Up	0.00
4	54020	LUMBER AND RELATED MATERIALS FOR THE DEPARTMENT OF STREETS AND SANITATION (3.5% MARK-UP OVER COST)	Mark Up	0.00
5	54020	LUMBER AND RELATED MATERIALS FOR THE MAYORS OFFICE OF SPECIAL EVENTS (3.5% MARK-UP OVER COST)	Mark Up	0.00
6	54020	LUMBER AND RELATED MATERIALS FOR THE CHICAGO FIRE DEPARTMENT (3.5% MARK-UP OVER COST)	Mark Up	0.00
7	54020	LUMBER AND RELATED MATERIALS FOR THE CHICAGO POLICE DEPARTMENT (3.5% MARK-UP OVER COST)	Mark Up	0.00

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

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 GENERAL SERVICES
EMERGENCY CONTRACT FOR PURCHASE OF
VARIOUS LUMBER PRODUCTS

SCOPE

The Contractor must furnish and deliver Lumber as specified, proposed and accepted F.O.B., City of Chicago, Department of General Services, in accordance with all the terms and conditions of this specification.

INTENT

The various lumber products referenced herein are to be used by the Department of General Services and, at the city's discretion, various other participating Departments. The Lumber is to be used for repair, restoration, remodeling and minor new construction for various City facilities.

MATERIAL DESCRIPTION

The City intends to order Lumber in the amount of \$16,150, not inclusive of Contractor mark-up, through the term of this contract. The maximum compensation cannot exceed \$17,000.

Any amount in excess of \$17,000 will require written authorization of the Chief Procurement Officer and will be limited so as not to exceed the 250,000.00 limit established by statute. The Contractor must provide the brand name and types of Lumber requested by the City at time of purchase, or equivalents thereof. All board lumber and timbers supplied against this Contract must be identified by the grade mark of the recognized association or independent lumber grading inspection agency authorized to grade the species. The association or independent inspection agency and the grading rules under which they grade must be certified by the Board of Review, American National Lumber Standards committee.

Listed below are descriptions of items that may be purchased through this contract:

- Group A - Framing and Board Lumber
- Group B - Treated Lumber
- Group C - Greening Lumber
- Group D - Stakes, Ties, and Timbers
- Group E - Mouldings - Lines
- Group F -Miscellaneous Lumber related supplies

GREENING LUMBER

FOREST STEWARDSHIP COUNCIL (FSC) CERTIFIED LUMBER

The Contractor may be required to provide certified documentation verifying the authenticity of the Green Lumber (FSC) to each purchasing Department. Forest Stewardship Council (FSC) Certification is awarded to forest managers who adopt environmentally and socially responsible forest management practices, and to companies that manufacture and sell products made from certified wood. FSC was created in 1993 to establish international forest management standards (know the FSC Principles and Criteria) to assure that forestry practices are environmentally responsible, socially beneficial and economically viable. The wood products must come from forests that are certified as evidenced by the FSC green stamp on the lumber and all deliveries require the chain-of-custody documentation.

The individual department(s) will determine when they will use FSC certified wood for a project and a release will be executed for the order. The City reserves the right to request FSC certified lumber through this contract, at the same percentage mark-up bid by the Contractor and at no additional cost to the City.

FIRE-RETARDANT WOOD PRODUCTS

The City may request delivery of Fire-Retardant Wood Products through this contract. All fire rated lumber delivered must comply with American Woods Product Association Standards C-20 for lumber and C-27 for plywood and must be in full compliance with the Hickson Corporation Dricon Fire-Retardant Treated Wood Products Program or exact equivalent thereof.

Fire rated lumber must conform to the certification requirements of Underwriter's Laboratory and each piece must be ink-stamped with the UL classification FR-S Lumber or FR-S Plywood as applicable.

PURCHASE ORDER RELEASES

Requests for Lumber 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 and other pertinent instructions regarding request.

DELIVERY

Delivery of the proposed lumber 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 at no charge to the City, regardless of the purchase order release amount.

The Contractor must provide, at the time of delivery, copies of a delivery ticket for lumber 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 guarantee for the Lumber provided under this Contract in accordance with the standard guarantee regularly supplied.

At a minimum, the Contractor hereby 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 materials that are required or made necessary by reason of defective design, material or workmanship, or by reason of non-compliance with these specifications. The guarantee period will commence on the first day the Lumber is placed in service by the City. If a longer guarantee can be furnished, at no additional cost to the City, the longer period will prevail.

REJECTED LUMBER

All rejected Various Lumber and Frame Boards must be removed from the City's premises by the Contractor and without any cost to the City. Such removal is to be completed within five (5) days after notification to the Contractor of the rejection. Any lumber replacement within twenty-four (24) hours after the Contractor removes rejected lumber from the City facility.

The Chief Procurement Officer reserves the right to charge the Contractor rental at the rate of one dollar (\$1.00) per square foot per day for all space occupied by lumber which has not been removed from the City's premises within five (5) days after notification of the rejection.

PARTS AT MARK UP OVER CONTRACTOR'S COST

Materials, replacement parts, components and accessories that are not covered in the listed manufacturer catalog and price lists will be invoiced by the Contractor at a markup over actual costs verifiable by the Supplier's invoice. The Contractor will bid its percentage of mark up on the Bid Sheet. The markup percentage will remain constant throughout the Contract term. **The percentage markup must not exceed five percent (5%).**

The Contractor's cost for parts charged to the city cannot exceed any retail or commercially published price list, or any price quoted to the city for the same or equal part from a bona fide supplier. The Contractor must provide invoices from their suppliers to substantiate pricing.

The Contractor's cost for parts, i.e. the actual prices the Contractor paid for the specific parts, must accompany the invoice sent to the City User Department in the form of an

invoice from the Contractor's supplier to the contractor. However, if, for example, the Contractor's cost for parts used was a bulk purchase made by the Contractor for the Contractor's own inventory, then the Contractor must provide a copy of that bulk purchase invoice.

It is the Contractor's responsibility to ensure the City is getting the most competitive price available for parts and supplies that the Contractor purchases under this contract

PAYMENT

The City will process payment within sixty (60) calendar days after receipt of invoices and all supporting documentation necessary for the City to verify the Various Lumber Products provided under this Contract.

The City will not be obligated to pay for any Various Lumber Products if it is noncompliant with the terms and conditions of these Specifications.

TAXES

Federal Excise Tax does not apply to materials purchased by the City of Chicago by virtue of Exemption Certificate No. 36-6005820 and State of Illinois Sales Tax does not apply by virtue of Exemption No. E9998-1874-09 Illinois Retailers' Occupation Tax, Use Tax, and Municipal Retailers Occupation Tax do not apply to materials or services purchased by the City of Chicago by virtue of Statute.

The price or prices quoted herein shall include all other Federal and/or State, direct and/or indirect taxes which apply. The prices quoted herein shall agree with all Federal laws and regulations.

City of Chicago Economic Disclosure Statement and Affidavit (EDS)

The Proposer must complete an online EDS prior to an award made under this solicitation. A Proposer that does not complete an online EDS prior to award will be found non-responsive and its bid proposal will be rejected.

- Filing an "EDS Information Update" does NOT satisfy the requirement to file an electronic EDS.
- Filing an EDS for another mater (different bid, contract, etc.) does NOT satisfy the requirement to file an electronic EDS.

When completing the online EDS, please choose the Department of Procurement Services as the City agency or department that is requesting the EDS.

The web link for the Online EDS is <https://webapps.cityofchicago.org/EDSWeb>

Upon completion of the online EDS submission process, the Proposer will be provided an EDS number. Bidders should provide this number here:

EDS Number: 20547

Upon completion of the online submission process, the Proposer will be able to print a hard copy Certificate of Filing. The Proposer should submit the signed Certificate of Filing with its bid.

BIDDERS

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
Bid and Bond Room, City Hall, Room 301
121 North LaSalle Street
Chicago, Illinois 60602
Fax: 312/744-5611

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

Bids are due by Date TBD/ 4:00 p.m. Chicago Time. Late bids will not be accepted.

Department of Procurement Services

Bid & Bond Room

City Hall - Room 301

121 North LaSalle Street

Chicago, Illinois 60602

312-744-5611

2-7-11

3 Pages -

BID SHEET FOR EMERGENCY CONTRACT FOR PURCHASE OF VARIOUS LUMBER PRODUCTS

ACCEPTED

Estimated Cost of Materials X Mark-Up % = Extended Price

1. Purchase of Various Lumber Products \$234,950 (*mark up not to exceed 5% over actual cost) 3.5 % \$ 243,173.25

TOTAL BID PRICE

\$ 243,173.25

Bidders Signature: Nancy P. Reubert Date: 2-7-11 Phone Number: 708-489-1515

Bidders Name (print): Nancy Gee, President Company/Legal Name (print): Maywood Industries, Inc

Bidders Title: President

Business Address: 12636 S. Springfield - Alsip, Illinois 60803

Bidders Federal Employer Identification No.: 36-3262582

Person to Contact regarding Bid: Nancy Gee, President

Title: President

Phone: 708-489-1515

Fax: 708-489-1734

Email: maywoodindustries@sbglobal.net

Bids are due by Monday, February 7, 2011 / 4:00 p.m. Chicago Time. Late bids will not be accepted.

ACCEPTED

RECEIVED 2011 FEB - 7 AM 10:55 CITY OF CHICAGO

certification letters Attached - *



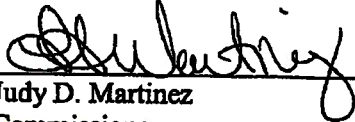
City of Chicago
Richard M. Daley, Mayor
Department of General Services
Judy D. Martinez
Commissioner

Suite 300
30 North LaSalle Street
Chicago, Illinois 60602-2586
(312) 742-3124
(312) 744-9883 (FAX)
<http://www.cityofchicago.org>

Memorandum

Date: February 18, 2011

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 Small Order
Contract for the Purchase of Various Lumber Products

The Department of General Services is in receipt of bid tabulations for an Emergency Small Order Contract for the Purchase of Various Lumber Products.

Of the two bids submitted, only Maywood Industries, Inc. met the specification requirement that the percentage mark-up not exceed 5%. Maywood, a certified WBE vendor, also submitted the lowest bid with a 3.5% mark-up and a bid in the amount of \$243,173.25.

Therefore, DGS recommends that this contract be awarded to Maywood Industries, Inc. in the amount of \$243,173.25.

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

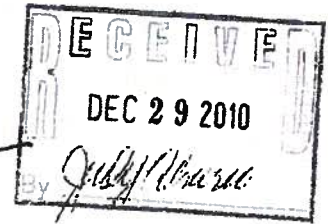
cc: G. Giraldo - DPS
T. Rice - DPS
D. Carey - DGS
File

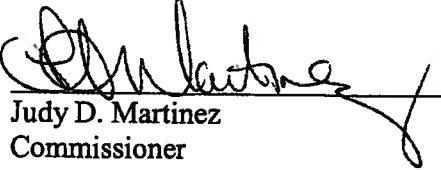




City of Chicago
 Richard M. Daley, Mayor
 Department of General Services
 Judy D. Martinez
 Commissioner
 Suite 300
 30 North LaSalle Street
 Chicago, Illinois 60602-2586
 (312) 742-3124
 (312) 744-9883 (FAX)
<http://www.cityofchicago.org>

Memorandum



Date: December 29, 2010
 To: Jamie L. Rhee
 Chief Procurement Officer
 Department of Procurement Services
 From: 
 Judy D. Martinez
 Commissioner
 Department of General Services
 Re: Request for Emergency Contract for Lumber

*Gustavo
 Rich ttp*

On December 1, 2010, Arrow Lumber Co. was debarred from doing business with the City.

DGS manages over 400 facilities citywide. It is critical to DGS operations that we have a means to purchase lumber for routine maintenance and repairs at these facilities until such time that a new term agreement is advertised and awarded. Failure to make these needed repairs may result in costly damage to the structure and equipment, as well as jeopardize the safety of city employees and the general public.

On September 15, 2010, DGS entered requisition no. 53054 for a new 5-year term agreement for the Purchase of Lumber. Attached is a project checklist for the new specification which is currently in the pre-approved status.

In light of these circumstances, DGS requests an Emergency Contract to purchase lumber until such time that the new term agreement is awarded. Please find attached a draft Scope of Services and Bid Solicitation document for your approval.

Based upon past spending, DGS projects that it will require approximately \$17,000 for this contract, depending upon bid submittals. This amount was calculated as follows:

DGS Spending through Arrow Lumber contract Feb. 2007 – Dec. 2010.	\$64,693.05
Average Annual Spending	\$16,876.00
Projected Spending through Emergency Contract	\$17,000.00

NEIGHBORHOODS



RX# 56568



City of Chicago
Richard M. Daley, Mayor

Chicago Fire Department

Robert S. Hoff
Commissioner

14th Floor
10 West 35th Street
Chicago, Illinois 60616-3799
(312) 745-3705
(312) 745-3880 (FAX)
(312) 747-5047 (TTY)
<http://www.cityofchicago.org/fire>

FINANCE / PAYROLL

To: Jamie Rhee
Chief Procurement Officer
Department of Procurement Services
City Hall Room 403

From: 
Robert S Hoff
Fire Commissioner
Chicago Fire Department

Re: SPECIFICATION: 92021
REQUISITION: 56568
Request to participate in an Operation Emergency request
For Lumber and related supplies

DATE: January 19, 2011

The Fire Department is requesting to participate in the above mentioned Operational Emergency request. Our estimated expenses for a one (1) year period will be \$8,000. Attached please find One DPS Check List.

Your assistance in this matter is appreciated. If you have any questions or require any further information please contact Karen Sanger on 745-4196.

ss/ks





RX#56549

City of Chicago
Richard M. Daley, Mayor

Chicago Department of Aviation

Rosemarie S. Andolino
Commissioner

Chicago O'Hare International Airport
P.O. Box 66142
Chicago, Illinois 60666
(773) 686-2200
(773) 686-8333 (TTY)

O'Hare Modernization Program
P.O. Box 66142
10510 W. Zemke Road
Chicago, IL 60666
(773) 462-7300
(773) 462-8552 (Fax)

Chicago Midway International Airport
5700 South Cicero Avenue
Chicago, Illinois 60638
(773) 838-0600
(773) 838-0795 (TTY)

www.flychicago.com
www.OhareModernization.org



MEMORANDUM

To: Jamie L. Rhee
Chief Procurement Officer

Attention: Toyla Rice
Contract Negotiator

From: Rosemarie S. Andolino
Commissioner

RSA 1/19/11
CR

Subject: Request for Emergency Contract
Lumber and Related Materials
Chicago Department of Aviation
Estimated Value \$115,000

The Chicago Department of Aviation (CDA) requests inclusion in the multi department emergency contract being processed for lumber and related materials. In light of Arrow Lumber's recent debarment and subsequent termination of PO14271 for lumber as well as the delay in bidding and awarding a blanket contract for plywood, there is no means by which to purchase these commodities. While CDA had stockpiled lumber products prior to the debarment of Arrow in December 2010 and the expiration of the plywood contract (PO 6781) in September 2010, our reserves are running low and we have a number of upcoming projects that will be adversely impacted without uninterrupted access to lumber and other related materials. Unfortunately, the small order process would not offer a timely or flexible solution to this issue thus resulting in this request for participation on the emergency contract.

If you have any questions or need additional information please contact David Bowman at 773-686-7089.

Thank you for your cooperation.



Procurement Type: Emergency Contract

Estimated Cost: \$115,000

Funding: (11) 740 85 4020 0340 0340

User Contact: John Antonacci Phone: 894-1867

User Deputy: Al Perez Phone: 894-1823



City of Chicago
Richard M. Daley, Mayor

Mayor's Office of
Special Events

Megan McDonald
Executive Director

City Hall, Room 806
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3315
(312) 744-8523 (FAX)
(312) 744-2964 (TTY)

[http://www.cityofchicago.org/
speialevents](http://www.cityofchicago.org/speialevents)

MEMORANDUM

TO: Jamie Rhee
Chief Procurement Officer

FROM: Megan McDonald *MM*
Executive Director

RE: RX 56581
Lumber Related Items

DATE: January 20, 2011

RX#56581

MOSE is requesting to participate in the emergency bid for lumber related items. We have estimated an approximate dollar amount of \$10,000 for a 12 month term.

Attached are the following documents:

- DPS Project Checklist
- Requisition 56581
- Copy of DPS email request

If additional information is needed, please feel free to contact Veronica Thomas at 4-0568.

cc: Toyla Rice, DPS
Veronica Thomas, MOSE

NEIGHBORHOODS



BUILDING CHICAGO TOGETHER





City of Chicago
Richard M. Daley, Mayor

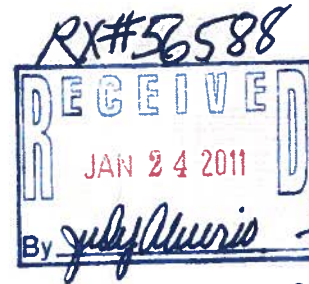
Department of
Streets and Sanitation

Thomas G. Byrne
Commissioner

Administrative Services
City Hall, Room 701
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4672
(312) 744-2670 (FAX)

<http://www.cityofchicago.org>

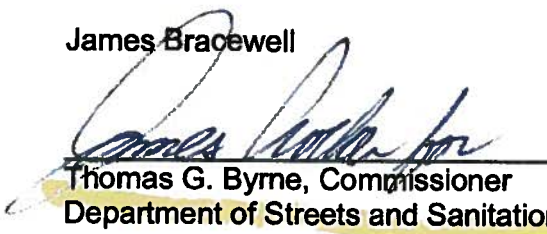
MEMORANDUM



*Rice top
Gustaus*

TO: Jamie Rhee
Chief Procurement Officer
Department of Procurement Services

ATTN: James Bracewell

FROM: 
Thomas G. Byrne, Commissioner
Department of Streets and Sanitation

SUBJECT: Request to Participate in the Emergency with the
Department of General Services for Lumber
DSS Specification Number 94223
FMPS Requisition Number 56588
Commodity: Lumber

DATE: January 21, 2011

Jim/Toyla

The Department of Streets and Sanitation respectfully requests to participate in the Emergency for Lumber with the Department of General Services.

The commodity code for the department will be 5404454230 in the amount of \$2,800.00. The funding for this project is 011-0100-0814047-0361-220361.

This request will provide a supply of lumber on an emergency basis until a replacement contract is awarded for Purchase Order Number 14271 with KAR-DON, Inc. d/b/a Arrow Lumber Company recently appearing on the Debarred City of Chicago Firm and Individual Notification Memorandum dated December 2, 2010.

If you have any questions or request additional information, please contact Valleta Smith at (312) 744-2881.

cc: Robert Richardson Malcolm Whiteside
Gustavo Giraldo Tom Cahill
Jim Crocker Lisa Clark
Toyla Rice Valleta Smith
File





City of Chicago
Richard M. Daley, Mayor

Department of Water Management

Thomas H. Powers, P.E.
Commissioner

Bureau of Administrative Support

Beverly J. Ingram
Deputy Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-7030
(312) 747-7078 (FAX)

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

Finance Section
(312) 747-8112
(312) 747-7078 (FAX)

Human Resources
(312) 747-7898
(312) 747-0620 (FAX)

Information Technology
(312) 747-7042
(312) 747-8123 (FAX)

Labor/Employee Relations
(312) 747-8037
(312) 747-0838 (FAX)

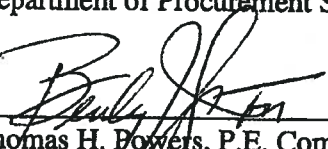
Payroll Section
(312) 747-7932
(312) 747-0228 (FAX)

Procurement Section
(312) 747-0871
(312) 745-4588 (FAX)



MEMORANDUM

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

From: 
Thomas H. Powers, P.E. Commissioner
Department of Water Management

Attn: Richard Butler
James Bracewell

Date: January 10, 2011

Subject: Request for Emergency Authorization Lumber **RX#57750**

The Department of Water Management is requesting an emergency contract to purchase lumber. The vendor, Arrow Lumber, was debarred from doing business with the City of Chicago on December 1, 2010 and there is currently no other active contract for this commodity. The lead department, DGS has submitted specifications for a new bid solicitation and DWM will provide estimates once the specification is finalized. Thank you in advance for your consideration of this request.

If you have any questions or need any additional information, feel free to contact Felicia Rawlings, Supervisor of Contract at 312-745-0581.

cc: Julie Hernandez-Tomlin
Beverly Ingram
Barrett Murphy
Alan Stark

