

## Release Summary Sheet

**Contract (PO) Number:** 15038

**Release Number:** 13

**Specification Number:** 51701

**Name of Contractor:** LEOPARDO COMPANIES, INC

**City Department:** DEPT OF GENERAL SERVICES

**Title of Contract:** DEPT. OF GENERAL SERVICES-JOB ORDER CONTRACT  
REHABILITATION OF CITY FACILITIES

**Dollar Amount of Release:** \$31,282.91

**Release Description:** GENERAL CONSTRUCTION-PUBLIC WORKS RELATED

**Procurement Services Contact Person:** LYLIANIS RODRIGUEZ

**Vendor Number:** 1064375

**Submission Date:**

**CITY OF CHICAGO  
BLANKET RELEASE**

Original (Department)

**SUBJECT TO SUBCONTRACTOR CERTIFICATION**

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

| RELEASE DATE | PURCHASE ORDER | RELEASE NUMBER | SPECIFICATION NUMBER | VENDOR NUMBER | SITE NAME | DELIVERY DATE | PAGE NUMBER |
|--------------|----------------|----------------|----------------------|---------------|-----------|---------------|-------------|
| 4/30/2008    | 15038          | 13             | 51701                | 1064375       | A         |               | 1           |

**DELIVER TO:** 38-038

038-0030  
30 N. LA SALLE ST.  
ROOM 3700

Chicago, IL 60602-2500

**ORDERED FROM:**

LEOPARDO COMPANIES, INC  
5200 PRAIRIE STONE PARKWAY  
(EFT)

HOFFMAN ESTATES, IL 60192

DELIVERY CHARGES to be PREPAID  
TITLE TO PASS ON DELIVERY

**CONTACT:** 742-3987

**PO DESCRIPTION:** DEPT. OF GENERAL SERVICES-JOB ORDER CONTRACT REHABILITATION OF CITY FACILITIES

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: 15038

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

SUBMIT THE ORIGINAL INVOICE TO:

| PO Line   | Ship Line | COMMODITY INFORMATION                              | QUANTITY  | UOM      | UNIT COST | TOTAL COST |      |          |         |       |                        |                  |
|---|-----------|--|-----------|----------|-----------|------------|------|----------|---------|-------|------------------------|------------------|
| 1   | 1         | 96842<br>GENERAL CONSTRUCTION-PUBLIC WORKS RELATED | 31,282.91 | USD      | 1.00      | 31,282.91  |      |          |         |       |                        |                  |
| LEO-07-008.B; CHANGE DOOR & PAINT ADD'L AREAS; Y-7-002; BATCHMAN; DHS FUNDING |           |  |           |          |           |            |      |          |         |       |                        |                  |
|   | Dist      | BFY  | FUND      | COST CTR | APPR      | ACCNT      | ACTV | PROJECT  | RPT CAT | GENRL | FUTR                   | TOTAL COST       |
|   | 1         | 008  | 0884      | 0532005  | 0999      | 220140     | 0000 | 00000000 | 08EJ6M  | 00000 | 0000                   | 31,282.91        |
|   |           |  |           |          |           |            |      |          |         |       | <b>SHIPMENT TOTAL:</b> | <b>31,282.91</b> |
|   |           |  |           |          |           |            |      |          |         |       | <b>RELEASE TOTAL:</b>  | <b>31,282.91</b> |

APPROVAL:

*[Signature]*  
\_\_\_\_\_  
SIGNATURE

DATE

*[Signature]*  
\_\_\_\_\_  
SIGNATURE

DATE

*[Signature]*

*[Signature]* 5-2-08

Date

08100-0112-00180

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  
 Department of General Services  
 30 North LaSalle Street  
 Chicago, IL 60602

To: Department of General Services

Date: April 15, 2008

**Sub-Order Total: 31,282.91**

## 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. Pursant 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 administration 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: LEO-07-008.B                      10 South Kedzie Change Order

Specification, loan or other identifying number:                      9999

2. Name of Contractor:    Leopardo Companies, 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):

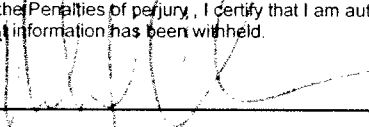
| Name                          | BUSINESS ADDRESS                                     | MBE WBE or Non | RelationShip (attorney, lobbyist, subcontractor, etc.) | FEE (indicate whether paid or estimated) \$ |
|-------------------------------|--|----------------|--|---|
| Franklin Glass, Inc.          | 330 Windy Point Drive<br>Glendale Heights, IL, 60139 | Non            | Subcontractor  | \$4,300.00 Est.                             |
| Cable Communications          | 6200 S. Oakley<br>Chicago, IL, 60636                 | WBE            | Subcontractor  | \$1,900.00 Est.                             |
| Leopardo Companies, Inc.      | 333 West Wacker<br>Drive Suite 250                   | Non            | Subcontractor  | \$21,019.91 Est.                            |
| Star Contractors Supply, Inc. | 9999 Virginia Avenue<br>Chicago Ridge, IL, 60415     | Non            | Subcontractor  | \$4,063.00 Est.                             |

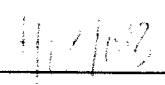
CHECK HERE IF NO SUCH PERSONS HAVE BEEN RETAINED OR ARE ANTICIPATED TO BE RETAINED \_\_\_\_\_


4. The Contractor Understands and agrees that the city may rely on the information provided herein and that providing any false incomplete or inaccuracy 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

  
 \_\_\_\_\_  
 Date

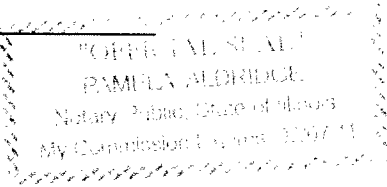
  
 \_\_\_\_\_  
 Name (Type or Print)

  
 \_\_\_\_\_  
 Title

Subscribed and sworn to before me

this 21<sup>st</sup> day of April 2008

[Handwritten Signature]  
Notary Public Signature





City of Chicago  
 Richard M. Daley, Mayor  
 Department of General Services

Michi E. Peña  
 Commissioner

Suite 3700  
 30 North LaSalle Street  
 Chicago, Illinois 60602-2586  
 (312) 742-3124  
 (312) 744-9883 (FAX)  
<http://www.cityofchicago.org>

April 01 2008

Mr. Montel M. Gayles  
 Chief Procurement Officer  
 Department of Procurement Services  
 City Hall, Room 403  
 121 North LaSalle Street  
 Chicago, IL 60602

**Attn:** Catherine Mellon  
 JOC Manager

**Re:** JOC Project Number: LEO-07-008.B / Y-7-002  
 Project Title: Domestic Violence Relocation - Change Order  
 Address: 10 S. Kedzie Ave.  
 Estimated Cost: 31,985.00  
 Specification Number: 51701  
 Funding Source: 08-0884-053-2005-0999-220000--EJ6M

DG  
 4/1/08

Dear Mr. Gayles:

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 Mike Batchman at (312) 744-1107 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

**APPROVED:** \_\_\_\_\_  
 Montel M. Gayles  
 Chief Procurement Officer

Approved: Nicholas Ahrens   
 Mary Capecci   
 Arthur Andros

08 APR -4 PM 2:31





**The Department of General Services**  
**Attachment A**  
**Utilizing JOC For City Construction Projects**

Garfield Community Center  
10 S. Kedzie Ave.

Project No: LEO-07-008.B

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.**

Minor client requested additions - repalce doors & additional painting.

Replace 9ea. wooden doors to include vision glass (12" x 36") prep & paint two additional office (approx 8000 sq ft) install an electronic door lock @ main reception area for access control. Modify conference rooms walls to run full height.

**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.**

This is a change order for work to be completed as part of the original A-package.

**3. If the project is a one trade project, please provide an explanation of why it would not be in the city's best interest to do the project using DGS trades or existing term agreements.**

Multiple trades - carpenters, painters & laborers will be used to complete this project.

**4. If it is anticipated that over 25% of the project will consist of Non Pre-Priced items, please provide an explanation on why JOC should be used.**

No NPP items will be used.

**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.**

Work being performed in this project is not covered under any existing term agreement.



**DEPARTMENT OF GENERAL SERVICES**  
**Bureau of Architecture, Engineering & Construction Management**  
**JOB ORDER CONTRACT (JOC)**  
**PRE-CONSTRUCTION FUNDING APPROVAL**

User Dept: Human Services Date: March 31, 2008

Originator: Mike Batchman Phone: (312) 744-1107

Project Number: LEO-07-008.B / Y-7-002

Project Name: Domestic Violence Relocation - Change Order

Project Scope: Change office door to include vision glass & paint additional areas, as requested by the client.

Location/Address: 10 S. Kedzie Ave.

Justification: The increase of scope is required to facilitate the re-organization of personnel @ this location.

Est. Project Budget: \$30,300.00

CIP #: \_\_\_\_\_

Funding Strips: 08-0884-053-2005-0140-0140-EJ6M

Funding Verified By: Denise Doshka Date: 4-1-2008

Can this request be completed by one of the following:

|   |                 |     |                          |    |                                     |
|---|-----------------|-----|--------------------------|----|-------------------------------------|
| 1 | In-House Trades | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 2 | Term Contract   | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| 3 | Competitive Bid | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

If No, for any of the above please explain:

1. City trades are not available to perform this work.
2. There are no term agreements in place to complete this work.
3. This work is a change order (scope change) the JOC contractor is already on-site performing other related tasks.

**APPROVED:**

Nicholas J. Ahrens, Jr.  
 Nicholas J. Ahrens, Jr., Deputy Commissioner

4-1-08  
 Date

\_\_\_\_\_  
 Michi E. Peña, Commissioner

\_\_\_\_\_  
 Date

**CITY OF CHICAGO  
DEPARTMENT OF PURCHASES, CONTRACTS AND SUPPLIES  
EXTENDED PURCHASING SYSTEM (EPS FORM F-18)**

**INTER-DEPARTMENTAL FUNDING AUTHORIZATION FORM**

JOB/PROJECT DESCRIPTION: Garfield Human Service Center PAGE: 1 OF 1  
Domestic Violence Prevention

PURCHASE REQUISITION NUMBER: \_\_\_\_\_ CITY PROJECT NO. \_\_\_\_\_

TOTAL DOLLAR EXPENDITURE: \$ 31,985 CITY WORK ORDER NO. \_\_\_\_\_

**CAPS ACCOUNTING INFORMATION:**

| BFYR | FUND | DEPT | ORGN | APPR | ACTV | OBJ  | PROJ | RPTG | TOTAL     |
|------|------|------|------|------|------|------|------|------|-----------|
| 08   | 0884 | 053  | 2005 | 0140 |      | 0140 |      | EJOM | \$ 31,985 |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |
|      |      |      |      |      |      |      |      |      | \$        |

The undersigned hereby acknowledges that he/she has no objection to the procurement of the above requirement and hereby approves expenditure of funds for this requirement.

**CITY DEPARTMENT WITH WORK ORDER:**  
 REQUESTED BY: [Signature]  
 (AUTHORIZED OFFICER SIGNATURE)  
 TITLE: Project Manager  
 TELEPHONE: 312/744-1107  
 DEPARTMENT: DGS  
 REQUEST DATE: 3-24-08

**CITY DEPARTMENT FUNDING WORK ORDER:**  
 APPROVED BY: [Signature]  
 (AUTHORIZED OFFICER SIGNATURE)  
 TITLE: Deputy Commissioner  
 TELEPHONE: 746-4349  
 DEPARTMENT: Human Services  
 APPROVAL DATE: 3/28/08