MEMORANDUM

Date: May 10, 2004

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

           Attn: Lance Lewis

From: Eric J. Griggs
           Chief Procurement Officer

Re: Emergency Request Aluminum Sulfate

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from C & S Chemicals. 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 Sulfate in the amount of $33,173.16 as requested in your letter of April 26, 2004. Any amount in excess of the $33,173.16 approved here shall be subject to additional authorization and shall be limited so as not to exceed the $40,000 limit established by statute.
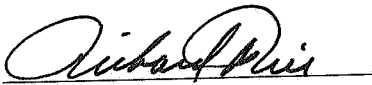
cc:S. Geocaris

MEMORANDUM

TO: Eric J. Griggs
           Chief Procurement Officer

FROM: *[signature]*
           Richard A. Rice
           Commissioner

SUBJECT: Operational Emergency Contract
           Aluminum Sulfate (7)

DATE: April 26, 2004

The Department of Water Management is requesting an Operational Emergency Contract in the amount of $35,775.00 for Aluminum Sulfate liquid. This product is used for the treatment of drinking water and will be used at both plants. The Department of Water Management and the Department of Procurement Services are currently working on a new contract.

Therefore, your approval will be greatly appreciated. GAC MidAmerica, Inc. is the vendor that will provide this product.

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