



## MEMORANDUM

City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Eric J. Griggs  
Chief Procurement Officer

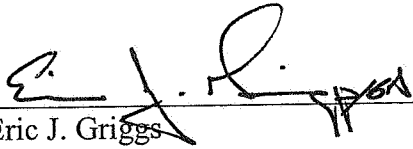
City Hall, Room 403  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-4900  
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

Date: June 21, 2004

To: Mary Ellen Caron, Commissioner  
Department of Children and Youth Services

Attn: Jenny Schuler

From:   
Eric J. Griggs  
Chief Procurement Officer

Re: Emergency Request Kids Tech Expo

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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 KB, Inc. 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 Sponsorship of Kids Tech Expo in the amount of \$25,000.00 as requested in your letter of June 17, 2004. Any amount in excess of the \$25,000.00 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





MEMORANDUM

04 JUN 17 PM 4:37

City of Chicago  
Richard M. Daley, Mayor

TO: Eric J. Griggs  
Chief Procurement Officer

Chicago Department of  
Children and Youth Services

ATTN: Steve Geocaris  
Deputy Procurement Officer

Mary Ellen Caron  
Commissioner

FROM: Mary Ellen Caron  
Commissioner

*approved.  
Eric J. Griggs  
6-21-04*

Executive Office  
2nd Floor  
1615 West Chicago Avenue  
Chicago, Illinois 60622  
(312) 743-0300  
(312) 743-0400 (FAX)  
(312) 746-5445 (TTY)

DATE: June 17, 2004

<http://www.cityofchicago.org>

RE: Emergency Contract  
KB, Inc.

CDHS is requesting an Emergency Contract for the above-referenced vendor in the amount of \$25,000 for sponsorship of the Kids Tech Expo.

Splitting from the Department of Human Services, the Department of Children and Youth Services has relied upon numerous departments in its transition period. Unfortunately, with many other changes within the City, a few things have "fell between the cracks". KB, Inc. is suggesting that they will no longer provide the sponsorship necessary for this contract if they are not promptly compensated.

KB, Inc. which began in February of this year by preparing the Kids Tech Expo Teacher Guide. Their Tech Advisory Board worked with middle and high school teachers and principals to navigate the contestants through the Technology Contest written submissions which were due June 6<sup>th</sup>.

We are currently in the evaluation phase of those submissions and the "fun" part for the kids. Children are scheduled for field trips and the Awards Ceremony is at the beginning of October. This would be the wrong message to send to the participating children.

If you should have any questions regarding this request, please contact Jenny Schuler at 743-1055.

