



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: June 7, 2004

To: James Law, Executive Director  
Mayor's Office of Special Events

Attn: Veronica Thomas

From:   
Eric J. Griggs  
Chief Procurement Officer

Re: Emergency Request Rental of Van's

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Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Ace Rent a Car. 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 the Rental of Van's in an amount not to exceed \$40,000.00 as requested in your letter of May 28, 2004. Any amount in excess of the \$40,000.00 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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6-4-09  
approved  
E. J. Griggs

City of Chicago  
Richard M. Daley, Mayor

May 28, 2004

Mayor's Office of  
Special Events

James Law  
Executive Director

City Hall, Room 703  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-3315  
(312) 744-8523 (FAX)  
(312) 744-2964 (TTY)

Eric Griggs  
Chief Procurement Office  
Department of Procurement Services  
City Hall-Room 403  
121 North LaSalle Street  
Chicago, Illinois 60602

<http://www.cityofchicago.org/specialevents>

RE: EMERGENCY PROCUREMENT REQUEST

Dear Mr. Griggs:

The Mayor's Office of Special Events request to rent vans for Mayor's Daley's Jumping Jack Program.

15 Passenger and extended cargo are required to transport seasonal Jumping Jack personnel and accompanying equipment to various different sites throughout the City of Chicago. The extended cargo vans are used strictly to transport no more than one person + driver along with accompanying equipment and the 15 passengers are used to transport personnel. However, occasionally the seats are removed and they are used to transport minimal equipment and a higher amount of personnel.

Initially, vans were acquired through the city-wide blanket agreement with Budget a Car. However, nor Budget or Enterprise Rent a Car carry the vans needed for this program. Our department along with Fleet Management researched this matter, seeking at least one company for this last minute requirement, therefore, we found Ace Rent a Car.

After contacting many rent a car companies, (Enterprise, Budget, Hertz, Alamo, Avis and Pride) none of which could either supply our numbers and/or meet our delivery schedule.

Our estimated cost for the this procurement is \$40,000 and delivery is needed immediately.



The vendor information is as follows:

Ace Rent a Car  
2985 Mannheim Road  
Des Plaines, IL 60018  
(847)297-3350  
Mike Russo

If additional information is needed on this matter, feel free to contact Tom Gray (312)744-6517 or Veronica Thomas (312)744-0568.

Thank you for your assistance with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Jim Law". The signature is fluid and cursive, with the first name "Jim" and last name "Law" clearly distinguishable.

James Law  
Executive Director

cc: Steve Geocaris, DPS  
Tom Gray, MOSE  
Veronica Thomas, MOSE