



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Eric J. Griggs
Acting 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: March 12, 2004

To: Miguel d'Escoto, Commissioner
Department of Transportation

Attn: Gilbert Quinones

From: 
Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Fold Forms

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Lit Form Technologies, 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 Fold Forms in the amount of \$40,000.00 as requested in your letter of March 9, 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. Geocariss





City of Chicago
Richard M. Daley, Mayor

Department of Transportation

Miguel d'Escoto
Commissioner

Cheri Heramb
Deputy Commissioner

Bureau of Administration & Planning
Suite 600

30 North LaSalle Street
Chicago, Illinois 60602-2570
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(312) 744-4399 (FAX)
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www.cityofchicago.org/transportation

March 9, 2004

Eric Griggs
Acting Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street – Room 403
Chicago, Illinois 60602

04 MAR 11 AM 7:58

Re: Emergency purchase for Fold Forms

Dear Mr. Griggs:

The Department of Transportation is requesting an emergency purchase of Fold Forms not to exceed \$40,000.00. The Department of Transportation is working in conjunction with the Department of Procurement Services to develop specifications for a contract that will include the Fold Forms.

The need for the Fold Forms is based on providing safety for the general public, using Fold Forms will shave three (3) days off each project. (Vaulted Sidewalks typically take 21 days to replace). Those three (3) days will decrease the time that a dangerous situation could exist.

The need to purchase the Fold Forms as soon as possible is that the construction season is underway and many of the vaulted sidewalks that currently need replacing are considered dangerous to the public. This purchase order will allow CDOT to replace approximately 100-vaulted sidewalks.

If additional information is required, please contact Louis Langone at 744-5717.

Sincerely

Miguel d'Escoto
Commissioner

Originated by:

Cheri Heramb
Deputy Commissioner
Bureau of Administration and Planning

cc: A. Conner J. Goliber
G. Quinones

