



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
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>

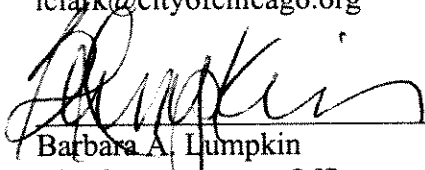
Date: October 18, 2006

To: Michael J. Picardi,
Commissioner

Department: Streets and Sanitation

Attn: Lisa M. Clark

Email: llclark@cityofchicago.org

From: 
Barbara A. Lumpkin
Chief Procurement Officer

Re: Emergency Tree Removal Services

Vendor Number:	50287025	Amount:	\$19,722.50
PO Number:	13212	RX Number:	30388

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to contract for Emergency Tree Removal Services. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet a bona fide emergency.

You are hereby authorized to procure Emergency Tree Removal Services with Brown Tree Service for \$19,722.50 as requested in your letter dated October 6, 2006. Any amount in excess of the \$19,722.50 approved here will be subject to additional authorization and will be limited so as not to exceed the \$250,000.00 limit established by statute.

BAL/ch

cc: Barbara A. Lumpkin
Douglas Yerkes
Lorel Blameuser
Claude Humphrey
Scan
File: (Specification Number: 51603)

NEIGHBORHOODS
Alive!





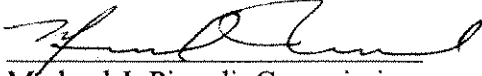
City of Chicago
Richard M. Daley, Mayor

Department of
Streets and Sanitation

Michael J. Picardi
Commissioner

Administrative Services
City Hall, Room 701
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-3997
(312) 744-3267 (FAX)
<http://www.cityofchicago.org>

MEMORANDUM

DATE: October 6, 2006
TO: Barbara A. Lumpkin
Chief Procurement Officer
ATTN: Lorel Blameuser
FROM: 
Michael J. Picardi, Commissioner
Department of Streets and Sanitation
SUBJECT: Request for Emergency Authorization
FMPS Requisition Numbers:
30383,30384,30385,30387,30388,30389,30396
Description: Emergency Tree Removal Services

06 OCT 11 AM 11:26

The Department of Streets and Sanitation is requesting Emergency Contracts for Emergency Tree Removal Services for the Bureau of Forestry.

Due to the storm Monday October 2nd, the Department had to respond to thousands of emergency calls to remove fallen trees. We have one contract in place for this type of service, PO 1393 with Winkler's Landscaping. Due to the magnitude of the storm, Winkler's could not handle the removal on their own. Therefore, we needed to contract with other private companies to assist us in the emergency response.

We are asking for contacts with the following companies:

- SGS Disaster Services
- Nels Johnson Tree Experts
- McGinty Brothers, Inc
- Bartholomew Tree Service
- Brown Tree Service
- Glenwood Tree Experts
- Heneghan Wrecking Company

Please contact Lisa Clark at 744-4667 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

Lisa M. Clark
Assistant to the Commissioner





City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
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>

October 18, 2006

Mr. Ken Brown
Brown Tree Service
PO BOX 611
Mount Prospect, Illinois 60056

Subject: Notification of Award of Emergency Contract
Contract No.: 13212
Specification No.: 51603
Requisition No.: 30388
Project Description: Emergency Tree Removal Services

Dear Mr. Brown,


The City of Chicago has awarded your firm an Emergency contract for Emergency Tree Removal Services per your Invoice # 8706 dated October 9, 2006 for the Department of Streets and Sanitation in the amount of \$19,722.50.

Attached hereto, please find the final Purchase Order print. Please refer to the Specification and Contract numbers listed above when inquiring about the contract. Please note that contracts are available for viewing and downloading on the City of Chicago's website: www.cityofchicago.org/purchasing/.

Please take all necessary action to process the above referenced order.

If you have any questions concerning this matter, please contact Douglas Yerkes, First Deputy Procurement Officer, at 312-744-8267 or dyerkes@cityofchicago.org.

Sincerely,



Barbara A. Lumpkin
Chief Procurement Officer

BAL/ch

cc: Barbara A. Lumpkin
Douglas Yerkes
Lorel Blameuser
Claude Humphrey
Scan
File: (Specification Number: 51603)

NEIGHBORHOODS
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**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: 081-3137 BUR FOREST 3200 S. KEDZIE AVE. Chicago, IL 60623	REQUISITION: 30388 PAGE: 1 DEPARTMENT: 81 - DEPT OF STREETS & SANITATION PREPARER: Lisa M Clark NEEDED: APPROVED: 10/4/2006
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REQUISITION DESCRIPTION

REQUEST EMERGENCY PO FOR STORM REMOVAL SERVICES WITH BROWN TREE SERVICE UP TO \$50,000
 SPECIFICATION NUMBER: 51609

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	96888	50,000.00	USD	0.00	0.00

EMERGENCY STORM REMOVAL SERVICES

SUGGESTED VENDOR:

REQUESTED BY: Lisa M Clark

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	006	0100	0813137	0140	220140	0000	00000000	000000	00000	0000	0.00
LINE TOTAL:											0.00

REQUISITION TOTAL: 0.00

**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
10/21/2006	81	13212	51603	50287025	A		1

DELIVER TO:

081-3137 BUR FOREST
3200 S. KEDZIE AVE.
Chicago, IL 60623

ORDERED FROM:

BROWN TREE SERVICE
PO BOX 611
MOUNT PROSPECT, IL 60056

DELIVERY CHARGES to be PREPAID
TITLE TO PASS ON DELIVERY

BUYER: 21664 CLAUDE HUMPHREY 312-744-7519

PO DESCRIPTION: EMERGENCY TREE STORM REMOVAL SERVICES

PO Line	Ship Line	COMMODITY INFORMATION							QUANTITY	UOM	UNIT COST	TOTAL COST	
1	1	96888						19,723	USD	1.00	19,722.50		
		EMERGENCY STORM REMOVAL SERVICES											
		Dist	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	TOTAL COST
		1	006	0100	0813137	0140	220140	0000	00000000	000000	000000	0000	19,722.50
PO LINE and SHIPMENT LINE TOTAL:											19,722.50		

PURCHASE ORDER TOTAL: 19,722.50

Document on this order will be made upon receipt of an adjacent order transfer from information on this order.

DPS PROJECT CHECKLIST

Spec # 51603 / Proj # 13212



IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE UNIT MANAGER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED, ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

GENERAL INFORMATION:

Date: 10-4-06
REQ No.:

Contact Person: USA ~~FAA~~ Clark
Tel: 4-41667 Fax: 4-3267 E-mail: 11soclark@cityofchicago.org

30383, 30384, 30385, 30387, 30388
~~PO No. (if known):~~ 30389, 30390

Project Manager:
Tel: Fax: E-mail: @cityofchicago.org

Modification No.: (if known):

Previous PO No.: (if known):

Project Description: TREE EMERGENCY -> EMERGENCY PO'S

FUNDING:

- City: Corporate Bond Enterprise Grant* Other
State: IDOT/Transit IDOT/Highway Grant* Other
Federal: FHWA FTA FAA Grant* Other

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	\$ DOLLAR AMOUNT
01	06	100	81	3137	0140	0146				

Estimated Value \$ 50,000 each

*IF GRANT FUNDED, A COPY OF THE APPROVED GRANT AND APPLICATION ARE REQUIRED and any other Terms and Conditions that may apply.

SCOPE STATEMENT:

Attached is a Detailed Scope of Services and/or Specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR DPS TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE THE SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT UNIT.

The following is a general description of what should be included in a Scope of Services or Specification:
A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

NEW REQUEST

- Blanket Agreement
 Standard Agreement
 Small Orders

MOD/AMENDMENT

- Time Extension
 Vendor Limit Increase
 Scope Change/Price Increase/Additional Line Item(s)
 Other (specify):

FORMS: Requisition Special Approvals Non-Competitive Review Board (NCRB)

CONTRACT TERM: Requested Term (number of months):

PRE BID/SUBMITTAL REQUIREMENTS:

Requesting Pre Bid/Submittal Conference? Yes No Requesting Site Visit? Yes No

INVOICE

Ken Brown

Brown Tree Service

P.O. Box 111
Mount Pleasant, IL 60056



Office: (847) 398-2993
Fax: (815) 338-5953
www.browntree.com
info@browntree.com

October 9, 2006

Page 1



City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Home:
Office: (312) 744-4667
Fax: (312) 744-3267
Mobile:
Alt Phone1:
Alt Phone2:

Invoice #: 8706
Invoice Date: 10/09/2006
Proposal #: 16643
Customer #: 12332
Arborist: Ken
Terms in Days: 15

Item#	Quantity	Service(s) Performed	Item Charge	Item Adj.	Item Amount
1		Remove Tree & Wood All Trees Remove No Stump: Removal of tree as close to soil grade as possible.	10,292.50	0.00	10,292.50

61:1117 21 10090

SubTotal:	10,292.50
Invoice Adjustment:	0.00
State Taxes:	0.00
Local Taxes:	0.00
Invoice Total:	10,292.50
Deposits/Credits:	0.00
Invoice Balance:	10,292.50

PROPOSAL



Brown Tree Service
P.O. Box 8056
Mount Prospect, IL 60056



Office: (847) 398-2993
Fax: (815) 338-5953
www.browntree.com

October 9, 2006

Page 1

Proposal #: 16643
PropDate: 10/03/2006
Customer #: 12332
Arborist: Ken
PropType: G
Prop.Terms: 15

City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Home:
Office: (312) 744-4667
Mobile:
Fax: (312) 744-3267

Item#	Quantity	Description of Services	UnitPrice	Item Amount
1		All Trees Remove No Stump: Removal of tree as close to soil grade as possible.		10,292.50

Wednesday, October 4, 2006 Charges.

Itemized Charges (based on a 12 hour day with 1/2 hour lunch with no pay):

- 5 Man Ground Crew @ \$75.00 per man hour - \$4,312.50
- 2 Chippers with trucks with 2 Operators @ \$110.00 per man hour - \$2,530.00
- 1 Aerial lift truck with 1 Operator @ \$135.00 per man hour - \$1,552.50
- 1 Sterling Log Loader truck with 1 Operator @ \$165.00 per man hour - \$1,897.50

GRAND TOTAL - \$10,292.50 per day.

Any questions, please contact Ken Brown at (cell) 847-846-2117.

Rake lawn and dispose of all debris.

Should you have any questions, or if you wish to make any changes to this Proposal, please do not hesitate to contact us. Payment Terms are Due Upon Completion, or as noted above. Brown Tree Service is Fully Insured. Liability and Workman's Compensation insurance certificates are available upon request. Please sign and return as soon as possible for work to commence.

Proposal SubTotal: 10,292.50
Adjusted Amount: 0.00
Proposal Total: **\$10,292.50**
Required Deposit: 0.00

Client is responsible for marking all underground utilities not marked by J.U.L.I.E. Brown Tree



INVOICE

Brown Tree Service

P.O. Box 1
Mount Prospect, IL 60056



Office: (847) 398-2993
Fax: (815) 338-5953
www.browntree.com
info@browntree.com

October 9, 2006

Page 1



City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Home:
Office: (312) 744-4667
Fax: (312) 744-3267
Mobile:
Alt Phone1:
Alt Phone2:

Invoice #: 8707
Invoice Date: 10/09/2006
Proposal #: 16645
Customer #: 12332
Arborist: Ken
Terms in Days: 15

Item#	Quantity	Service(s) Performed	Item Charge	Item Adj.	Item Amount
1		Remove Tree & Wood All Trees Remove No Stump: Removal of tree as close to soil grade as possible.	9,430.00	0.00	9,430.00

SubTotal: 9,430.00
 Invoice Adjustment: 0.00
 State Taxes: 0.00
 Local Taxes: 0.00
 InvoiceTotal: 9,430.00
 Deposits/Credits: 0.00
 Invoice Balance: 9,430.00

PROPOSAL

Brown Tree Service

Office: (847) 398-2893
Fax: (815) 338-5953
www.browntree.com



P.O. Box 606
Mount Prospect, IL 60056



October 9, 2006

Page 1

City of Chicago
121 N. LaSalle Street - Room 701
Chicago, IL 60602

Home:
Office: (312) 744-4667
Mobile:
Fax: (312) 744-3267

Proposal #: 16645
PropDate: 10/05/2006
Customer #: 12332
Arborist: Ken
PropType: G
Prop.Terms: 15

Item#	Quantity	Description of Services	UnitPrice	Item Amount
1		All Trees Remove No Stump: Removal of tree as close to soil grade as possible.		9,430.00

Thursday, October 5, 2006 Charges.

Itemized Charges (based on a 12 hour day with 1/2 hour lunch with no pay):

- 4 Man Ground Crew @ \$75.00 per man hour - \$3,450.00
- 2 Chippers with trucks with 2 Operators @ \$110.00 per man hour - \$2,530.00
- 1 Aerial lift truck with 1 Operator @ \$135.00 per man hour - \$1,552.50
- 1 Sterling Log Loader truck with 1 Operator @ \$165.00 per man hour - \$1,897.50

GRAND TOTAL - \$9,430.00

Any questions, please contact Ken Brown at (cell) 847-846-2117.

Rake lawn and dispose of all debris.

Should you have any questions, or if you wish to make any changes to this Proposal, please do not hesitate to contact us. Payment Terms are Due Upon Completion, or as noted above. Brown Tree Service is Fully Insured. Liability and Workman's Compensation insurance certificates are available upon request. Please sign and return as soon as possible for work to commence.

Proposal SubTotal:	9,430.00
Adjusted Amount:	0.00
Proposal Total:	\$9,430.00
Required Deposit:	0.00

Client is responsible for marking all underground utilities not marked by J.U.L.I.E. Brown Tree

