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

<table>
<thead>
<tr>
<th>PO Number: 24266</th>
<th>Specification: 94176</th>
</tr>
</thead>
<tbody>
<tr>
<td>RX Number: 54927</td>
<td>Amount: $243,173.25</td>
</tr>
</tbody>
</table>

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

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>DEPT #</th>
<th>PURCHASE ORDER</th>
<th>SPECIFICATION NUMBER</th>
<th>VENDOR NUMBER</th>
<th>SITE NAME</th>
<th>DELIVERY DATE</th>
<th>PO START DATE</th>
<th>PO END DATE</th>
<th>PAGE #</th>
</tr>
</thead>
</table>

BUYER:
91803 TOYLA RICE

ORDERED FROM:
MAYWOOD INDUSTRIES, INC.
12835 S. SPRINGFIELD
ALSIP, IL 60803

PO DESCRIPTION: EMERGENCY CONTRACT FOR LUMBER AND RELATED MATERIALS

COMMODITY INFORMATION

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

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 - Greensing 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 MARKUP 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

Emergency Purchase of Various Lumber Products, Specification 94/76, Page 3
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](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

Emergency Purchase of Various Lumber Products, Specification 94176, Page 4
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.
BID SHEET FOR EMERGENCY CONTRACT FOR
PURCHASE OF VARIOUS LUMBER PRODUCTS

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

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

1  $234,950  3.5%  $243,173.25

TOTAL BID PRICE

Bidders Signature: Nancy Gee, President
Date: 2-7-11

Company/Legal Name (print): Maywood Industries, Inc.

Bidders Name (print): Nancy Gee, President

D/B/A (if applicable): Maywood Industries, Inc.

Business Address: 121-36 W. Springfield Ave., Chicago, Illinois 60603

Bidders Federal Employer Identification No.: 36-3264582

Person to Contact regarding Bid
Title: President
Phone: 708-489-1515
Fax: 708-489-1314
Email: Maywoodindustries@sbcglobal.net

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

Emergency Purchase of Various Lumber Products, Specification 24176, Page 5

Certification Letter Attached: -

ACCEPTED
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 WBB vendor, also submitted the lowest bid with a 3.5% mark-up and a bid in the amount of $243,717.25.

Therefore, DGS recommends that this contract be awarded to Maywood Industries, Inc. in the amount of $243,717.25.

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
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

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DGS Spending through Arrow Lumber contract Feb. 2007 – Dec. 2010.</td>
<td>$64,693.05</td>
</tr>
<tr>
<td>Average Annual Spending</td>
<td>$16,876.00</td>
</tr>
<tr>
<td>Projected Spending through Emergency Contract</td>
<td>$17,000.00</td>
</tr>
</tbody>
</table>
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 or 745-4196.


ds
MEMORANDUM

To: Jamie L. Rhee
Chief Procurement Officer

Attention: Toyla Rice
Contract Negotiator

From: Rosemarie S. Andolino
Commissioner

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
MEMORANDUM

TO: Jamie Rhee
Chief Procurement Officer

FROM: Megan McDonald
Executive Director

RE: RX 56581
Lumber Related Items

DATE: January 20, 2011

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
MEMORANDUM

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

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  
Gustavo Giraldo  
Jim Crocker  
Toyla Rice  
Malcolm Whiteside  
Tom Cahill  
Lisa Clark  
Valleta Smith

File
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