Release Summary Sheet

Contract (PO) Number: 5382
Release Number: 30
Specification Number: 17058
Name of Contractor: PACIFIC CONSTRUCTION SERVICES
City Department: DEPT OF GENERAL SERVICES
Title of Contract: JOB ORDER CONTRACT REHABILITATION OF CITY FACILITIES - TARGET MARKEY
Dollar Amount of Release: $43,707.71
Release Description: GENERAL CONSTRUCTION - PUBLIC WORKS RELATED
Procurement Services Contact Person: BYRON WHITAKER
Vendor Number: 1042543
Submission Date:
# CITY OF CHICAGO
## BLANKET RELEASE

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

<table>
<thead>
<tr>
<th>RELEASE DATE</th>
<th>PURCHASE ORDER</th>
<th>RELEASE NUMBER</th>
<th>SPECIFICATION NUMBER</th>
<th>VENDOR NUMBER</th>
<th>SITE NAME</th>
<th>DELIVERY DATE</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/29/2004</td>
<td>5382</td>
<td>30</td>
<td>17058</td>
<td>1042543</td>
<td>A</td>
<td></td>
<td>1</td>
</tr>
</tbody>
</table>

### DELIVER TO:
38-038
038-2005 30 NORTH
30 N. LA SALLE ST.
ROOM 3700
Chicago, IL 60602

### ORDERED FROM:
PACIFIC CONSTRUCTION SERVICES
3949 N. PULASKI AVE.
CHICAGO, IL 60641

DELIVERY CHARGES to be PREPAID
TITLE TO PASS ON DELIVERY

**CONTACT:** Staci Rae Bixler 744-1636

**PO DESCRIPTION:** JOB ORDER CONTRACT REHABILITATION OF CITY FACILITIES - TARGET MARKEY

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**BLANKET RELEASE**

THIS SIGNED RELEASE IS YOUR AUTHORITY TO FURNISH THE SPECIFIED SUPPLIES AND/OR SERVICES IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE BLANKET AGREEMENT NUMBER: 5382

THIS PURCHASE IS FOR DEPARTMENT: 38 - DEPT OF GENERAL SERVICES

SUBMIT THE ORIGINAL INVOICE TO:

<table>
<thead>
<tr>
<th>PO Line</th>
<th>Ship Line</th>
<th>COMMODITY INFORMATION</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>96842</td>
<td>43,707.71</td>
<td>USD</td>
<td>1.00</td>
<td>43,707.71</td>
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**GENERAL CONSTRUCTION - PUBLIC WORKS RELATED**

JTP569.A; INSTALL WINDOW SHADES; K-4-088; SMITH; CIP 130-04-0168

<table>
<thead>
<tr>
<th>Dist</th>
<th>BFY</th>
<th>FUND</th>
<th>COST CTR</th>
<th>APPR</th>
<th>ACCNT</th>
<th>ACTV</th>
<th>PROJECT</th>
<th>RPT CAT</th>
<th>GENRL</th>
<th>FUTR</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>002</td>
<td>0497</td>
<td>0382005</td>
<td>4095</td>
<td>220540</td>
<td>0000</td>
<td>90058151</td>
<td>000000</td>
<td>0000</td>
<td>0000</td>
<td>43,707.71</td>
</tr>
</tbody>
</table>

**SHIPMENT TOTAL:**

43,707.71

**RELEASE TOTAL:**

43,707.71

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**APPROVAL:**

[Signature]

[Date]

[Signature]

[Date]

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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.
Disclosure of Retained Parties

A. Definitions and Disclosure Requirements

1. As used herein, the term "Contractor" means a person or entity who has any contract lease with the City of Chicago.
2. Pursuant to Executive Order 97-1, every city contract and lease must be accompanied by a disclosure statement providing certain information and attorneys, lobbyists, accountants, consultants, subcontractors, and other persons whom the contractor has retained or expects to retain with respect to the contract or lease. In particular, the contractor must disclose the name of each such person, his or her business address, the nature of the relationship, and the amount of fees paid or estimated to be paid.
3. The Contractor is not required to disclose employees who are paid solely through the Contractor's regular payroll.
4. "Lobbyist" means any person (a) who for compensation or on behalf of any person other than himself undertakes to influence any legislative or administrative action, or (b) any part or whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

B. Certification

Contractor hereby certifies as follows:

1. This Disclosure relates to the following transaction:
   Project name: CFD Blinds
   CFD Blinds
   Specification, loan or other identifying number: 5382/17058

2. Name of Contractor: Pacific Construction Services, Inc.

3. EACH AND EVERY attorney, lobbyist, accountant, consultant, subcontractor, or other person retained or anticipated to be retained by the Contractor with respect to or in connection with the contract or lease is listed below (attach additional pages if necessary):

<table>
<thead>
<tr>
<th>Name</th>
<th>BUSINESS ADDRESS</th>
<th>MBE WBE or Non</th>
<th>Relationship (attorney, lobbyist, subcontractor, etc.)</th>
<th>FEE (indicate whether paid or estimated)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pacific Construction Services</td>
<td></td>
<td>MBE</td>
<td>Subcontractor</td>
<td>$8,424.71 Est.</td>
</tr>
<tr>
<td>Gabe's Installation Service, Inc.</td>
<td></td>
<td>MBE</td>
<td>Subcontractor</td>
<td>$35,283.00 Est.</td>
</tr>
</tbody>
</table>

CHECK HERE IF NO SUCH PERSONS HAVE BEEN RETAINED OR ARE ANTICIPATED TO BE RETAINED

4. The Contractor understands and agrees that the city may rely on the information provided herein and that providing any false incomplete or inaccurate information shall constitute default under the contract and may result in termination of the contract or lease
5. The Contractor understands and agrees that in any case in which the Contractor is uncertain whether a disclosure is required under the Executive Order, the Contractor must either ask the city whether disclosure is required or make the disclosure.

Under the Penalties of perjury, I certify that I am authorized to execute this Disclosure on behalf of the Contractor that the information disclosed herein is true and complete, and that no relevant information has been withheld.

Signature

Karl EK

Date

Project Executive

Name (Type or Print)

Subscribed and sworn to before me

this 18th day of October 2004

Notary Public Signature

Renee E. Giordano

Notary Public, State of Illinois

Disclosure Statement
September 21 2004

Mr. Eric J. Griggs  
Chief Procurement Officer  
Department of Procurement Services  
City Hall, Room 403  
121 North LaSalle Street  
Chicago, IL 60602

Attn: Catherine Mellon  
City JOC Manager

Re:  
JOC Project Number: JTP569A K-4-088  
Project Title: CFD EC 81 & Various Locations New Window Shades  
Address: 10458 S. Hoxie Ave.

Estimated Cost: 50,000.00  
Specification Number: 17058  
Funding Source: 02-497-38-2005-4095-0540-90058-15-1

Dear Mr. Griggs:

We request that the above referenced project be contracted under the Job Order Contracting (JOC) Method. Attachment A describes the scope of work and the appropriateness for using JOC for this project.

Please direct all technical inquiries to Project Manager Dick Smith at (312) 744-3843 and all other inquiries to Staci-Rae Bixler at 744-1636.

If you concur with our recommendation, please sign below and return a copy for our files.

Sincerely,

Michi E. Peña  
Commissioner of Department of General Services

APPROVED:  
Eric J. Griggs  
Chief Procurement Officer

Approved:  
John Plezbert  
Nicholas Ahrens  
Mary Capacci  
Jerry McGleam
THE DEPARTMENT OF GENERAL SERVICES
JOC APPROVAL LETTER

UTILIZING JOC FOR CITY CONSTRUCTION PROJECTS

CFD Window Shades
Various Locations
JTP-569A

For all proposed JOC projects, please complete items 1 and 2 below. As appropriate, complete items 3, 4 and 5. Attach to MOA (JOC Approval Letter)

1. Please describe the major features of this project:
Furnish and install new window shades at various fire stations.

2. Please explain why this project could not be bid using the City's traditional bid process, and the need to use JOC procurement system:
The existing window shades at certain fire stations are either unserviceable or are completely missing, for privacy and general appearance of the stations new shades are requested.

3. If this project is a one trade project, please provide additional explanation of why it would not be in the City's best interest to do the project under JOC. Multiple trade project.

4. If it is anticipated that over 25% of the project will consist of Non-Prepriced Items, please provide an explanation on why JOC should be used:
N/A

5. If some elements of the proposed JOC project scope of work are covered by City Term Agreements, these elements should be removed from the JOC project.
N/A
DEPARTMENT OF GENERAL SERVICES  
BUREAU OF AECM  
JOB ORDER CONTRACT (JOC)  
REQUEST FORM

User Department: Fire Department  
Date: September 21, 2004

Originator: Richard Smith  
Phone 744-3843

Project Number: ITP 569

Project Name: Install shades and blinds at various fire stations

Project Scope: Furnish and install window shades at 11 fire stations and install blinds in the district chiefs office at EC 81.

Justification: See attached memo to our Commissioner.

Project Budget: $50,000

Funding Strip: 02-497-38-2005-4095-0540-90058-15-1

Funding Verified By: Denise Wright  
Date: 9/21/2004

Can this request be completed by any one of the following:

1. In-House Trades  
   Yes ☐  
   No x

2. Term Contract  
   Yes ☐  
   No x

3. Competitive Bid  
   Yes ☐  
   No x

If no for any of the above, please explain:
We do not have a term contract and our trades cannot purchase window shades and bidding will take too long.

Deputy Commissioner:  
Date: 9-22-04

First Deputy Commissioner:  
Date: 9-23-04
May 28, 2004

Michi E. Pena  
Commissioner  
Department of General Services  
30 North LaSalle Street – Suite 3700  
Chicago, Illinois 60602  
312.742-3124

Commissioner Pena,

There are a number of Chicago Fire Department facilities that have no blinds and/or window shades. Additionally, there are facilities with completely unserviceable blinds, or shades. We are requesting the assistance of the Department of General Services [DGS] in rectifying this situation. It is requested that DGS conduct an inspection of the below listed locations and, if possible, provide new, or serviceable, window shades or blinds. If you should need any additional information regarding this request kindly contact me at 745-3861 or Ms. Karen Sanger of the Fire Department’s Finance Division at 745-4196. Additionally, if a contact person from DGS can be identified for this issue it would be greatly appreciated.

<table>
<thead>
<tr>
<th>EC81</th>
<th>10958 S, Home Locations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EC26</td>
<td>10 N. Leavitt Ave.</td>
</tr>
<tr>
<td></td>
<td>1915 N. Damen Ave.</td>
</tr>
<tr>
<td>EC122</td>
<td>101 East 79th St.</td>
</tr>
<tr>
<td>EC35</td>
<td>1901 N. Damen Ave.</td>
</tr>
<tr>
<td>EC80</td>
<td>12701 S. Doty Ave.</td>
</tr>
<tr>
<td>EC72</td>
<td>7982 S. South Chicago Ave.</td>
</tr>
<tr>
<td>EC108</td>
<td>4625 N. Milwaukee Ave.</td>
</tr>
</tbody>
</table>

* Note: the 1101 S. California location is a dual function facility. Both the engine house and the Fire Prevention Bureau offices need attention.

Sincerely,

Marvin J. Shear  
Managing Deputy Commissioner  
Chicago Fire Department

MJS:ajc