



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Eric J. Griggs
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

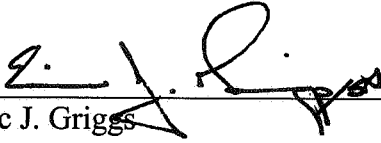
<http://www.cityofchicago.org>

MEMORANDUM

Date: October 19, 2004

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

Attn: Mary Capecci

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Janitorial Services

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Chicago Contract Cleaning and Supply Co. Based upon 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 Janitorial Services in the amount of \$2,600.00 as requested in your letter of October 15, 2004. Any amount in excess of the \$2,600.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the \$40,000 limit established by statute.

cc:S. Geocaris
B. Humphrey





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

Eric J. Hoff
approved
10-18-04
OCT 15 PM 2:5

To: Eric Griggs
Chief Procurement Officer
Department of Procurement Services

Attn: Steve Geocaris
Managing Deputy Procurement Officer

From: *Michi E. Peña*
Michi E. Peña
Commissioner
Department of General Services

Re: Emergency Authorization for Janitorial Services

Date: October 15, 2004

Attached you will find two proposals for the emergency authorization to begin short term janitorial services at a new Department of Water Management (DWM) facility located at 1424 West Pershing Rd. The Department of General Services is working with DWM on more permanent arrangements, but will pay for services in the interim for the next two weeks.

DGS invited four existing Janitorial Services providers to bid on the project, but only two companies submitted proposals. We are recommending Chicago Contract Cleaning and Supply Co. as they submitted the lowest bid at \$2,600 for the two weeks.

Please contact Deputy Commissioner Mary Capecci at 312/744-6748 if you have any questions or concerns.

Thank you for your cooperation.

Attachments

cc: M. Capecci
T. Simmons
W. Kelly
file





CHICAGO CONTRACT CLEANING AND SUPPLY CO.

700 N. Sacramento Blvd. • Suite 200 • Chicago, IL 60612 • 773-533-7200 • Fax: 773-533-0422

October 12, 2004

TO/BILL KELLY
(312) 744-6097

Mr. Thomas Simmons
Deputy Commissioner,
Department of General Services
Bureau of Facilities Management
30 North LaSalle Street, #3700
Chicago, Illinois 60602
Via Fax: (312) 742-3861

Dear Mr. Simmons:

Thank you for considering Chicago Contract Cleaning and Supply Co. for your janitorial needs at the new Water Department building located at 1424 W. Pershing Ave.

Our quoted price of \$2,600.00 is based on the request for proposal dated October 7, 2004 and the site visit that we conducted on October 12, 2004. It is for a total of 176 hours and includes all labor, equipment, and supplies including washroom consumables.

We can start on October 14th if required.

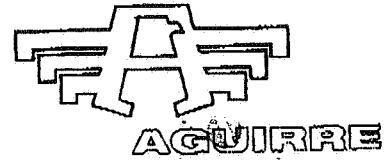
If you have any questions regarding our proposal, please contact us at (773) 533-7200.

Sincerely,

Lucia Chavez de Hollister
Lucia Chavez de Hollister
President

910 W. VAN BUREN STREET □ #351 □ CHICAGO □ IL □ 60607 □ PHONE (312) 697-0034 □ FAX (773) 542-9661

AGUIRRE BUILDING MAINTENANCE INC.
"A Minority Contract Service"



October 11, 2004

City of Chicago
Department of General Services
Facilities Management
Tom Simmons
30 N. LaSalle Street, Suite 3700
Chicago, IL 60602

AGUIRRE
GENERAL SERVICES
04 OCT 13 AM 9:37
MAINTENANCE & ADMINISTRATION

RE: Department of Water Management Facility, 1424 W. Pershing, Chicago

Mr. Simmons:

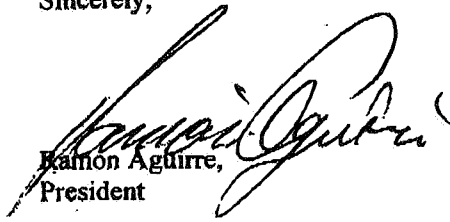
Aguirre Building Maintenance wishes to present this proposal to provide coverage for the Department of Water Management Facility, 1424 W. Pershing.

Our proposal includes 2 full time union employees working Monday ~ Friday, and 1 part-time union employee working a half shift on Saturday & Sunday. Included also in our quotation are all cleaning supply, equipment, and management to operate this facility in a first class manner.

Consumable supply is included in our price. Since this facility is a brand new facility with no record of supply usage, we are basing our supply budget on a similar facility, the 6th District Area 2 Police Station, 7808 S. Halsted Avenue. Should supply usage exceed our budgeted amount, we may have to ask for restitution or modification to this proposal to compensate the additional supply.

Our quotation to maintain and supply this facility is \$3,679.33 per two week period. We will need a signed copy of this letter in order to proceed with this cleaning project and all the relative supply & equipment. Please fax a signed copy to our office if this proposal is acceptable.

Sincerely,


Ramon Aguirre,
President

Cc: Bill Kelly