




DEPARTMENT OF PROCUREMENT SERVICES

MEMORANDUM

Date: May 3, 2006

To: Michi E. Pena, Commissioner
Department of General Services

Attn: Bill Kelly

From: 
Barbara A. Lumpkin
Chief Procurement Officer

Re: Emergency Purchase Authorization

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Operational Emergency purchase from The Brickman Group Ltd. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet a bona fide operating emergency.

You are hereby authorized to purchase 'Comprehensive Landscape Services for various facilities within Region 5' in the amount of \$106,263.00 as requested in your letter dated May 3, 2006. Any amount in excess of the \$106,263.00 approved herein will be subject to additional authorization and will be limited so as not to exceed the \$250,000.00 limit established by statute.

cc: Barbara A. Lumpkin
Douglas Yerkes
Lourdes Nur
General Services – Bill Kelly
Claude Humphrey
Scan
File (Specification Number: E-1877)





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>

Memorandum

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

Attn: Claude Humphrey

From: 
Michi E. Peña
Commissioner
Department of General Services

Re: Request for Emergency Authorization for Landscape
Services - Region 5 Facilities

Date: May 3, 2006

The Department of General Services has an immediate need for landscape services at facilities located within **Region 5** of the Comprehensive Landscape Services specification (No. 1877). These services are necessary for the basic upkeep of the facilities pending analysis of bid tabulations submitted for the spec above. Accordingly, the Department of General Services is requesting emergency authorization for this purchase in the amount of **\$106,263.00**. This amount includes 6 months of routine monthly maintenance, optional landscaping upgrades and the addition of unknown future facilities to the region.

Attached please find three price proposals. We are recommending that this contract be awarded to **The Brickman Group, Ltd.**, the lowest responsible and responsive bidder for this region for the amount listed above.

Please contact Bill Kelly at 744-6043 if you have any questions.

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement of services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services and would not have been avoided by due care and diligence.

Thank you for your assistance.

Attachments

cc: J. Plezbert
M. McMurray
M. Capecci
T. Simmons
J. Bedore
W. Kelly
L. Blameuser
file



BRICKMAN

Monthly maintenance services performed by the contractor at all Department of General Services (DGS) facilities will be bid at a Lump Sum price per month. DGS will determine the frequency of visits per month and per site as specified in the attached Site List.

All supplies and services listed will be provided by the contractor each time the facility is visited during the respective month. The Lump Sum price will include all labor, supplies, equipment, transportation, fuel and any other additional expenses required to perform the listed services. Note: Mulch and fertilizer will be included in the unit price for routine monthly maintenance in May.

Instructions for Completing Proposal Pages:

1. Enter the amount bid per month.
2. Calculate the Total Bid Amount for Existing Facilities within the Region by adding all amounts bid per month.
3. Enter amount bid per square foot for the respective month's lump sum service requirements at unknown future facilities. Multiply the "Bid Amount per Square Foot" by the "Estimated Quantity" and enter the Extended Price.
4. Add the "Extended Price" lines for each month and enter the sum for "Total Bid for Unknown Future Facilities".
5. Enter the bid amount for each line of Optional Additional Services and Commodities. Multiply the Bid Amount x the Est Quantity for the Extended Price by each line.
6. Add the total bid price by adding the "Total Bid for Existing Facilities" + "Total Bid for Unknown Future Facilities" + Total Bid for Optional Additional Commodities and Services" = Total Bid for Region.

CLS Region	Description	Maintenance Month	Amount Bid
5	Lump Sum Landscaping Services - All Region 5 Facilities	Month	\$9,575.00
5	Lump Sum Landscaping Services - All Region 5 Facilities	August	\$9,525.00
5	Lump Sum Landscaping Services - All Region 5 Facilities	September	\$7,600.00
5	Lump Sum Landscaping Services - All Region 5 Facilities	October	

Lump Sum Landscaping Services - May thru July - Region 5 Existing Facilities

\$26,650.00

Region	Description	Month of Service	Est. Qty.	Bid Amount	Extended Price
5	Unknown Future Facilities - Price Per Square Foot	August	3000	\$.05	\$ 150.00
5	Unknown Future Facilities - Price Per Square Foot	September	3000	\$.075	\$ 225.00
5	Unknown Future Facilities - Price Per Square Foot	October	3000	\$.105	\$ 315.00
Total Bid for Unknown Future Facilities					\$ 525.00

Optional Additional Commodities and Services

Region	Description	Unit of Measure	Est. Qty.	Bid Amount	Extended Price
5	Mulch - Supply and Install	CU. YD.	500	\$ 50.00	\$ 25,000.00
5	Sodding - Supply and Install	SQ. YD.	300	\$ 7.25	\$ 2,175.00
5	Trees Trimming - Labor and Equipment	Hour	20	\$ 55.00	\$ 1,100.00
5	Furnish and Install Annuals (6-inch Pot)	EA	50	\$ 5.38	\$ 269.00
5	Furnish and Install Perennials (6-inch Pot)	EA	50	\$ 8.75	\$ 437.50
Total - Optional Additional Commodities and Services					\$ 29,506.50

TOTAL BID AMOUNT FOR REGION 5

\$56,156.50
 + 50,106.50 (Attached)
 Total = 106,263.00