



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)

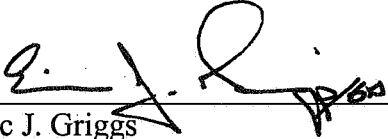
<http://www.cityofchicago.org>

MEMORANDUM

Date: October 7, 2004

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

Attn: Lance Lewis

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Fire Extinguisher Calibration Services

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Fire-Pro, Fire Equipment Co. 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 Fire Extinguisher Calibration Services in the amount of \$39,999.99 as requested in your letter of September 15, 2004. Any amount in excess of the \$39,999.99 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
B. Humphrey





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

Richard A. Rice
 Commissioner

Bureau of Administrative Support

Julie Hernandez-Tomlin
 Deputy Commissioner

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

www.cityofchicago.org/watermanagement

September 15, 2004

Mr. Eric J. Griggs
 Chief Procurement Officer
 Procurement Services
 Room 403, City Hall
 121 N. LaSalle Street
 Chicago, Illinois 60602

*Eric J. Griggs
 approved
 10-5-09*

Attn: Sonja Ward

Re: Fire- Pro, Fire Equipment
 Company

Dear Mr. Griggs:

The Department of Water Management is requesting an Operational Emergency in the amount of \$39,999.99 for the annual calibration of fire extinguishers located throughout the Department. A contract to procure these services is pending within the Department of Procurement Services.

Fire-Pro, Fire Equipment Company is the selected vendor.

Your attention to this matter is greatly appreciated.

Sincerely,

Richard A. Rice
 Commissioner

Originated by:

Lance T. Lewis
 Contract Coordinator

CC: Julie Hernandez-Tomlin

