



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)

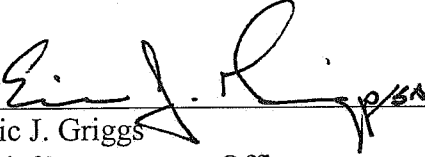
<http://www.cityofchicago.org>

MEMORANDUM

Date: April 23, 2004

To: Alfred Sanchez, Commissioner
Department of Streets and Sanitation

Attn: Charlene Wortman

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Tow Notification Mailing Program

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from HRT High Response Technology. 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 Tow Notification Mailing Program Services in the amount of \$24,354.00 as requested in your letter of April 21, 2004. Any amount in excess of the \$24,354.00 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





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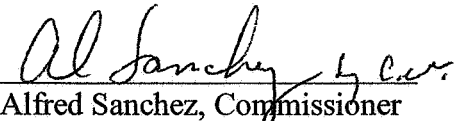
Department of
Streets and Sanitation

Al Sanchez
Commissioner

City Hall, Room 700
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4611
(312) 744-5317 (FAX)
(312) 744-2971 (TTY)
<http://www.ci.chi.il.us>

TO: Eric J. Griggs
04 APR 21 PM 3:35 Chief Procurement Officer

ATTN: Steve Geocaris, Managing Deputy

FROM: 
Alfred Sanchez, Commissioner
Department of Streets and Sanitation

SUBJECT: Request Emergency Approval
Vendor: HRT High Response Technology
Description: Tow Notification Mailing Program, Continuation
of Services

DATE: April 21, 2004

The Department of Streets and Sanitation is requesting further emergency approval for the continuation of services for the above referenced mailing program.

The department is currently working with Acxiom on an existing city-wide contract for the transfer of these services. At the current time it is estimated that it will take an additional 4 weeks for document conversion and testing, and an additional 6 to 8 weeks before Acxiom will have full capabilities to generate all required notifications.

The quantity of notices varies from week to week. We estimate an average of 1500 per week at 1.395 each for \$2029.50 per week, estimated 12 weeks for contract transition, resulting in an emergency request for \$24,354.00. Your consideration in this matter is appreciated.

cc: John Sullivan
Bill Bresnahan
Mike Sullivan
File

