AUTHORIZATION TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT FOR FUEL SUPPLY AND VEHICLE MAINTENANCE SERVICES WITH THE CITY OF CHICAGO

To the Honorable Board of Commissioners:

RECOMMENDATION
It is recommended that the Board of Commissioners approve the attached Resolution authorizing the Chief Executive Officer ("CEO") or his designee to execute an Intergovernmental Agreement ("IGA") with the City of Chicago, acting through its Department of Fleet and Facility Management, for fuel, vehicle maintenance, car wash and road and towing services in an amount not-to-exceed $150,000 for the period January 1, 2014 to December 31, 2016, with one two-year option exercisable at the CEO or his designee's discretion, subject to funding availability and satisfactory contract performance, in an amount not-to-exceed $100,000 for the period of January 1, 2017 to December 31, 2019, for an aggregate not-to-exceed contract value of $250,000.

FUNDING
CHA General Fund

SOLICITATION SUMMARY
Vendor:
City of Chicago Department of Fleet and Facility Management
30 North LaSalle Street, 3rd Floor
Chicago, IL 60602

Compliance Information
N/A

M/W/DBE Participation:
N/A

GENERAL BACKGROUND
The current IGA with City of Chicago for fuel and vehicle maintenance services expires December 31, 2013. The IGA was entered into to allow the CHA to maintain its vehicles used for official CHA business. Under this Agreement, the Department of Fleet and Facility Management provided fuel, car wash, road and towing services to CHA owned vehicles at the City of Chicago fleet rate.
A pricing study has determined that the prices extended to the CHA by the Department of Fleet and Facility Management remain considerably lower than those available in the private market.

Based upon the foregoing, it is in the best interest of the CHA to enter into an Intergovernmental Agreement for a period of three (3) years with the City of Chicago Department of Fleet and Facility Management, with one option to renew the Agreement for a period of three (3) additional years for fuel, car wash, road and towing services for the CHA owned vehicles at the "Fleet" rate.

The Board action recommended in this item complies in all material respects with all applicable Chicago Housing Authority board policies and all applicable federal (HUD) procurement laws.

The SVP of Asset Management concurs with the recommendation to enter into an Intergovernmental Agreement with the City of Chicago Department of Fleet and Facility Management to provide fuel, vehicle maintenance, car wash, and road and towing services for CHA vehicles.

The CEO/President recommends the approval to enter into an IGA with the City of Chicago Department of Fleet and Facility Management to provide fuel, vehicle maintenance, car wash, and road and towing services for CHA vehicles for a three-year base period in an amount not-to-exceed $150,000, with one two-year option for $100,000, exercisable at the CEO or his designee's discretion, subject to funding availability and satisfactory contract performance for an aggregate not-to-exceed amount of $250,000.
RESOLUTION NO. 2013-CHA-108

WHEREAS, the Board of Commissioners has reviewed the Board Letter dated November 13, 2013, titled “AUTHORIZATION TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT FOR FUEL SUPPLY AND VEHICLE MAINTENANCE SERVICES WITH THE CITY OF CHICAGO”;

THEREFORE, BE IT RESOLVED BY THE CHICAGO HOUSING AUTHORITY

THAT

the Board of Commissioners authorizes the Chief Executive Officer (“CEO”) or his designee to execute an Intergovernmental Agreement with the City of Chicago, acting through its Department of Fleet and Facility Management, for fuel, vehicle maintenance, car wash and road and towing services in an amount not-to-exceed $150,000 for the period January 1, 2014 to December 31, 2016, with one, two-year option for the period of January 1, 2017 to December 31, 2019 exercisable at the CEO or his designee’s discretion, subject to funding availability and satisfactory contract performance, in an amount not-to-exceed $100,000 for an aggregate not-to-exceed contract value of $250,000.

APPROVED

NOV 19 2013

Board of Commissioners
Fuel Supply and Equipment Maintenance and Repair Agreement

By and Between

The City of Chicago

By and Through

The Department of Fleet and Facilities Management (2FM)

And

The Chicago Housing Authority

This Fuel Supply and Equipment Maintenance and Repair Agreement (the “Agreement”), is made and entered into as of January 1, 2014 (the “Effective Date”) by and between the City of Chicago (the “City”), a municipal corporation and home rule unit of government under Article VII, Section 6(a) of the 1970 Constitution of the State of Illinois, by and through its Department of Fleet and Facilities Management (“2FM”), and the Chicago Housing Authority (“CHA”), an Illinois municipal corporation.

RECITALS:

WHEREAS, the CHA wishes to purchase fuel and other auxiliary liquids from the City; and

WHEREAS, the CHA desires to have access to the City’s fueling sites and the City desires to give the CHA access to its fueling sites; and

WHEREAS, gas cards will be used to control fuel usage and for invoicing; and

WHEREAS, CHA desires 2FM to maintain and repair certain CHA Equipment (as hereinafter defined) on a regular basis (such maintenance and repair work as detailed in Article Threa is defined herein as the “Work”); and

WHEREAS, each and every time Work is performed on any piece of Equipment, 2FM will prepare a detailed work order to document the parts and labor for the Work performed; labor hours for Work performed will be billed at the agreed upon shop rate of One Hundred Fifteen Dollars ($115.00) per hour, and parts used as a Work assignment will be billed to CHA at the invoiced cost to 2FM; and
WHEREAS, ZFM's authority to execute this agreement is stated at City Municipal Code Section 2-51, and the CWA Board has authorized execution of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto hereby agree as follows:

AGREEMENT:

Article One: Incorporation of Exhibits

The exhibits stated above are an integral part of this Agreement and are hereby incorporated into this Agreement by reference and made a part hereof.

Article Two: Fuel and Services

2.01 Prior to the execution of this Agreement, the CHA will provide the CWA with copies of all documents evidencing title to CHA's vehicles. CHA shall provide the CWA with reasonable access to its books and records relating to all vehicles which are owned and operated by the CHA and which are utilizing the City's fueling system in accordance with the terms of this Agreement.

2.02 The CHA shall have access to all of the City's fueling sites, which are listed on Exhibit A attached hereto, throughout the term of this Agreement.

2.03 The cost of unleaded and diesel fuel shall be the cost of such fuel to the City, including all applicable taxes, plus an additional charge of 35 cents per gallon (the charge of 35 cents per gallon shall be referred to as the "Per Gallon Charge"). The Per Gallon Charge shall cover the costs of transmission fluid, oil, antifreeze, and windshield wiper solvent provided to the CHA's vehicles.

2.04 The City shall issue a gas card to these individuals designated by CHA. Upon the initial issuance of a card or the issuance of a replacement card, the CHA shall pay the City a non-refundable fee of $15 per card.

2.05 Within 30 days after the end of each month, the City shall send a statement to the CHA which details fuel consumption by vehicle for such month and which will also state the amount of fuel consumed by the CHA to date (the "Monthly Statement"). Independent reports for unleaded and diesel fuel usage will be provided. The CHA will pay all invoices submitted by ZFM within 30 days of the invoice date. If the CHA fails to pay an invoice than the City may cease service and terminate this Agreement by providing written notice to the CHA. Unpaid invoices over 60 days shall result in a 1.5% late fee on any outstanding balance, or the maximum allowed by law.
Article Three: The Work

3.01 Equipment.

Exhibit B lists the CHA equipment (the "CHA Equipment" or "Equipment") subject to this Agreement. CHA reserves the right to add and/or delete mutually agreed upon units to the Equipment list stated in Exhibit B.

3.02 Work Transition Dates/Prior Contracts

2FM will begin performing Work on the Equipment on a mutually agreed upon date.

3.03 Description of Work.

(a) Small Repairs, Routine Maintenance. 2FM will perform small repairs, routine maintenance, wear services, and preventative maintenance on Equipment as requested by CHA or, when the CHA otherwise approves a 2FM work order for the Work desired.

(b) Large Repairs. If large repairs on a unit of Equipment are indicated (either by request of the CHA or by recommendation of 2FM), then a specific document in the form of Exhibit C authorizing large repairs must be signed by the designated CHA representative. For purposes of this section, "large repairs" are repairs to a unit of Equipment costing individually or in the aggregate Three Thousand Five Hundred Dollars ($3,500) or more by 2FM's good faith estimate.

(c) Description of Repairs. 2FM is prepared to provide full service Work to CHA. Work on Equipment may include, but not be limited to, maintenance and repairs to mechanical components, engine, body work, glass, electrical systems, hydraulic systems and tires, and other Work, and may include repair and/or replacement of parts. All Work will be performed by trained service technicians.

(d) Subcontracted Work. 2FM has several subcontractors with vendors to perform various types of repair work on vehicles. If the Work that is required on CHA Equipment is Work that 2FM has subcontracted to a vendor, such vendor may perform the required Work on CHA Equipment. 2FM will pass-through the charges for the Work performed by subcontracted vendors to the CHA at the contracted service price per unit including parts plus a five percent (5%) administrative fee. 2FM will bill for such passed-through charges as a part of its regular billing to CHA. CHA reserves the option to subcontract with vendor other than the City of Chicago to perform various types of repair work on vehicles, for which CHA will directly pay the vendor. 2FM will inform CHA of any unusual P.M. (preventative maintenance) notifications as they occur.
(e) **Cost of Work.** All labor hours for Work performed will be billed utilizing the agreed upon shop rate of One Hundred Fifteen Dollars ($115.00) per hour (the "Shop Rate"). 2FM will review its Shop Rate on an annual basis and determine whether to adjust the Shop Rate to reflect increases in 2FM’s labor costs or other associated costs with performing the Work. The effective date of any changes shall be January 1st of the following year. If there is a change in the Shop Rate, CHA reserves the right to terminate within one hundred eighty (180) days of the effective new date of such Shop Rate change with no increase to the originally agreed Shop Rate.

(f) **Scheduling and Prioritizing.** 2FM reserves the right to control and adjust the scheduling of any Work and the priority of any specified Work. Consistent with its overall scheduling and priority requirements as a City Department, 2FM will use its best efforts to perform all Work in a timely manner. CHA must provide 2FM with a current Daily Equipment Requirement Listing.

(g) **Delivery and Pickup.** Unless otherwise agreed to by 2FM, CHA will be responsible for delivery of Equipment to 2FM’s maintenance locations and will be responsible for pick-up of Equipment when Work is completed. CHA, however, reserves the right to invoke the provisions stated in paragraphs 3.04 and 3.10. CHA will be responsible for delivery, coordination and shuttle for those purposes as appropriate and as determined by CHA. Shuttle and delivery of CHA Equipment to and from the outside vendor from 2FM facilities will be the responsibility of 2FM.

3.04 **Wash Service: Contract Commercial Locations.**

Upon development of policies and guidelines for this purpose, and at CHA’s option, CHA may utilize 2FM’s account at the various commercial wash service locations in the City under contract with 2FM and listed in Exhibit D for cars and smaller trucks. If CHA uses this service, 2FM will pass-through the wash service charges, to CHA at the contracted wash service prices per unit plus a five percent (5%) administrative fee. 2FM will bill for such passed through charges as a part of its regular billing to CHA. 2FM’s billing for this service must include the vehicle’s ID number (V.I.N.) and the name and badge number of the CHA employee who delivers a vehicle for wash service.

3.05 **Emissions Testing/Other Governmental Requirements.**

As owner of the Equipment, CHA is responsible for meeting emission test requirements and other governmental requirements applicable to its non-revenue Equipment. 2FM has no responsibility or duty under this Agreement for emission testing or other owner responsibilities. If Equipment fails to meet emission test requirements, then 2FM will repair any such Equipment to a 2FM work order approved by CHA and under the provisions of this Agreement.
3.06 Parts.

On June 7, 2000, the City Council approved ordinance authorizing an agreement between 2PM and Genuine Parts Company doing business as NAPA Auto Parts ("NAPA") for parts supply and parts management. NAPA performs the parts inventory supply management and delivery functions. 2PM will charge CHA for parts used in the Work on a pass-through basis, dollar-for-dollar. Changes to CHA will include a five percent (5%) mark-up to cover administrative fees and consumable materials used in the performance of maintenance and/or repair services. Such consumable products typically include items such as engine lubricants/cleaners, oils, oil filters, etc.

3.07 Road Service.

2PM will provide road service for CHA Equipment at the agreed upon Shop Rate plus one-half hour travel time for each road service call performed by one technician.

3.08 Towing.

At the option of CHA, 2PM will provide towing services for disabled Equipment. Towing services will be provided by 2PM's regular private contractor towing services under contract with 2PM. The contract cost for towing will be passed-through to CHA, dollar-for-dollar. Charges to CHA will be based on vendor invoices plus a five percent (5%) mark-up to cover administrative fees. 2PM will bill for each passed-through change as a part of its regular billing to CHA. 2PM will provide CHA with current contract pricing for each town. 2PM will update price lists as changes occur.

3.09 Defective Workmanship.

(a) CHA Inspection. CHA agrees to promptly inspect completed Work within seven (7) days and to promptly bring Re-Work to 2PM's attention. 2PM agrees to make a good faith determination whether any Work is a new assignment or Work which qualifies as Re-Work. Re-Work will be performed by 2PM at no cost to CHA.

(b) Correction. Both 2PM and CHA agree that they will work in good faith and harmony and with full cooperation to resolve any issues arising from or out of Re-Work.

3.10 Manufacturer Recall

Upon receipt of notification of manufacturer's recall from CHA, 2PM will coordinate the manufacturer's recall work through its respective dealership network.

3.11 Representatives/Dispute Resolution.

(a) Representatives. 2PM's representative to administer this Agreement is named in
Exhibit E-1 (the “2FM Representative”). CHA’s representative to administer this Agreement is named in Exhibit E-2 (the “CHA Representative”). Both 2FM and CHA will also appoint an Alternate Representative to serve in the event the Primary Representative is unable to serve.

(b) Dispute Resolution. If the 2FM Representative and the CHA Representative cannot agree on a resolution of issues arising from or out of this Agreement, including but not limited to:

(i) Work within the scope of this Agreement;
(ii) Work Scheduling;
(iii) Changes for Work;
(iv) Re-Work;
(v) Changes for Re-Work;
(vi) Work Priorities; and
(vii) Work under manufacturer’s or dealer’s warranty;

then, the 2FM Representative will promptly report any such disagreement to the Commissioner of 2FM (the “Commissioner”) and the CHA Representative will promptly report to the CHA’s Director of Procurement and Contracts. The Commissioner and the CHA Director of Procurement and Contracts are responsible for promptly resolving any such disagreement in good faith and in a cooperative manner.

Article Four: Compensation

4.01 Beginning one month after the Effective Date, CHA will pay all invoices submitted by 2FM within thirty (30) days from the invoice date. If CHA fails to pay an invoice, then the City may cease the Work and terminate this Agreement by providing written notice to CHA. Unpaid invoices over sixty (60) days shall result in a one and five-tenths percent (1.50%) late fee on any outstanding balances.

4.02 Within thirty (30) days after execution of this Agreement, or such longer period of time as agreed to by the Commissioner, CHA will provide 2FM with copies of all active warranties for the Equipment and the duration of the warranties. If 2FM discovers that the Work to be done on a certain piece of Equipment is covered by a warranty, 2FM will notify CHA of such warranty, and 2FM and CHA will decide at that time how the Work will be performed. If the Work is performed on Equipment under a warranty by an entity other than 2FM, 2FM reserves the right to inspect such Work after it is performed. 2FM shall not be responsible for Work that is performed on
Article V: Term

5.01 The term of the Agreement shall commence on the Effective Date and shall expire on December 31, 2016 (the “Expiration Date”) or until the Agreement is terminated in accordance with its terms, whichever occurs first. The parties shall have the right to extend the Agreement for a (2) year term commencing on the Expiration Date and expiring on December 31, 2018; provided, however, that the Agreement will not automatically renew and extend unless a written agreement to extend the Agreement extending is executed by both parties, or if either party terminates this Agreement in accordance with Section 5.02 below.

5.02 Either party may terminate this Agreement upon ninety (90) days prior written notice to the other.

Article VI: Consent

Whenever the consent or approval of one or both parties to this Agreement is required hereunder, such consent or approval shall not be unreasonably withheld.

Article VII: Notice

Notices to the CHA shall be addressed to:

Chicago Housing Authority
60 East Van Buren Street, 13th Floor
Chicago, Illinois 60605
Attention: Senior Vice President, Asset Management

and

Office of the General Counsel
Chicago Housing Authority
60 E. Van Buren St, 12th Floor
Chicago, IL 60605
Attention: Chief Legal Officer

Notice to the City shall be addressed to:

Commissioner
Department of Fleet and Facilities
Management (2PM)
30 North La Salle Street
Room 300
Chicago, Illinois 60602

and

Corporation Counsel
City Hall, Room 600
121 North La Salle Street
Chicago, Illinois 60602
Attention: Finance and Economic Development Division

Unless otherwise specified, any notice, demand or request required hereunder shall be given in writing at the addresses set forth above, by any of the following means: (a) personal service; (b) electronic communications, whether by text, telegram, telecopy or facsimile (fax) machine; (c) overnight courier; or (d) registered or certified mail, return receipt requested.

Such addresses may be changed when notice is given to the other party in the same manner as provided above. Any notice, demand or request sent pursuant to either clause (a) or (b) above will be deemed received upon such personal service or upon dispatch by electronic means. Any notice, demand or request sent pursuant to clause (c) above will be deemed received on the day immediately following deposit with the overnight courier and if sent pursuant to clause (d) above will be deemed received two (2) days following deposit in the mail.

Article Nine: Assignment; Binding Effect

8.01  This Agreement or any portion thereof may not be assigned by either party without prior written consent of the other party.

8.02  This Agreement shall inure to the benefit of and shall be binding upon the City, CHA and their respective successors and permitted assigns. This Agreement is intended to be and is for the sole and exclusive benefit of the parties hereto and such successors and permitted assigns.

Article Nine: Modifications

This Agreement may not be altered, modified, or amended except by written instrument signed by all of the parties hereto.

Article Ten: Compliance with Laws

The parties hereto will comply with all federal, state, and municipal laws, ordinances, rules and regulations relating to this Agreement.
Article Eleven: Governing Law and Sovereignty

This Agreement is governed by the laws of the State of Illinois. If any provision of this Agreement is held or deemed to be or shall in fact be inexpedient or unenforceable as applied in any particular case in any jurisdiction or jurisdictions in all cases because it conflicts with any provision or provisions hereof or any constitution, statute, ordinance, rule of law or public policy, or for any reason, then such circumstances will have the effect of rendering any other provision or provisions contained herein invalid, inexpedient or unenforceable to any extent whatsoever. The invalidity of any one or more phrases, sentences, clauses or sections contained in this Agreement will not affect the remaining portions of this Agreement or any part hereof.

Article Twelve: Counterparts

This Agreement may be executed in one or more counterparts, each of which is an original.

Article Thirteen: Entire Agreement

This Agreement constitutes the entire agreement between the parties and cannot be modified or amended except by mutual written agreement of the parties.

Article Fourteen: Authority

Execution of this Agreement by ZFM is authorized by Section 2-51 of the City Municipal Code. Execution of this Agreement by CHA is authorized by Resolution of the CHA’s Board of Commissioners adopted on 11/14/2013. The parties represent and warrant to each other that they have the authority to enter into this Agreement and perform their obligations thereunder.

Article Fifteen: Headings

The headings and titles of this Agreement are for convenience only and shall not influence the construction or interpretation of this Agreement.

Article Sixteen: Disclaimer of Relationship

Nothing contained in this Agreement, nor any act of ZFM or CHA shall be deemed or construed by any of the parties hereto or by third persons, to create any relationship of third party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving ZFM and CHA.

Article Seventeen: Construction of Words

The use of the singular form of any word herein shall also include the plural, and vice versa. The use of the active form of any word herein shall also include the masculine and feminine
forms, the masculine form shall include feminine and neutral and the feminine form shall include masculine and neutral.

Article Eighteen: No Personal Liability

No member, officer, employee or agent of 2FM or CHA shall be individually or personally liable in connection with this Agreement.

Article Nineteen: Insurance

19.01. During the term of the Agreement, CHA and 2FM shall maintain insurance policies or self-insure for the following insurance requirements:

(a) Workers' Compensation as prescribed by applicable law covering all employees who are to provide a service under this Agreement and Employer's Liability coverage with limits of not less than One Hundred Thousand Dollars ($100,000) for accident or illness.

(b) Commercial General Liability Insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage liability.

(c) When any motor vehicles (owned and hired) are used in connection with Work to be performed, CHA shall provide Automobile Liability Insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence for bodily injury and property damage.

Article Twenty: Mutual Indemnification

2FM hereby agrees to indemnify and hold harmless CHA and its directors, officers and employees (the "CHA Indemnities") from and against any and all liabilities, losses, damages, fines, or expenses, including reasonable attorneys' fees, suffered by, or asserted or brought against CHA Indemnities resulting from or arising out of any claim, lawsuit, demand, loss, settlement or judgment, of any nature whatsoever, brought by any person or party arising out of or with respect to the services provided herein or, or any failure of performance, negligent performance or wrongful performance of 2FM or its directors, officers, employees, agents or subcontractors hereunder.

CHA hereby agrees to indemnify and hold harmless the City, 2FM and their respective officials, its directors, officers and employees (the "2FM Indemnities") from and against any and all liabilities, losses, damages, fines, or expenses, including reasonable attorneys' fees, suffered by, or asserted or brought against 2FM Indemnities resulting from or arising out of any claim, lawsuit, demand, loss, settlement or judgment, of any nature whatsoever, brought by any person or party arising out of or with respect to the services provided herein or, or any failure of performance, negligent performance or wrongful performance of CHA or its directors, officers,
employees, agents or subcontractors hereunder.

In Witness Whereof, each of the parties has caused this Agreement to be executed and delivered as of the date first written above.

City of Chicago, Illinois by and through the
Department of Fleet and Facilities Management (2FM)

By: [Signature]
Commissioner
Department of Fleet and Facilities Management (2FM)

Chicago Housing Authority

By: [Signature]

Printed Name: LINDA RILEY MITCHELL
Title: CHIEF FINANCIAL & ADMINISTRATIVE OFFICER

Approved as to form and legality
CHICAGO HOUSING AUTHORITY
Office of the General Counsel

By: [Signature]
Scott W. Amorelli
Chief Legal Officer
**Schedule of Exhibits**

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<thead>
<tr>
<th>Exhibit</th>
<th>Description</th>
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<tbody>
<tr>
<td>A</td>
<td>List of City Feeding Sites</td>
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<td>B</td>
<td>List of CHA Equipment</td>
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<tr>
<td>C</td>
<td>2FM form for authorizing large repairs</td>
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<td>D</td>
<td>2FM Wash Service locations</td>
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DEPARTMENT OF FLEET & FACILITY MANAGEMENT
FLEET OPERATIONS
EQUIPMENT ASSESSMENT SIGN-OFF

The Department of Fleet Management is currently repairing the equipment identified below for your specific agency / department.

The cost of repairs to this unit has reached a threshold of $3,000.00 which requires sign off by an authorized agent from your agency / department.

The following is presented:

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<th>CURRENT ESTIMATED MARKET VALUE</th>
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<tr>
<th>ESTIMATED COST OF REPAIR (Detailed Assessment Attached)</th>
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<td>LABOR $</td>
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Comments:

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ESTIMATE PREPARED BY: ___________________________  CFM Signature: ___________________________  Date: ____________

NAME: ___________________________  TITLE: ___________________________

AGENCY / DEPARTMENT SIGN OFF & AUTHORIZATION

NAME: ___________________________  DATE: ____________

TITLE: ___________________________  DEPT: ___________________________

☐ Approved  ☐ Disapproved

If Disapproved  Junk: ☐Yes ☐No ☐Other
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<tr>
<th>No.</th>
<th>Car Wash Business</th>
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<tr>
<td>1.</td>
<td>Don Holmes Wash Works, Inc.</td>
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<td>2.</td>
<td>Uptown Service Station, Inc.</td>
<td>4800 N. Broadway</td>
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<td>3.</td>
<td>Fast Car Wash</td>
<td>7130 N. Western Avenue</td>
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<td>4.</td>
<td>Speedy Car Wash Co.</td>
<td>5724 N. Lincoln</td>
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<td>5.</td>
<td>Rental Car Wash, Inc.</td>
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<td>6.</td>
<td>Car Wash Partners, Ola Bert's Car Wash</td>
<td>1231 W. Grand Avenue</td>
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<td>7.</td>
<td>J&amp;J Car Wash Express</td>
<td>340 W. 31st Street</td>
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<tr>
<td>8.</td>
<td>Look'n Good Car Wash</td>
<td>3540 S. Halsted</td>
</tr>
<tr>
<td>9.</td>
<td>Quality Car Wash</td>
<td>1339 E. 50th Street</td>
</tr>
<tr>
<td>10.</td>
<td>Quality Car Wash</td>
<td>7215 S. Stony Island Ave</td>
</tr>
<tr>
<td>11.</td>
<td>Quality Car Wash</td>
<td>7936 S. Virginia Avenue</td>
</tr>
<tr>
<td>12.</td>
<td>Quality Car Wash</td>
<td>644 E. 67th Street</td>
</tr>
</tbody>
</table>
**PROCUREMENT AND CONTRACTS DEPARTMENT**

**ROUTING SLIP**

**PURCHASE ORDERS TO BE SIGNED**

**Procurement Specialist:** Carlyn E. Augustave  
**Date:** February 19, 2014

**CONCERNING:**

<table>
<thead>
<tr>
<th>Regulation Number</th>
<th>Purchase Order Number</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-1</td>
<td>66308-1</td>
<td>Administrative Services</td>
</tr>
</tbody>
</table>

**ACTION REQUESTED:** Purchase Orders/Invoice Payments against a Contract

<table>
<thead>
<tr>
<th>ROUTE TO</th>
<th>ACTION</th>
<th>DATE RECEIVED</th>
<th>DATE RELEASED</th>
<th>INITIALS</th>
<th>DELAY REASON</th>
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</thead>
<tbody>
<tr>
<td>Compliance Specialist</td>
<td>1</td>
<td></td>
<td>3/19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance Manager</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Procurement Specialist</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>DC Management Review</td>
<td>2</td>
<td></td>
<td>2/21</td>
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<tr>
<td>Procurement Specialist</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attachments:**

- Purchase Order
- Notice to Proceed from Modifications-If applicable
- Requisition
- Modifications-If applicable
- Notice to Proceed from Contract
- Board Letter from Contract
- Utilization Plan with schedules A, B, & C
- Contract (Except Office Depot/Inter City)
- Insurance Certificate Approved from Risk
- Board Letters for Modifications-If applicable
- Debarred Listing (EPLS/LDP) – N/A

This action and related documents above have been reviewed, is correct, and conforms to DPC procurement policy, procedures and template. Any changes required have been noted and processed.

**Procurement Specialist**  
**Date:** 2/21/14

Revised: January 28, 2014
## DEPARTMENT OF PROCUREMENT AND CONTRACTS
### Compliance Utilization Plan

<table>
<thead>
<tr>
<th>% Prime</th>
<th>Administrator</th>
<th>Functional Advisor</th>
<th>Project Manager</th>
<th>Prime Contractor</th>
<th>Consultant</th>
<th>Owner</th>
<th>Contractor</th>
<th>Subcontractor</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.23%</td>
<td></td>
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</tr>
</tbody>
</table>

### MBE/WBE/DBE Utilization

<table>
<thead>
<tr>
<th>MBE/WBE/DBE Subcontractor</th>
<th>African American</th>
<th>Asian</th>
<th>Hispanic</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td>$0.00</td>
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</tr>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**TOTAL Committed Dollars:** $0.00
**TOTAL Given 1%:** 0.00
**TOTAL Given 2%:** 0.00
**TOTAL Given 3%:** 0.00

**Total Committed are based on the total contract value.**

### Section 3 Utilization

<table>
<thead>
<tr>
<th>Tier I</th>
<th>Tier II</th>
<th>Tier III</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**NOTE:** Tier I Section 3 portions will be filled in order of preference matching with the development or building where the work is being performed, then LUMB candidates, then LUMS candidates, and so on. Resident Services places all Section 3 positions through their Job Order process.

### Comments

**COMMENTS:**

NA - MBE/WBE/DBE and Section 3 not applicable.
Exhibit E-1

Department of Fleet and Facility Representative

Melissa Bravo
Deputy Commissioner
Department of Fleet and Facility Management
30 North LaSalle, Room 300
Chicago, IL 60602

Mjld.bravo@cityofchicago.org
Exhibit E-2

Chicago Housing Authority
Ken Tempel
Warehouse Manager
Administrative Services
60 E. Van Buren St.
Chicago, IL 60605
(312) 935-2618
ktameal@thacha.org

and Janice Jones
Executive Administrative Assistant
Administrative Services
60 E. Van Buren St.
Chicago, IL 60605
(312) 913-3156
ljones@thacha.org
June 21, 2013

CHA Department of Procurement and Contracts
60 East Van Buren
Chicago, IL 60605

Re: CHA – Chicago Housing Authority

To Whom It May Concern:

Please be advised that the City of Chicago is self-insured for its liability exposures.

Sincerely,

[Signature]

Susan L. Schmitz
Risk Manager

cc: Jennifer Maul, Risk Analyst, Finance