




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: NOV 16 2010  
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 Miscellaneous Building Supplies

PO Number: 23631      Specification: 92021  
RX Number: 54652      Amount: \$72,080.00

Pursuant to the Municipal Purchasing Act, I am authorizing you to make an Emergency Contract for Miscellaneous Building Supplies with E.E. Bailey Building Materials and Supplies, 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 Miscellaneous Building Supplies in the amount of \$72,080.00 but not to exceed \$250,000.00 as requested in your letter dated November 4, 2010. This Emergency Contract can not exceed the \$250,000.00 limit established by statute.

JLR/tr

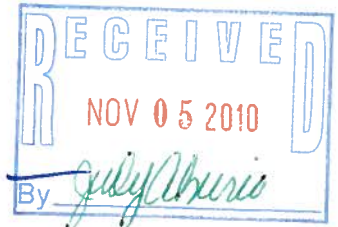
cc: Richard Butler  
Gustavo Giraldo  
James P. Bracewell Jr.  
William Kelly  
PO Scan & Emergency Authorization Scan  
File Specification Number: 92021





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>

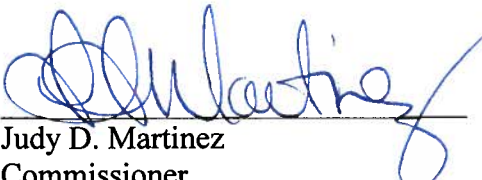
**Memorandum**



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Date: November 4, 2010

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 Contract for  
 Miscellaneous Building Supplies

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 Rhee top*

On October 26, 2010, The Department of Procurement Services (DPS) at the request of the Department of General Services (DGS) terminated PO 16798 with RBC, Inc. for the Purchase of Miscellaneous Building Supplies. R.B.C. failed to comply with a September 12, 2010 Notice to Cure / Event of Default letter by failing to fill and deliver orders placed for Miscellaneous Building Supplies in violation of the terms of its contract.

On October 28, 2010, at the direction of DPS, DGS solicited bids from four vendors for an Emergency Contract in the amount of \$75,000 for Miscellaneous Building Supplies. DGS has an immediate need for a means to purchase commodities available through this contract to make repairs and provide basic maintenance at City facilities.

DGS manages over 400 facilities citywide. The Miscellaneous Building Supplies contract is used for the purchase of standard materials and supplies for routine building repairs. It is critical that DGS has a means to purchase Miscellaneous Building Supplies for routine repairs and maintenance of these facilities until such time that new term agreements are advertised and awarded. DGS has entered a requisition and submitted a project checklist and detailed specifications for a new five-year term agreement.

Failure to make these needed repairs may result in ongoing and costly disrepair, additional property damage and may compromise the safety of city employees, as well as the general public.



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DGS solicited bids from four qualified vendors for this project. They were:

- F.E.L. Services, a certified MBE;
- Virmac Services, a certified MBE;
- Reinke Supply Companies, a non-certified vendor;
- E.E. Bailey Building Materials and Supplies, Inc., a certified MBE

The lowest bid, in the amount of \$72,080.00 was submitted by E.E. Bailey Building Materials and Supplies, Inc. E.E. Bailey is a certified MBE company. DGS recommends that DPS award an Emergency Contract in the amount of \$72,080.00 to E.E. Bailey Building Materials and Supplies, Inc.

DGS has entered Requisition No. 54652 and encumbered funds for this project.

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  
STANDARD 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	DEPARTMENT NUMBER	PURCHASE ORDER	SPECIFICATION NUMBER	VENDOR NUMBER	SITE NAME	DELIVERY DATE	PAGE NUMBER
11/18/2010	38	23631	92021	1030552	A		1

**DELIVER TO:**

038-0030  
30 N. LA SALLE ST.  
ROOM 300  
Chicago, IL 60602-2500

**ORDERED FROM:**

E. E. BAILEY BLDG MATERIAL &  
SUPPLY COMPANY  
741 WEST 115TH STREET  
CHICAGO, IL 60628

DELIVERY CHARGES to be PREPAID  
TITLE TO PASS ON DELIVERY

**BUYER:** 91803 TOYLA RICE

**PO DESCRIPTION:** EMERGENCY CONTRACT FOR MISCELLANEOUS BUILDING SUPPLIES

PO Line	Ship Line	COMMODITY INFORMATION										UNIT COST	TOTAL COST
Dist	BFY	FUND	COST	CTR	APPR	ACCNT	ACTV	PROJECT	RPT	CAT	GENRL	FUTR	TOTAL COST
1	1	45065 MISCELLANEOUS BUILDING SUPPLIES - 6% MARK-UP OVER CONTRACTOR'S VERIFIABLE COST										72,080 USD 1.00	72,080.00
1	010	0C28	0382005		2166	220340	0000	80068051	000000	000000	0000	0000	72,080.00
<b>PO LINE and SHIPMENT LINE TOTAL:</b>												<b>72,080.00</b>	

**PURCHASE ORDER TOTAL: 72,080.00**

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.

**CITY OF CHICAGO  
STANDARD PURCHASE ORDER**

**Copy (Vendor)**

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

DATE OF AWARD	DEPARTMENT NUMBER	PURCHASE ORDER	SPECIFICATION NUMBER	VENDOR NUMBER	SITE NAME	DELIVERY DATE	PAGE NUMBER
11/18/2010	38	23631	92021	1030552	A		1

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**DEPARTMENT OF GENERAL SERVICES**  
**EMERGENCY CONTRACT FOR PURCHASE OF**  
**MISCELLANEOUS BUILDING SUPPLIES**

**SCOPE**

The Contractor must furnish and deliver F.O.B., City of Chicago, Department of General Services and other City Departments at various locations, Miscellaneous Building Supplies as described herein and in accordance with the terms and conditions of this specification.

**INTENT**

It is the City's intent to purchase miscellaneous building materials and supplies to be used by City of Chicago trade personnel

**MISCELLANEOUS BUILDING SUPPLIES**

The Miscellaneous Building Supplies will be used for various citywide projects. The list below includes, but is not limited to the various types of supplies required.

Commercial grade quality and standards are required for these supplies;

- Shrink Wrap
- Sash Chain/Cord Supplies
- Shelving Supplies
- Adhesives and Supplies
- Lumber and Banding Supplies
- Picture Hanging Materials and Supplies
- Door and Gate Closure Materials
- Ceiling Tile and Supplies
- Door and Door Parts
- Screening and Screening Materials
- Staples
- Fasteners
- Finishing Supplies for Drywall Insulation
- Building, Insulating and Finishing Materials and Supplies

**PURCHASE ORDER RELEASES**

Requests for Miscellaneous Building Supplies 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, fund chargeable information and other pertinent instructions regarding request.

### **DELIVERY**

Delivery of the proposed Miscellaneous Building Supplies 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 Miscellaneous Building Supplies 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 warranty or guarantee for the Miscellaneous Building Supplies provided under this contract in accordance with the standard warranty/guarantee regularly supplied.

At a minimum, the Contractor hereby warrants/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 defective parts and make any repairs that may be required or made necessary by reason of defective design, material or workmanship, or by reason of non-compliance with these specifications. The warranty/guarantee period will commence on the first day the unit is placed in service by the City. If a longer warranty/guarantee can be furnished, at no additional cost to the City, the longer period will prevail.

### **RETURNS AND RESTOCKING FEES**

The Contractor will be responsible for any incorrect shipments or damaged shipments. The Contractor must make arrangements within forty-eight hours of notification with their common carrier or company personnel to pick up unacceptable Miscellaneous Building Supplies. The correct order request must be completed at no additional charge to the City within three (3) business days of the notification. The City of Chicago will not be subject to restocking fees.

### **BIDDERS**

Please quote prices for the markup over the actual cost of materials purchased. The mark up percentage will be fixed for the duration of this agreement. Material invoices must be attached to your invoice to substantiate your billing. The Contractor must submit invoices from the parts manufacturer/distributor for all materials purchased.

The value of this contract is not to exceed \$250,000.00 and the Contractor must keep a running total of expenses by day. At any time The Department of General Services may contact the Contractor to request expenses to date.

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  
City Hall – Room 403  
121 North LaSalle Street  
Attn: Gustavo Giraldo  
Chicago, Illinois 60602  
Fax: 312/744-7679  
Phone: 312/744-3931

**EmailTo: Gustavo.Giraldo@ex.cityofchicago.org**  
**CC: Robert.Kelly@ex.cityofchicago.org**

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

Bids are due by Tuesday, November 2<sup>nd</sup> at 4:00 p.m, Late bids will not be accepted.



**BID SHEET FOR EMERGENCY CONTRACT FOR  
MISCELLANEOUS BUILDING SUPPLIES**

	Cost of <u>Materials</u>	X	<u>Mark-Up %</u>	=	<u>Extended Price</u>
1. Miscellaneous Building Supplies (*mark up not to exceed 10% over actual cost)	\$68,000		<u>6</u> %		\$ <u>72,080.00</u>
<b>TOTAL BID PRICE</b>					\$ <u>72,080.00</u>

Edna E. Bailey      11/2/10  
 Bidders Signature      Date

773-264-9425  
 Phone Number

Edna E. Bailey  
 Bidders Name (print)

E.E. Bailey Bldg. Material  
 Company Name (print)

**Bids are due by Tuesday, November 2<sup>nd</sup> at 4:00 p.m, Late bids will not be accepted.**