



MEMORANDUM

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>

Date: May 18, 2004

To: Miguel d'Escoto, Commissioner
Department of Transportation

Attn: Gilbert Quinones

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Top Soil North Region

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Orland Soil Contractors. 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 Top Soil in the amount of \$39,995.20 as requested in your letter of May 7, 2004. Any amount in excess of the \$39,995.20 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





May 7, 2004

City of Chicago
Richard M. Daley, Mayor

Department of Transportation

Miguel d'Escoto
Commissioner

Alfred Conner
Deputy Commissioner

Bureau of Streets
1501 West Pershing Road
Chicago, Illinois 60609
(312) 747-5236
(312) 747-8309 (FAX)
(312) 744-7215 (TTY)

www.cityofchicago.org/transportation

ERIC J. GRIGGS
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street – Room 403
Chicago, Illinois 60602

RE: PULVERIZED TOPSOIL TO BE USED NORTH OF MADISON STREET.

Dear Mr. Griggs:

The Department of Transportation, Bureau of Streets is requesting an emergency purchase of pulverized topsoil to be used North of Madison Street not to exceed \$40,000.00. The Department of Transportation is working in conjunction with the Department of Procurement Services to put in place a new contract to supply pulverized topsoil. Currently no contract exists to purchase this item.

We request that 3,555 tons of pulverized topsoil to be used North of Madison Street, be obtained by way of an emergency purchase. This amount should satisfy the Bureau of Streets need for pulverized topsoil for the ^{North} ~~South~~ area for approximately three months until a new contract is awarded. Price quotes have been obtained from three (3) vendors and are attached.

If additional information is required, please contact Lou Langone at 312-744-5717. Your help in expediting our request at your earliest convenience will be greatly appreciated.

Sincerely

Miguel d'Escoto
Commissioner

Originated by:

ALFRED CONNER
Deputy Commissioner

cc: C. Heramb J. Goliber G. Quinones L. Langone

