Date: October 18, 2006

To: Michael J. Picardi, Commissioner

Department: Streets and Sanitation

Attn: Lisa M. Clark

Email: lclark@cityofchicago.org

From: Barbara A. Lumpkin
Chief Procurement Officer

Re: Emergency Tree Removal Services

Vendor Number: 50287025          Amount: $19,722.50
PO Number: 13212                RX Number: 30388

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to contract for Emergency Tree Removal Services. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet a bona fide emergency.

You are hereby authorized to procure Emergency Tree Removal Services with Brown Tree Service for $19,722.50 as requested in your letter dated October 6, 2006. Any amount in excess of the $19,722.50 approved here will be subject to additional authorization and will be limited so as not to exceed the $250,000.00 limit established by statute.

BAL/ch
cc: Barbara A. Lumpkin
    Douglas Yerkes
    Lorel Blameuser
    Claude Humphrey
    Sean
File: (Specification Number: 51603)
MEMORANDUM

DATE: October 6, 2006

TO: Barbara A. Lumpkin  
   Chief Procurement Officer

ATTN: Lorel Blameuser

FROM: Michael J. Picardi, Commissioner  
   Department of Streets and Sanitation

SUBJECT: Request for Emergency Authorization  
   FMPS Requisition Numbers:  
   30383, 30384, 30385, 30387, 30388, 30389, 30396  
   Description: Emergency Tree Removal Services

The Department of Streets and Sanitation is requesting Emergency Contracts for Emergency Tree Removal Services for the Bureau of Forestry.

Due to the storm Monday October 2nd, the Department had to respond to thousands of emergency calls to remove fallen trees. We have one contract in place for this type of service, PO 1393 with Winkler's Landscaping. Due to the magnitude of the storm, Winkler's could not handle the removal on their own. Therefore, we needed to contract with other private companies to assist us in the emergency response.

We are asking for contacts with the following companies:

   SGS Disaster Services  
   Nels Johnson Tree Experts  
   McGinty Brothers, Inc  
   Bartholomew Tree Service  
   Brown Tree Service  
   Glenwood Tree Experts  
   Heneghan Wrecking Company

Please contact Lisa Clark at 744-4667 if you have any questions.

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services and would not have been avoided by due care and diligence.

Thank you for your assistance

Lisa M. Clark  
Assistant to the Commissioner
October 18, 2006

Mr. Ken Brown
Brown Tree Service
PO BOX 611
Mount Prospect, Illinois 60056

Subject: Notification of Award of Emergency Contract
Contract No.: 13212
Specification No.: 51603
Requisition No.: 30388
Project Description: Emergency Tree Removal Services

Dear Mr. Brown,

The City of Chicago has awarded your firm an Emergency contract for Emergency Tree Removal Services per your Invoice # 8706 dated October 9, 2006 for the Department of Streets and Sanitation in the amount of $19,722.50.

Attached hereto, please find the final Purchase Order print. Please refer to the Specification and Contract numbers listed above when inquiring about the contract. Please note that contracts are available for viewing and downloading on the City of Chicago’s website: www.cityofchicago.org/purchasing/.

Please take all necessary action to process the above referenced order.

If you have any questions concerning this matter, please contact Douglas Yerkes, First Deputy Procurement Officer, at 312-744-8267 or dyerkes@cityofchicago.org.

Sincerely,

Barbara A. Lumpkin
Chief Procurement Officer

cc: Barbara A. Lumpkin
Douglas Yerkes
Lorel Blameuser
Claude Humphrey
Scan
File: (Specification Number: 51603)
CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
081-3137 BUR FOREST
3200 S. KEDZIE AVE.
Chicago, IL 60623

REQUISITION: 30388
PAGE: 1
DEPARTMENT: 81 - DEPT OF STREETS & SANITATION
PREPARER: Lisa M Clark
NEEDED: 
APPROVED: 10/4/2006

REQUEST DESCRIPTION
REQUEST EMERGENCY PO FOR STORM REMOVAL SERVICES WITH BROWN TREE SERVICE UP TO $50,000
SPECIFICATION NUMBER: 51609

COMMODITY INFORMATION

<table>
<thead>
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<th>LINE ITEM</th>
<th>QUANTITY</th>
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<th>UNIT COST</th>
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EMERGENCY STORM REMOVAL SERVICES

SUGGESTED VENDOR: 
REQUESTED BY: Lisa M Clark

<table>
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<th>DIST</th>
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REQUISITION TOTAL: 0.00
CITY OF CHICAGO
STANDARD PURCHASE ORDER

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

<table>
<thead>
<tr>
<th>DATE OF AWARD</th>
<th>DEPARTMENT NUMBER</th>
<th>PURCHASE ORDER</th>
<th>SPECIFICATION NUMBER</th>
<th>VENDOR NUMBER</th>
<th>SITE NAME</th>
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<td>51603</td>
<td>50287025</td>
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DELEVER TO:
081-3137 BUR FOREST
3200 S. KEDZIE AVE.
Chicago, IL 60623

DELIVERY CHARGES to be PREPAID
TITLE TO PASS ON DELIVERY

BUYER: 21664 CLAUDE HUMPHREY 312-744-7519

PO DESCRIPTION: EMERGENCY TREE STORM REMOVAL SERVICES

<table>
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<tr>
<th>PO Line</th>
<th>Item</th>
<th>COMMODITY INFORMATION</th>
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<th>UNIT</th>
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<td>1</td>
<td>96888</td>
<td>19,723</td>
<td>USD</td>
<td>19,722.50</td>
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EMERGENCY STORM REMOVAL SERVICES

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<th>Dist</th>
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<th>COST CTR</th>
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<td>0000</td>
<td>19,722.50</td>
</tr>
</tbody>
</table>

PO LINE and SHIPMENT LINE TOTAL: 19,722.50

PURCHASE ORDER TOTAL: 19,722.50

Ownership, Acceptance Page, as applicable, which are attached hereto or incorporated herein by reference.
DPS PROJECT CHECKLIST

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: 10/4/06
REQ No.: 30383, 30384, 30385, 30387, 30388
MOD No.: 30389, 30390
Modification No.: (if known):
Project Description: TREE Emergency -> Emergency PO's

Contact Person: USA a C lane
Tel: 312-607 Fax: 312-607 E-mail: lsoa@cityofchicago.org

Project Manager:
Tel: Fax:
E-mail: @cityofchicago.org

Previous PO No.: (if known):

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
01 01e 100 81 3137 0140 0140

Estimated Value $ 50,000 each

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:
☑ Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:
A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST ☑ Blanket Agreement ☑ Standard Agreement ☐ Small Orders
MOD/AMENDMENT ☐ Time Extension ☑ Vendor Limit Increase ☑ Scope Change/Price Increase/Additional Line Item(s) ☐ Other (specify):

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

REQUESTED CONTRACT TERM: Requested Term (number of months):

PRE BID/SUBMITTAL REQUIREMENTS:
Requesting Pre Bid/Submittal Conference? ☐ Yes ☑ No Requesting Site Visit? ☐ Yes ☑ No
## INVOICE

**Brown Tree Service**  
P.O. Box 108216  
Mount Prospect, IL 60056

City of Chicago  
121 N. LaSalle Street - Room 701  
Chicago, IL 60602

Office: (847) 398-2993  
Fax: (847) 398-5655  
www.browntree.com  
info@browntree.com

**Date:** October 9, 2006  
**Page:** 1

<table>
<thead>
<tr>
<th>Item#</th>
<th>Quantity</th>
<th>Service(s) Performed</th>
<th>Item Charge</th>
<th>Item Adj.</th>
<th>Item Amount</th>
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<tbody>
<tr>
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<td>Remove Tree &amp; Wood</td>
<td>10,292.50</td>
<td>0.00</td>
<td>10,292.50</td>
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<tr>
<td></td>
<td></td>
<td>All Trees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Remove No Stump: <em>Removal of tree as close to soil grade as possible.</em></td>
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<td></td>
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**SubTotal:**  
**Invoice Adjustment:**  
**State Taxes:**  
**Local Taxes:**  
**InvoiceTotal:**  
**Deposits/Credits:**  
**Invoice Balance:**
Proposed by Brown Tree Service

Mount Prospect, IL 60056

October 9, 2006

Proposal #: 16643
PropDate: 10/03/2006
Customer #: 12332
Arborist: Ken
PropType: G
Prop.Terms: 15

---

City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Home: Office: (312) 744-4667
Mobile: Fax: (312) 744-3267

---

<table>
<thead>
<tr>
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<th>Unit Price</th>
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<td>All Trees</td>
<td>Remove No Stump: Removal of tree as close to soil grade as possible.</td>
<td>10,292.50</td>
<td></td>
</tr>
</tbody>
</table>

Wednesday, October 4, 2006 Charges.

Itemized Charges (based on a 12 hour day with 1/2 hour lunch with no pay):

- 5 Man Ground Crew @ $75.00 per man hour - $4,312.50
- 2 Chippers with trucks with 2 Operators @ $110.00 per man hour - $2,530.00
- 1 Aerial lift truck with 1 Operator @ $135.00 per man hour - $1,552.50
- 1 Sterling Log Loader truck with 1 Operator @ $165.00 per man hour - $1,897.50

GRAND TOTAL - $10,292.50 per day.

Any questions, please contact Ken Brown at (cell) 847-846-2117.

Rake lawn and dispose of all debris.

---

Proposal SubTotal: 10,292.50
Adjusted Amount: 0.00
Proposal Total: 10,292.50
Required Deposit: 0.00

---

Should you have any questions, or if you wish to make any changes to this Proposal, please do not hesitate to contact us. Payment Terms are Due Upon Completion, or as noted above. Brown Tree Service is Fully Insured. Liability and Workman’s Compensation insurance certificates are available upon request. Please sign and return as soon as possible for work to commence.

Client is responsible for marking all underground utilities not marked by J.U.L.I.E. Brown Tree
INVOICE

Brown Tree Service
P.O. Box 91056
Mount Prospect, IL 60056

Office: (847) 398-2993
Fax: (815) 338-5953
www.browntree.com
info@browntree.com

October 9, 2006

City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

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<th>Item Adj</th>
<th>Item Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Remove Tree &amp; Wood, All Trees</td>
<td>9,430.00</td>
<td>0.00</td>
<td>9,430.00</td>
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</table>

Remove No Stump: Removal of tree as close to soil grade as possible.

SubTotal: 9,430.00
Invoice Adjustment: 0.00
State Taxes: 0.00
Local Taxes: 0.00
InvoiceTotal: 9,430.00
Deposits/Credits: 0.00
Invoice Balance: 9,430.00
PROPOSAL

City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Brown Tree Service
P.O. Box 3056
Mount Prospect, IL 60056

Office: (847) 398-2993
Fax: (815) 336-5883
www.browntree.com

October 9, 2006
Page 1

Proposal #: 16846
PropDate: 10/05/2006
Customer #: 12332
Arbortel: Ken
PropType: G
Prop.Terms: 15

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<tr>
<th>Item#</th>
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<td>All Trees</td>
<td></td>
<td>9,430.00</td>
</tr>
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</table>

Remove No Stump: Removal of tree as close to soil grade as possible.

Thursday, October 5, 2006 Charges.

Itemized Charges (based on a 12 hour day with 1/2 hour lunch with no pay):

- 4 Man Ground Crew @ $75.00 per man hour - $3,450.00
- 2 Chippers with trucks with 2 Operators @ $110.00 per man hour - $2,530.00
- 1 Aerial lift truck with 1 Operator @ $135.00 per man hour - $1,552.50
- 1 Sterling Log Loader truck with 1 Operator @ $165.00 per man hour - $1,897.50

GRAND TOTAL - $9,430.00

Any questions, please contact Ken Brown at (cell) 847-846-2117.

Rake lawn and dispose of all debris.

Proposal SubTotal: 9,430.00
Adjusted Amount: 0.00
Proposal Total: $9,430.00
Required Deposit: 0.00

Should you have any questions, or if you wish to make any changes to this Proposal, please do not hesitate to contact us. Payment Terms are Due Upon Completion, or as noted above. Brown Tree Service is Fully Insured. Liability and Workman's Compensation insurance certificates are available upon request. Please sign and return as soon as possible for work to commence.

Client is responsible for marking all underground utilities not marked by J.U.L.I.E. Brown Tree