



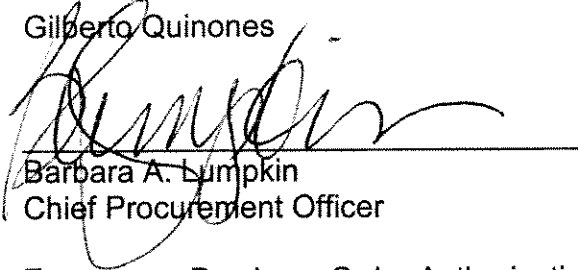
DEPARTMENT OF PROCUREMENT SERVICES

MEMORANDUM

Date: June 15, 2006

To: Cheri Heramb, Acting Commissioner
Department of Transportation

Attn: Gilberto Quinones

From: 
Barbara A. Lumpkin
Chief Procurement Officer

Re: Emergency Purchase Order Authorization

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from. Based upon Chicago Christian Industrial League information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergencies.

You are hereby authorized to purchase 'Landscape, Floral Container Arrangement-Chicago River 'in the amount of \$2,216.50 as requested in your letter of June 12, 2006. Any amount in excess of the \$2,216.50 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.





DEPARTMENT OF TRANSPORTATION
DIVISION OF PROJECT DEVELOPMENT

MEMORANDUM

To: Barbara A. Lumpkin
Chief Procurement Officer
Department of Procurement Services

From: Cheri Heramb
Acting Commissioner
Department of Transportation

Date: June 7, 2006

Subject: Request for Emergency Authorization Requisition # 28133

06 JUN -7 AM 11:08

The Department of Transportation requires landscaping services. These services are necessary for installation, care, watering, and fertilization of 15 window boxes at the Chicago River between Michigan and Wabash (Michigan Plaza). Please see the attached Exhibit One giving a detailed account of the nature of the emergency.

These services are required to fill an immediate need until the Floral Container Agreements are in place. Accordingly, the Department of Transportation is requesting emergency authorization for this purchase in the amount of \$2,216.50.

We solicited price quotations from three vendors: Chicago Christian Industrial League, Christy Webber Landscapes, and Moore Landscapes, Inc. We received price quotations from only two of the three vendors: Moore Landscapes, Inc and Chicago Christian Industrial League (see attached). We are recommending Chicago Christian Industrial League because they submitted the lowest bid proposal.

I certify that this emergency requiring immediate procurement of services, supplies, or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

Please contact Karen Nowacki at 312.744.7080 if you have any questions. Your attention to this matter is greatly appreciated. Thank you for your assistance.

Cheri Heramb, Acting Commissioner



Exhibit One

Emergency Purchase Order

Written account detailing the nature of the emergency

Contract T25346, the contract utilized for GreenStreets' projects, expired October 31, 2004. Since then, we have been utilizing emergency purchase orders #9369 and #10114 in order to perform the services needed for the 2005 summer and 2005 holiday/winter seasons. Moore Landscapes, Inc is the vendor for both emergency purchase orders.

It was anticipated that the Floral Container RFP and the CLS contract would be awarded in time enabling us to utilize the contracts for the 2006 spring season. CDOT has recommended and DPS has concurred that the Floral Container RFP be awarded to both Moore Landscapes and Christy Webber Landscaping, however we are in the process of contract negotiation and do not anticipate being complete until mid June.

Our Summer Season begins May 15, thus we are requesting an emergency purchase order for the installation, care, watering, and fertilization of 15 window boxes along the Chicago River between Michigan to Wabash (Michigan Plaza). There is an expectation by the business community, the tourism industry, and the citizens of Chicago, that the Chicago River Walk will be decorated for the summer season. Hundred of thousands of people flock to the loop to shop, dine, and attend the theatre, during the summer months.

Once the Floral Container Contract is awarded, the use of all emergency purchase orders will cease.

The need for these services is an operational emergency in response to the upcoming summer season, and the expectation of traditional summer flowers. These services are essential to fill an immediate need and there is no existing contract that includes this function.



CHICAGO CHRISTIAN INDUSTRIAL LEAGUE
 JOURNEY TO INDEPENDENT LIVING

CCIL Landscape Services

Scope of Services:

Furnish labor, equipment, and material listed below, for the installation of 15 window boxes at the specified location by June 8, 2006 8:00AM

\$1,714.50

RIVERWALK MICHIGAN PLAZA 3' x 1' Window Boxes
 Michigan Plaza: Lower Wacker - Michigan to Wabash South side of River

Size	Species	Qty per box	Total Qty
4"	Begonia 'Dragon Wing Red'	3	45
4"	Begonia 'Dragon Wing Pink'	3	45
4"	Iresine 'Painted Bloodleaf'	2	30
4"	Coleus 'Stained Glassworks Trailing Plum'	2	30
4"	Ipomoea 'Blackie'	2	30
3"	Algerian Ivy	3	45
4"	Alternanthera 'Partytime'	3	45

Watering, Fertilizing, and Maintenance for June for the above 15 window boxes

\$502.00

TOTAL

\$2,216.50

Russ Hintz

6/7/06

Russ Hintz
 General Manager
 CCIL Landscape Services

Date