



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: DEC 03 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 Roofing Materials and Supplies

PO Number: 23830	Specification: 92379
RX Number: 54911	Amount: \$19,780.25

Pursuant to the Municipal Purchasing Act, I am authorizing you to make an Emergency Contract for Roofing Materials and Supplies with Allied Building Products. 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 Roofing Materials and Supplies in the amount of \$19,780.25 but not to exceed \$250,000.00 as requested in your letter dated November 18, 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: 92379



**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
12/3/2010	38	23830	92379	54465022	A		1

DELIVER TO:

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

ORDERED FROM:

ALLIED BUILDING PRODUCTS
16440 S KILBOURN
OAK FOREST, IL 60452

DELIVERY CHARGES to be PREPAID
TITLE TO PASS ON DELIVERY

BUYER: 91803 TOYLA RICE

PO DESCRIPTION: EMERGENCY CONTRACT FOR ROOFING MATERIALS AND SUPPLIES

PO Line	Ship Line	COMMODITY INFORMATION										QUANTITY	UOM	UNIT COST	TOTAL COST
1	1	77072										19,780	USD	1.00	19,780.25
ROOFING MATERIALS AND SUPPLIES- 9.1% MARK-UP OVER COST															
Dist	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST				
1	006	0C10	0382005	1098	220340	0000	11031051	000000	00000	0000	7,554.26				
2	007	0C10	0382005	1598	220340	0000	11031051	000000	00000	0000	7,998.88				
3	002	0497	0382005	4060	220340	0000	90029051	000000	00000	0000	4,227.11				
PO LINE and SHIPMENT LINE TOTAL:														19,780.25	

PURCHASE ORDER TOTAL: 19,780.25

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.

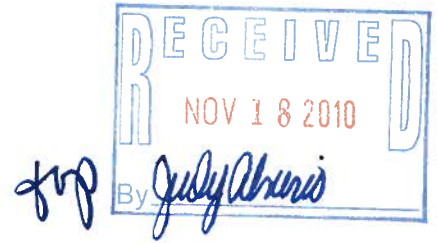
Any deliveries containing overshipments will be reflected unless otherwise authorized in this purchase.

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.



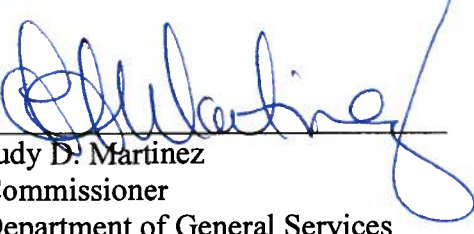
City of Chicago
Richard M. Daley, Mayor
 Department of General Services
 Judy D. Martinez
 Commissioner
 Suite 300
 30 North LaSalle Street
 Chicago, Illinois 60602-2586
 (312) 742-3124
 (312) 744-9883 (FAX)
<http://www.cityofchicago.org>

Memorandum



Date: November 18, 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
 Roofing Materials and Supplies

Judy Alvarez
Gustavo 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 Roofing Materials and 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 Roofing Materials and Supplies in violation of the terms of its contract.

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. This contract will be utilized pending advertisement and award of a new term agreement for Roofing Materials and Supplies. On October 13, 2010, DGS entered Requisition No. 53955 and submitted all required paperwork for this project.

DGS manages over 400 facilities citywide. DGS tradesmen make routine repairs to roofs, as necessary, utilizing the supplies included in the Roofing Materials and Supplies specification. Failure to make these needed repairs may result in costly water damage to the structure and equipment and, in the event of a collapse, personal injury to City employees and patrons. Furthermore, DGS is under strict time restraints to acquire these materials since repairs can not be made during winter months.

In late October, DGS made several telephone inquiries to vendors listed on the city's certified m/wbe database to gauge interest in bidding on an Emergency Contract. None of the vendors certified in construction supplies



or building supplies had the means to provide the required roofing materials. On November 2, DGS solicited bids from three Roofing Suppliers for an Emergency Contract not to exceed \$20,000 for Roofing Materials and Supplies. DGS did not receive any bid submittals. On November 10, 2010, DGS solicited bids from another pool of four Roofing Supply Companies for this project.

They were:

- ABC Supply Co.
- Allied Building Products Corp.
- Gemco Roofing And Building Supply
- Lakefront Roofing Supply

The lowest bid, in the amount of \$19,780.25 was submitted by Allied Building Products Corp. DGS recommends that DPS award an Emergency Contract in the amount of \$19,780.25 to Allied Building Products Corp. for Roofing Materials and Supplies.

DGS has entered Requisition No. 54911 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
J. Bracewell – DPS
T. Rice – DPS
D. Carey – DGS
File

DEPARTMENT OF GENERAL SERVICES
**EMERGENCY CONTRACT FOR PURCHASE OF ROOFING MATERIALS
AND 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, Roofing Materials and Supplies listed on the proposal pages and in accordance with the terms and conditions of this specification.

INTENT

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

DESCRIPTION OF MATERIALS

There are five categories of materials we intend to order based on the proposal pages. Broken down below is a brief description of the categories.

Roofing Sealants

Roofing sealants are used in both the installation and repair process of roofing maintenance. These items are adhesives necessary to adhere roofing materials to the roof system. The sealants are also used for roofing repairs and periodic roof maintenance. The use of these materials assist in providing a water tight seal in and around the various components which make-up the roof system.

Roofing Materials

The items in this category are used to construct the actual roof system. Roofing materials are the top layers of the roofing system that ultimately help provide the water tight seal. These materials are used in conjunction with all the components of the roof system. Each roof will be different depending on the building and use, therefore various types of roof materials will be required for repairs.

Sheet Metal Materials (for roofing)

Similarly to roof materials, these items are used in conjunction with installing the various layers of the roofing system. Roof vents are required to allow for air circulation throughout the roof. Pitch pans are used around roof penetrations to provide a metal cap before the roofing system is applied.

Insulation Materials (for roofing)

The items in this category are the first two layers of the roofing system. Roof insulation is an important component of the roof system. Roof insulation aids in reducing heat transfer through the roof of the building.

Roofing Equipment

These items are necessary to supply City personnel with the proper tools & equipment to apply the various types of roofing materials when installing & repairing a roof system.

PURCHASE ORDER RELEASES

Requests for Roofing Materials and 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 Roofing Materials and 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. The delivery cost will be a direct cost chargeable to the City without any percentage mark-up or additional Contractor profit.

The Contractor must provide, at the time of delivery, copies of a delivery ticket for Roofing Materials and 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 Roofing Materials and 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 is 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 roofing materials and/or

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: 312/744-0010
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 Wednesday, November 10th at 4:00 p.m, Late bids will not be accepted.

**BID SHEET FOR EMERGENCY CONTRACT FOR
ROOFING MATERIALS & SUPPLIES**

	Cost of Materials	X	Mark-Up %	=	Extended Price
1. Roofing Materials & Supplies (*mark up not to exceed 10% over actual cost)	\$18,000		<u>9.1</u> %		\$ <u>19,780.25</u>
TOTAL BID PRICE					\$ <u>19,780.25</u>



Bidders Signature

11/9/10
Date

708 802-6140
Phone Number

Jeff Ford
Bidders Name (print)

Allied Bldg Products
Company Name (print)

Bids are due by Wednesday, November 10th at 4:00 p.m. Late bids will not be accepted.