



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: August 24, 2004

To: Mary A. Dempsey, Commissioner
Chicago Public Library

Attn: Maria Ligammari

From: Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request 3M Theft Detection System

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from 3M. 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 3M Theft Detection System in the amount of \$14,926.00 as requested in your letter of August 13, 2004. Any amount in excess of the \$14,926.00 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





City of Chicago
Richard M. Daley
Mayor

Chicago Public Library

Administration
 Mary A. Dempsey
Commissioner

Board of Directors
 Jayne Carr Thompson
President

Cristina Benitez
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 Chicago, Illinois 60605
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www.chicagopubliclibrary.org

August 13, 2004

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Eric J. Griggs approved
8/23/04

Mr. Eric Griggs
 Chief Procurement Officer
 Department of Procurement Services
 121 N. LaSalle Street, Room 403
 Chicago, Illinois 60602

Attention: Steve Geocaris, Managing Deputy Director

RE: Request Authorization for Emergency Procurement of 3M Theft Detection System

Dear Mr. Griggs,

3M provides all of the theft detection equipment for the Chicago Public Library and most of the books procured by CPL arrive tagged with 3M theft detection strips. The contract has long been expired and while we are currently working with 3M on the specifications for a new sole source contract, we are prohibited from purchasing any new equipment.

The Garfield-Ridge Branch Library will complete construction in October and is scheduled to open in December 2004. Theft detection equipment for newly constructed libraries is normally procured through the general contractor of the project. Garfield-Ridge is unique in that it is a newly constructed **leased** facility, whereby CPL does not procure capital equipment through the general contractor.

The equipment needed is one 3M Model 3802 Security System, Dual Corridor with buried cable, one 3M Model 764 Book Resensitizer and one 3M Model 930 Book Desensitizer. The total cost is \$14,926 and includes installation and a 15-month service agreement.

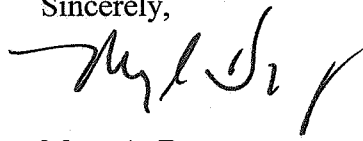
The theft detection system must be installed well in advance of the scheduled opening since books will be delivered in early October. If we are not able to promptly procure the theft detection equipment, we will be forced to delay the opening. Therefore, I am requesting authorization for emergency procurement of the 3M theft detection equipment for the Garfield-Ridge Branch Library.

If you have any questions or require further information, please contact Maria Kellner Ligammari at 747-4290, or Ann O'Connor at 747-4291.

Chicago Public Library: READ, LEARN, DISCOVER!

Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary A. Dempsey". The signature is fluid and cursive, with a long horizontal stroke at the beginning and a large, sweeping flourish at the end.

Mary A. Dempsey
Commissioner

MAD:mkl

Cc: Kathy Biel, Deputy Commissioner, Finance & Administration
Joselyn W. Bell, Director of Finance
Mort Coburn, Director of Library Building Programs
Tim Hickey, Asst. Director, Library Building Programs
Maria Kellner Ligammari, Contracts Coordinator
Ann O'Connor, Contracts Expediter