



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

Mary A. Dempsey  
Interim Chief Procurement Officer

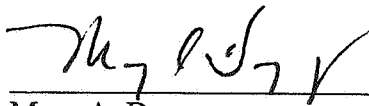
City Hall, Room 403  
121 North LaSalle Street  
Chicago, Illinois 60602  
(312) 744-4900  
(312) 744-2949 (TTY)  
<http://www.cityofchicago.org>

## MEMORANDUM

Date: March 28, 2005

To: Michi Pena, Commissioner  
Department of General Services

Attn: Susan Green

From:   
Mary A. Dempsey  
Interim Chief Procurement Officer

Re: Emergency Purchase Order Authorization

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Monarch Roofing. 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 Roofing Services in the amount of \$51,648.00 as requested in your letter of March 25, 2005. Any amount in excess of the \$51,648.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the \$250,000 limit established by statute.

cc:S. Geocaris  
C. Humphrey





City of Chicago  
Richard M. Daley, Mayor

Department of General Services

Michi E. Peña  
Commissioner

Suite 3700  
30 North LaSalle Street  
Chicago, Illinois 60602-2586  
(312) 742-3124  
(312) 744-9883 (FAX)

<http://www.cityofchicago.org>

March 25, 2005

Mr. Steven Geocaris  
Deputy Procurement Officer  
Department of Procurement Services  
City Hall, Room 403  
121 North LaSalle Street  
Chicago, IL 60602

**Re: REQUEST FOR EMERGENCY AUTHORIZATION  
EMERGENCY PURCHASE ORDER  
Roof Replacement at two Chicago Public Libraries**

Mr. Geocaris,

The Department of General Services is requesting authorization from the Department of Procurement for the ability to procure Professional Roofing Services to replace the roofs at the following Chicago Public Libraries.

- |  |   |
|--|---|
| 1) PORTAGE-CRAGIN LIBRARY<br>5108 W. Belmont Av. | 2) WEST BELMONT LIBRARY<br>3104 N. Narragansett Av. |
|--|---|

In an effort to keep the public safe at these facilities, the Department of General Services cannot afford to wait for the pending Roofing Services Term Agreement to be awarded in order to proceed with this work.

Due to the emergency nature of these projects, Department of General Services has no choice but to request an Emergency Purchase Order to replace these roofs immediately.

Attached is the Scope of Work and Roof Plan for each project for your review.

If you concur with this request, please sign this letter below and return it via fax at 312-744-8843. We will proceed with contacting the vendor, issue a Purchase Order, invoice and authorization letter to the Comptroller's Office..

If you have any questions, you can contact Susan Green at 312-744-6268.

Sincerely,

Michi E. Peña  
Commissioner

APPROVED:

\_\_\_\_\_  
Mary Dempsey, Interim Procurement Officer

*attachments*

cc:	J. Plezbert	J. Albrecht	F. Scalise
	A. Mark	S. Bixler	M. Capecchi
	N. Ahrens	S. Green	file



**EMERGENCY PURCHASE ORDER REQUEST**  
**ROOF REPLACEMENT AT TWO CITY OF CHICAGO PUBLIC LIBRARIES**  
**DEPARTMENT OF GENERAL SERVICES**  
**Bureau of Architecture, Engineering Construction Mgmt**

March 25, 2005

**SUBMITTALS**

**MONARCH ROOFING COMPANY**

13747 S Western Av,  
Blue Island, IL 60406  
*Michael A. Orseno*  
708-371-4500: tel  
708-371-4554: fax

	<b>PORTAGE CRAGIN LIBRARY (3590sf) 5108 W. Belmont, Chicago</b>	<b>WEST BELMONT LIBRARY (10,488sf) 3104 N Narragansett, Chicago</b>
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<b>\$</b>	<b>28,696.00</b>	<b>\$</b>	<b>51,648.00</b>
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**DESSENT ROOFING, INC.**

2738 W Harrison St.  
Chicago, IL 60612  
*Charles J. Dessent, Jr.*  
773-722-3334: tel  
773-722-3672: fax

<b>\$</b>	<b>48,800.00</b>	<b>\$</b>	<b>98,930.00</b>
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