



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)

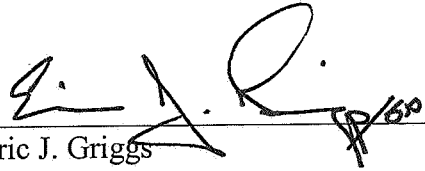
<http://www.cityofchicago.org>

MEMORANDUM

Date: September 7, 2004

To: Richard A. Rice, Commissioner
Department of Water Management

Attn: Lance Lewis

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Elevator Repairs

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Kone. 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 Elevator Repairs in the amount of \$39,999.00 as requested in your letter of August 30, 2004. Any amount in excess of the \$39,999.00 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





MEMORANDUM 048-3 9/7/04

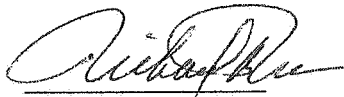
9/7/04
approved
Eric J. Griggs

City of Chicago
Richard M. Daley, Mayor
Department of Water Management
Richard A. Rice
Commissioner

TO: Eric J. Griggs
Chief Procurement Officer

Bureau of Administrative Support

Julie Hernandez-Tomlin
Deputy Commissioner

FROM: 
Richard A. Rice
Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-7089
(312) 747-7889 (FAX)

www.cityofchicago.org/
watermanagement

SUBJECT: Elevator Repairs

DATE: August 30, 2004

The Department of Water Management is requesting an Operational Emergency in the amount of \$39, 999.00 for the repair and maintenance of elevators throughout the department. The urgent need to repair and maintain these elevators are essential for the operation of our facilities.

Kone Elevators Incorporated is the vendor that will service the elevators.

Your approval of this emergency request will be greatly appreciated.

CC: Julie Hernandez-Tomlin
Steven Geocaris

RAR:ltl

