




DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

**MEMORANDUM**

**TO:** Kelly Gandurski, Executive Director  
Chicago Animal Care and Control

**ATTN:** Blanca Guzman, Chicago Animal Care and Control

**FROM:**   
Shannon E. Andrews  
Chief Procurement Officer

**RE:** Emergency Contract  
Animal Control Services related to Humboldt Park Lagoon

**DATE:** August 2, 2019

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**Specification:** 1185526  
**PO/Contract:** 107831  
**Amount:** \$4,666.34

Pursuant to Section 65 ILCS 5/8-10-5 of the Municipal Purchasing Act and 2-92-644 of the Municipal Code of Chicago, this memorandum confirms prior authorization based on your request on July 13, 2019, and follow up documents submitted on July 17-18, 2019, the emergency procurement request for costs incurred for Animal Control Services related to Humboldt Park Lagoon/Alligator. Based upon the information received from your office, it has been determined that this procurement was necessary to meet a bona fide public safety emergency.

You are hereby authorized to pay Mr. Frank Robb, a self-employed alligator trapping agent, \$4,666.34, as requested in your email dated July 18, 2019. Any amount in excess of the \$4,666.34 will require additional authorization and will be limited so as not to exceed the \$250,000.00 limit established by statute.

**Cc:** File (Spec: 1185526)  
Susan Cappello (CACC)  
Monica Jimenez, DPS  
Byron Whittaker, DPS




DEPARTMENT OF ANIMAL CARE AND CONTROL  
CITY OF CHICAGO

## Memorandum

To: Shannon E. Andrews  
Chief Procurement Officer

Attn: Gary Bell  
Assistant Procurement Officer

From:   
Kelley Gandurski, Executive Director  
Department of Animal Care and Control

Date: August 2, 2019

Re: **Recommendation of Award for Emergency Alligator Trapping Services**  
**Req. No. #295467 – Specification No.: #1185526**  
**Total Bid Amount - \$4,666.34**

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Animal Care & Control is requesting a recommendation of award for the emergency procurement request for the costs incurred from the alligator that was in the Humboldt Park Lagoon to Mr. Frank Robb in the amount of \$4,666.34.


\$2,500.00 two days of round the clock service to safely capture/\$699.60 for Airfare/ \$853.44 for Hotel/  
\$613.30 for vehicle rental – Total of \$4,666.34

If you have any questions, please contact Blanca Guzman at (312) 747-1385 or email at [blanca.guzman@cityofchicago.org](mailto:blanca.guzman@cityofchicago.org)



DEPARTMENT OF ANIMAL CARE AND CONTROL  
CITY OF CHICAGO

To: Shannon E. Andrews  
Chief Procurement Officer  
Department of Procurement Officer

From: Kelley Gandurski  
Executive Director  
Chicago Animal Care and Control 

Date: July 17, 2019

Re: Emergency Procurement Request

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The Department of Animal Care & Control is requesting an emergency procurement request for the costs incurred from to the alligator that was in the Humboldt Park Lagoon.

CACC received a call on July 8, 2019 of a sighting of an alligator in the Humboldt Park Lagoon. Several Officers and Inspectors were sent to the location to assess the situation. After assessing the situation, it was determined that we needed assistance and called in the Chicago Herpetological society. After several days of setting traps and other methods, the capture of the alligator was unsuccessful. At this point, CACC reached out to a self-employed alligator trapping agent due to the possible threat to public safety at the Chicago Park District. Mr. Frank Robb arrived in Chicago on July 14, 2019. Mr. Robb was at the lagoon alongside our Animal Control staff day and night and were able to capture the alligator on July 16, 2019.

There are no current contracts or vendors available for this type of service as this was a one-time unique situation. Mr. Frank Robb was recommended by Brookfield Zoo. As soon as we receive all invoice documentation, we will forward to you.

If you should have any questions or need additional information, you may contact me at (312) 747-1384 or [Kelley.gandurski2@cityofchicago.org](mailto:Kelley.gandurski2@cityofchicago.org)

Thank you for your consideration of this matter.

Attach required forms for each procurement type and detailed scope of services and/or specifications and forward original documents to the Chief Procurement Officer, City Hall, Room 806.

Date: August 1, 2019

Department Name:  
**Animal Care & Control**

Requisition No: 295467  
Specification No: **1185526**

PO No: \_\_\_\_\_  
Modification No: \_\_\_\_\_

Contract Liaison:  
Blanca Guzman

Telephone:  
312-747-1385

Email:  
blanca.guzman@cityofchicago.org

Project / Program Manager:  
Susan Cappello

Telephone:  
312-747-1382

Email:  
susan.cappello@cityofchicago.org

For Blanket Agreements, the lead department must consult with other departments who may want to participate in the Blanket Agreement. If grant funded, attach copy of the approved grant application and other terms and conditions of the funding source.

Note:  
1) **Funding:** Attach information if multiple funding lines  
2) **Individual Contract Services:** Include approval form signed by all parties  
3) **ITGB:** If project valued at \$100,000.00 or more, attach approval transmittal sheet.

\*Contract Liaison Signature  
*[Signature]*

\*By signing this form, I attest that all information provided is and accurate.

Project Title: **Emergency Procurement Request for Alligator Trapping Services**

Project Description: **Emergency Procurement Request for Alligator Trapping at Humbolt Park Lagoon.**

**Funding:**

Corporate     Bond     Enterprise     Grant     Other

IDOT/Transit     IDOT/Highway     FHWA     FTA     FAA

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	PROJECT	RPTG	ESTDOLLAR AMOUNT
	019	100	073		0140				4,666.34

Check One:  
 New Contract Request

\*By signing below, I attest the estimates provided for this contract are true and accurate.

\*Project / Program Manager Signature  
*[Signature]*

\*Commissioner/Authorized Designated Signature  
*[Signature]*

**Purchase Order Type:**

Blanket/Purchase Order (DUR)  
 Master Consultant Agreement (Task Order)  
 Standard/One-Time Purchase

**Special Approvals Required:**

Emergency  
 Non-Competitive Review Board (NCRB)  
 Request for Individual Contract Services  
 Information Technology Governance Board (ITGB)  
 IDOT Concurrence

**Purchase Order Information:**

Contract Term (No. of Months): \_\_\_\_\_

Extension Options (Rate of Recurrence): \_\_\_\_\_

Estimated Spend/Value: \$ \_\_\_\_\_

Grant Commitment / Expiration Date: \_\_\_\_\_

Pre-Bid/Submittal Conference:  Yes  No

Mandatory     Site Visit

**Procurement Method:**

Bid     RFP     RFQ     RFI  
 Small Order

**Contract Type:**

Architect Engineering     Commodity     Construction     JOC     SBI  
 Professional Services     Revenue Generating     Vehicle & Heavy Equipment  
 Work Service     Joint Procurement     Reference Contract

**Modification or Amendment**

Modification Information:

PO Start Date: \_\_\_\_\_

PO End Date: \_\_\_\_\_

Amount (increase/reduction): \_\_\_\_\_

**MBE/WBE/DBE Analysis:** (Attach MBE/WBE/DBE Goal Setting Memo)

Full Compliance     Contract Specific Goals  
 No Stated Goals     Waiver Request

**Risk Management / EDS / IDOT**

Insurance Requirements (included)     Yes     No

EDS Certification of Filing (included)     Yes     No

IDOT Concurrence (required)     Yes     No

**Safety Enhancing Vehicle Equipment (MCC 2-92-597) Yes \_\_\_ No \_\_\_**

**Modification/Amendment Type:**

Time Extension     Scope Change/Price Increase /Additional Line Item(s)  
 Vendor Limit Increase     Requisition Encumbrance Adjustment  
 Other (specify): \_\_\_\_\_

**Vendor Information**

Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**CITY OF CHICAGO  
STANDARD PURCHASE ORDER**

**Original (DPS)  
Reprint**

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
8/2/2019	73	107831	1185526	10546732	A		1

**DELIVER TO:**

073-3003 LEE ANIMAL  
2741 S. WESTERN AVE.  
Chicago, IL 60608

**ORDERED FROM:**

Frank Edward Robb  
6989 Boston Road  
Cocoa, FL 32927

DELIVERY CHARGES to be PREPAID  
TITLE TO PASS ON DELIVERY

**BUYER:** 23,357 ALVIN JEFFERSON 3127447660

**PO DESCRIPTION:** EMERGENCY PROCUREMENT REQUEST FOR ALLIGATOR TRAPPING SERVICES

PO Line	Ship Line	COMMODITY INFORMATION										QUANTITY	UOM	UNIT COST	TOTAL COST
1	1	96210 Alligator Trapping Services in the Humboldt Park Lagoon - July 14, 2019										1.00	USD	4,666.34	4,666.34
		<b>Dist</b>	<b>BFY</b>	<b>FUND</b>	<b>COST CTR</b>	<b>APPR</b>	<b>ACCNT</b>	<b>ACTV</b>	<b>PROJECT</b>	<b>RPT CAT</b>	<b>GENRL</b>	<b>FUTR</b>	<b>TOTAL COST</b>		
		1	019	0100	0732005	0140	220140	0000	00000000	000000	00000	0000	4,666.34		
												<b>PO LINE and SHIPMENT LINE TOTAL:</b>		<b>4,666.34</b>	
												<b>PURCHASE ORDER TOTAL:</b>		<b>4,666.34</b>	

Payment on this order will be made upon receipt of an original vendor invoice form referencing this order and associated Receipt(s). Submit the original invoice.

to the Office of the City Comptroller, Invoice Intake Division, 33 N. LaSalle, Room 700, Chicago, IL 60602.

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.

## INVOICE

TO: Chicago Animal Care & Control  
Attn: K. Gandurski, Executive Director  
2741 S. Western Ave.  
Chicago, Illinois 60608

For: Alligator trapping services in the Humboldt Park Lagoon - July 14,  
2019.

	Total
Base Service Rate	\$2,500.00
Travel – Air	\$699.60
Travel – Hotel	\$853.44
Travel – Rental Vehicle	\$613.30
	<b>TOTAL Due:</b>
	<b>\$4,666.34</b>

Please remit payment to:

Frank Robb  
6989 Boston Road  
Cocoa, Florida 32927  
321.302.5324  
[Fr4740@aol.com](mailto:Fr4740@aol.com)



CERTIFICATE OF FILING FOR

CITY OF CHICAGO ECONOMIC DISCLOSURE STATEMENT

EDS Number: 144454  
Certificate Printed on: 08/02/2019

Date of This Filing:08/02/2019 02:00 PM  
Original Filing Date:08/02/2019 02:00 PM

Disclosing Party: frank robb  
Filed by: Mr. frank robb

Title:trapper

Matter: alligator  
Applicant: frank robb  
Specification #:  
Contract #:

The Economic Disclosure Statement referenced above has been electronically filed with the City. Please provide a copy of this Certificate of Filing to your city contact with other required documents pertaining to the Matter. For additional guidance as to when to provide this Certificate and other required documents, please follow instructions provided to you about the Matter or consult with your City contact.

A copy of the EDS may be viewed and printed by visiting <http://webapps1.cityofchicago.org/EDSWeb> and entering the EDS number into the EDS Search. Prior to contract award, the filing is accessible online only to the disclosing party and the City, but is still subject to the Illinois Freedom of Information Act. The filing is visible online to the public after contract award.

GENERAL RELEASE  
OF LIABILITY AND INDEMNIFICATION AGREEMENT

I, Frank Robb, in consideration for payment by the City of Chicago of the sum of \$2,500 plus reimbursement of my airfare to and from Chicago, car rental, and hotel expense by the City of Chicago agree to provide my services in trapping and removing the alligator currently in the Humboldt Park Lagoon in the City of Chicago.

In consideration of such sums, I release and hold harmless the City of Chicago and its current, former, or future officers, agents, employees, and volunteers as well as the Chicago Park District and its current, former, or future officers, agents, employees, and volunteers from any and all claims, damages, compensation, injuries, losses, costs, expenses, and liabilities, including but not limited to property damage, personal injury or death, as well as attorneys' fees and costs arising directly or indirectly out of my performance of such services, regardless of whether said claims result in whole or in part from the negligence of the City of Chicago, its current, former, or future officers, agents, and employees and volunteers, or the Chicago Park District, its current, former, or future officers, agents, and employees and volunteers.

I further agree to defend and indemnify the City of Chicago and its current, former, or future officers, agents and employees, as well as the Chicago Park District and its current, former, or future officers, agents, employees, and volunteers from any and all claims of damages, compensation, injuries, losses, costs, expenses, and liabilities which may be incurred by me or any third party arising directly or indirectly out of my performance of such services, regardless of whether such claims result in whole or in part from the negligence of the City of Chicago, its current, former, or future officers, agents, employees and volunteers, or the Chicago Park District, its current, former, or future officers, agents, and employees and volunteers.

I understand and acknowledge that the services I have agreed to provide subject me to risk of physical injury, drowning, and illness, including permanent disability and death.

I hereby expressly agree that if any portion of this Agreement is found to be void, unenforceable, or invalid, the remaining portions of this Agreement will remain in full force and effect.

I have completely read this Agreement and fully understand its terms. My signature below evidences my full, knowing, and voluntary acceptance of the terms of this Agreement.



Print Name: Frank Kelly

Signature: 

Date: 7-14-19

Witness: \_\_\_\_\_