



MEMORANDUM

City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Eric J. Griggs
Chief Procurement Officer

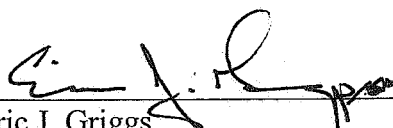
City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: May 10, 2004

To: Miguel d'Escoto, Commissioner
Department of Transportation

Attn: Gilbert Quinones

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Aluminum Street Name Signs

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Metallic. 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 Aluminum Street Name Signs in the amount of \$39,615.00 as requested in your letter of May 5, 2004. Any amount in excess of the \$39,615.00 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. Geocariss





City of Chicago
Richard M. Daley, Mayor

Department of Transportation

30 North LaSalle Street
Suite 1100
Chicago, Illinois 60602-2570
(312) 744-3600

www.cityofchicago.org/transportation

May 5, 2004

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

04 MAY -5 PM 8:30

RE: EMERGENCY PURCHASE OF ALUMINUM (STREET-NAME) SIGN
BLANKS TO BE USED SOUTH OF MADISON STREET.

Dear Mr. Griggs:

The Department of Transportation, Bureau of Signs and Markings is requesting an emergency purchase of aluminum street name sign blanks to be used South of Madison Street not to exceed \$40,000.00. The Department of Transportation is working in conjunction with the Department of Procurement Services to develop specifications for a contract that will include aluminum street name sign blanks. Currently no contract exists to purchase the items.

We ask that 5,700 aluminum street sign blanks and brackets be purchased by way of an emergency purchase order. This amount should satisfy our regular sign program approximately three months until a new Term Agreement is awarded. Price quotes have been obtained from four (4) 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:

Robert W. McDarrah
Deputy Commissioner

cc: R. McDarrah J. Goliber G. Quinones L. Langone R. Vallone

