



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

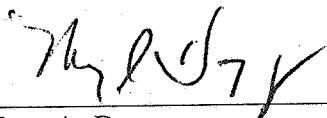
Mary A. Dempsey
Interim Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

Date: July 1, 2005

To: Cheri Heramb, Acting Commissioner
Department of Transportation

Attn: Karen Nowacki

From: 
Mary A. Dempsey
Interim Chief Procurement Officer

Re: Emergency Purchase Order Authorization

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Moore Landscapes, Inc. 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 'Landscaping Services (Maintenance and Watering for the Central Business District)' in the amount of \$250,000.00 as requested in your letter of July 1, 2005. Any amount in excess of the \$250,000.00 approved here will be subject to additional authorization and will be limited so as not to exceed the \$250,000 limit established by statute.

cc: Lourdes Nur
Claude Humphrey





DEPARTMENT OF TRANSPORTATION
DIVISION OF PROJECT DEVELOPMENT

MEMORANDUM

To: Mary A. Dempsey, Interim Chief Procurement Officer
Department of Procurement Services

From: Cheri Heramb, Acting Commissioner
Department of Transportation

Date: July 1, 2005

Subject: Request for Emergency Authorization **RX# 21983**

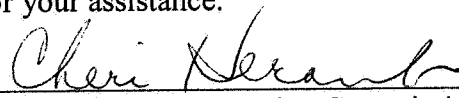
The Department of Transportation requires landscaping services. These services are necessary for the maintenance and watering of the Central Business District summer floral container displays, including hanging baskets, sidewalk planters, and City Hall, Cultural Center, Riverwalk, and CBD window boxes. In addition, landscaping services are needed for the 42nd Ward Aldermanic Menu project, Chicago River Locks maintenance, and the installation of additional hanging baskets and river boxes, as requested by the Mayor's Office as part of the central business district greening initiative. These services are required to fill an immediate need because of delays in awarding the Floral Container RFP and Comprehensive Centralized Landscape Services Contracts. At this time, there are no other existing contracts for these services.

The seriousness of the situation is compounded by the ongoing drought, which is extremely detrimental to the city's enormous investment in plant material. The loss in the Central Business District floral alone would be approximately \$500,000. Replacing the plant material at River Locks would cost over \$300,000. Please see the attached detailed account of the nature of the emergency. Accordingly, the Department of Transportation is requesting emergency authorization for this purchase in the amount of \$250,000.

Attached please find a price quotation from Moore Landscapes, Inc and The Brickman Group, Ltd. We are recommending Moore Landscapes, Inc for the following reasons: Moore Landscapes has performed the following work under the expired contract T-25346 for multiple years thus is familiar with the project requirements and anticipates the work load. Moore Landscapes provided initial overview and floral installation of these projects, which will allow for an efficient and expedited project completion. In addition, Moore Landscapes submitted the lowest price quotation.

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.

Please contact Karen Nowacki at 312.744.7080 if you have any questions. Your attention to this matter is greatly appreciated. Thank you for your assistance.


Cheri Heramb, Acting Commissioner



Emergency Purchase Order

Written account detailing the nature of the emergency

Contract T-25346, the contract utilized for GreenStreets' projects, expired October 31, 2004. It was anticipated that the Floral Container RFP and the CLS contract would be awarded in time for the 2005 spring and summer seasons. To date, the contracts have yet to be awarded. We are requesting an emergency purchase order for the maintenance and watering of the 2005 summer Central Business District floral container displays, the 42nd Ward Aldermanic Menu project, Chicago River Locks maintenance, and the installation of new hanging baskets and river boxes, per the Mayor's Office. The Central Business District summer floral container displays, including hanging baskets, sidewalk planters, and City Hall, Cultural Center, Riverwalk, and CBD window boxes, were installed by Moore Landscapes Inc under an existing blanket release. Without proper maintenance and watering the floral displays will not survive. In addition, it is the expectation of the Alderman and the community that the landscaped parkway in the 42nd ward be completed by July 20. Given that the River Locks are a gateway into the city, the maintenance of the area is crucial.

PROPOSED EMERGENCY PURCHASE ORDER

Moore Landscapes, Inc.

Site	Activity	Month	Cost
WASHINGTON GINGKO SIDEWALK PLANTERS 6 - 36" square concrete planters	Plant Care/Maintenance	Jul	\$ 75.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 154.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 194.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 154.00
	Clean up / Removal	Oct	\$ 35.00
CENTRAL BUSINESS DISTRICT WINDOW BOXES 151 - 3'x1' window boxes	Plant Care/Maintenance	Jul	\$ 1,120.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 3,870.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 4,835.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 2,964.00
	Clean up / Removal	Oct	\$ 906.00
PRINTER'S ROW PLANTERS 8 - 2'6" diameter concrete planters 1 Fountain annual bed, approximately 300 square feet	Plant Care/Maintenance	Jul	\$ 75.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 210.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 260.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 210.00
	Clean up / Removal	Oct	\$ 48.00
RANDOLPH SIDEWALK PLANTERS 55 - 2'10"x2'10" concrete planters	Plant Care/Maintenance	Jul	\$ 410.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 1,410.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 1,765.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,080.00
	Clean up / Removal	Oct	\$ 330.00

PROPOSED EMERGENCY PURCHASE ORDER

Moore Landscapes, Inc.

WABASH SIDEWALK PLANTERS 75- 3'6" diameter circular concrete planters	Plant Care/Maintenance	Jul	\$ 560.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 1,922.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 2,400.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,472.00
	Clean up / Removal	Oct	\$ 450.00
RIVERWALK 196 - 3' x 1' WINDOW BOXES	Plant Care/Maintenance	Jul	\$ 1,460.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 5,024.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 6,272.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 3,848.00
	Clean up / Removal	Oct	\$ 1,176.00
MARIANO PARK 2 annual beds, approximately 120 square feet	Plant Care/Maintenance	Jul	\$ 105.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 1,025.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 1,280.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,040.00
	Clean up / Removal	Oct	\$ 240.00
CHICAGO RIVER LOCKS	Plant Care/Maintenance	Jul	\$ 1,986.00
	Plant Care/Maintenance	Aug	\$ 1,986.00
	Plant Care/Maintenance	Sept	\$ 1,680.00
	Plant Care/Maintenance, fall clean up, irrigation shut down	Oct	\$ 2,740.00
CITY HALL 70 - 3'x1' Window boxes	Plant Care/Maintenance	Jul	\$ 560.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 1,796.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 2,240.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,376.00
	Clean up / Removal	Oct	\$ 560.00

PROPOSED EMERGENCY PURCHASE ORDER

Moore Landscapes, Inc.

CULTURAL CENTER 120 - 30" x 12" Window Boxes Gallery 37 annual bed - approximately 20 square feet	Plant Care/Maintenance	Jul	\$ 940.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 3,075.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 3,840.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 2,880.00
	Clean up / Removal	Oct	\$ 960.00
HANGING BASKETS approximately 660 - 24" diameter poly molded hanging baskets approximately 412 - 24" diameter wire hanging baskets	Plant Care/Maintenance	Jul	\$ 11,505.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 44,500.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 55,625.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 24,800.00
	Clean up / Removal	Oct	\$ 3,600.00
42ND WARD PARKWAY LANDSCAPING PROJECT Supply and Install Taxus media 'Runyan' or 'Everlow' Supply and Install Pachysandra (1,360 plants) Supply and Install Soil - mix of top soil and Leaf mulch Supply and Install Grade A shredded hardwood bark mulch Bed Preparation - Excavate 4" down, remove, and mix in new soil (930 SF) Landscape Maintenance Water - 1,000 gallons	QUANTITY	UNIT COST	TOTAL COST
	47 EACH	\$ 95.00	\$ 4,465.00
	26 EACH	\$ 81.00	\$ 2,106.00
	11.5 CUYD	\$ 95.00	\$ 1,092.50
	7 CUYD	\$ 85.00	\$ 595.00
	66 HR	\$ 75.00	\$ 4,950.00
	175 HR	\$ 33.00	\$ 5,775.00
	11 EACH	\$ 450.00	\$ 4,950.00
MAYORAL REQUESTS Supply and Install Hanging Basket Hardware per light pole Install Hanging Basket Hardware per light pole Supply and Install River Window Box Supply and Install Soilless mix	QUANTITY	UNIT COST	TOTAL COST
	2 EACH	\$ 2,096.00	\$ 4,192.00
	3 EACH	\$ 110.00	\$ 330.00
	48 EACH	\$ 122.00	\$ 5,856.00
	215 CUFT	\$ 3.00	\$ 645.00
			\$ 249,984.50

PRICE QUOTATION THE BRICKMAN GROUP, LTD.

GreenStreets 2005 Summer Season Cost Proposal (The Brickman Group, Ltd.)

Site *	Activity *	Month	Cost **
WASHINGTON GINGKO SIDEWALK PLANTERS 6 - 36" square concrete planters	Plant Care/Maintenance	Jul	\$ 148.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 248.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 248.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 99.00
	Clean up / Removal	Oct	\$ 49.00
CENTRAL BUSINESS DISTRICT WINDOW BOXES 151 - 3'x1' window boxes	Plant Care/Maintenance	Jul	\$ 4,483.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 6,229.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 5,483.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 2,492.00
	Clean up / Removal	Oct	\$ 1,246.00
PRINTER'S ROW PLANTERS 8 - 2'6" diameter concrete planters 1 Fountain annual bed, approximately 300 square feet	Plant Care/Maintenance	Jul	\$ 692.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 990.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 892.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 396.00
	Clean up / Removal	Oct	\$ 198.00
RANDOLPH SIDEWALK PLANTERS 55 - 2'10"x2'10" concrete planters	Plant Care/Maintenance	Jul	\$ 1,516.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 2,270.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 2,116.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 908.00
	Clean up / Removal	Oct	\$ 454.00

PRICE QUOTATION THE BRICKMAN GROUP, LTD.

GreenStreets 2005 Summer Season Cost Proposal (The Brickman Group, Ltd.)

WABASH SIDEWALK PLANTERS 75- 3'6" diameter circular concrete planters	Plant Care/Maintenance	Jul	\$ 2,076.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 3,095.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 2,876.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,238.00
	Clean up / Removal	Oct	\$ 619.00
RIVERWALK 196 - 3' x 1' WINDOW BOXES	Plant Care/Maintenance	Jul	\$ 6,175.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 8,085.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 7,761.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 3,234.00
	Clean up / Removal	Oct	\$ 1,617.00
MARIANO PARK 2 annual beds, approximately 120 square feet	Plant Care/Maintenance	Jul	\$ 256.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 370.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 336.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 148.00
	Clean up / Removal	Oct	\$ 74.00
CHICAGO RIVER LOCKS	Plant Care/Maintenance	Jul	\$ 1,664.00
	Plant Care/Maintenance	Aug	\$ 2,080.00
	Plant Care/Maintenance	Sept	\$ 1,664.00
	Plant Care/Maintenance, fall clean up, irrigation shut dow	Oct	\$ 4,196.00

PRICE QUOTATION THE BRICKMAN GROUP, LTD.

GreenStreets 2005 Summer Season Cost Proposal (The Brickman Group, Ltd.)

CITY HALL 70 - 3'x1' Window boxes	Plant Care/Maintenance	Jul	\$ 2,012.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 2,890.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 2,612.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,156.00
	Clean up / Removal	Oct	\$ 578.00
CULTURAL CENTER 120 - 30" x 12" Window Boxes Gallery 37 annual bed - approximately 20 square feet	Plant Care/Maintenance	Jul	\$ 3,092.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 4,990.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 4,892.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 1,996.00
	Clean up / Removal	Oct	\$ 998.00
HANGING BASKETS approximately 660 - 24" diameter poly molded hanging baskets approximately 412 - 24" diameter wire hanging baskets	Plant Care/Maintenance	Jul	\$ 28,300.00
	Watering, Fertilization, and Plant Care/Maintenance	Aug	\$ 44,220.00
	Watering, Fertilization, and Plant Care/Maintenance	Sept	\$ 42,452.00
	Watering, Fertilization, and Plant Care/Maintenance	Oct	\$ 17,688.00
	Clean up / Removal	Oct	\$ 8,844.00

TOTAL \$ 244,441.00

* as detailed in the Scope of Services

** Refer to the Scope of Services when completing the cost proposal

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. 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.

RX# 21983

PROJECT
 Date: 7/1/05
 ID No (Spec, RX, Project): 38024
 Department: CDOT
 Bureau: Division of Project Development
 Contract No(if known): _____
 Project Title/Description: _____

Contact Person: Jim Bracewell
 Tel: 4-3106 Fax: 4-4399 E-mail: _____
 Project Manager: Karen Nowicki
 Tel: 4-7080 Fax: _____ E-mail: _____
 Estimated Value \$ 250,000

SCOPE STATEMENT

Attached is a detailed scope of services and/or specification

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

The following is a general description of what would 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)

Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency

FORMS

F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)

* Additional F-forms may be required-refer to attached list

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____
 Funding Strip(s): 05 0480 084214S 8009 220000 48004151

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP

Requested Contract Term (y/m/d): N/A

PRE BID/SUBMITTAL REQUIREMENTS

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

N/A

Company Code
 Plant
 Cost Center
 Category
 Source
 Currency
 Budget
 Batch Name
 Journal Name
 Journal Description

List - Text: **OBM Projects**
 List - Text: **OBM Project Budgets**
 List - Text: **USD**
 List - Text: **CITY_APPROP**
 Text:
 Text:
 Text: **GREENSTREETS 2005**

Upl	Period	BFY	FUND	COST CENTER	APPROP RIATION	ACCOUNT	ACTIVITY	PROJECT	REPORTING CATEGORY	GENERAL	FUTURE	Debit	Credit
	List - Text						List - Text					Value	Value
	APR-05	005	0480	0842145	8009	220000	0000	48004151	000000	00000	0000	1,047,335.00	
Totals:												1,047,335.00	

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