



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Mary A. Dempsey
Interim Chief Procurement Officer

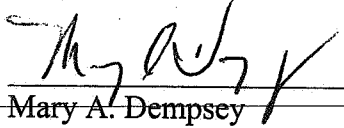
City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

MEMORANDUM

Date: February 25, 2005

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

Attn: Julie Hernandez

From: 
Mary A. Dempsey
Interim Chief Procurement Officer

Re: Emergency Request Sand

Pursuant to Section 2-92-644 of the Municipal Code of Chicago, I am authorizing you to make an Emergency purchase from Ozinga. 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 Sand in the amount of \$38,752.00 as requested in your letter of February 24, 2005. Any amount in excess of the \$38,752.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the \$250,000 limit established by ordinance..

cc:S. Geocaris
C. Humphrey





MEMORANDUM

City of Chicago
Richard M. Daley, Mayor
Department of Water Management
Richard A. Rice
Commissioner
Jardine Water Purification Plant
1000 East Ohio Street
Chicago, Illinois 60611
(312) 744-7001
(312) 744-9631 (FAX)
(312) 744-2968 (TTY)
[www.cityofchicago.org/
watermanagement](http://www.cityofchicago.org/watermanagement)

TO: Mary Dempsey
Interim Chief Procurement Officer
Department of Procurement

FROM: Richard A. Rice *JK*
Richard A. Rice
Commissioner
Department of Water Management

DATE: February 24, 2005

RE: Emergency Request for Sand

The Department of Water Management is requesting an emergency order for sand (commodity 7507770010) in the amount of \$38,752 for the attached locations. The sand is used to mix concrete and is essential for our street crews in operations. We received a quote from Ozinga at \$17.30/ton and we would like authorization to purchase the sand from them.

A contract to purchase sand has been rejected within the Department of Procurement Services. A letter will immediately follow from Water Management to request another bid opening for this commodity.



North District
4900 W Sunnyside
Quantity 200 tons

Central District
3901 S Ashland
Quantity 1380 tons

South District
1040 W 95th St
Quantity 500 tons

South Water District
7521 S Western
Quantity 40 tons

Central Water District
2352 S Ashland
Quantity 120 tons

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: C08 SUNNYSIDE AND LAMON CHICAGO, ILLINOIS 60630 Chicago, IL	REQUISITION: 19616 PAGE: 1 DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMEN PREPARER: Gigi Coleman Brooms NEEDED: APPROVED: 2/24/2005
--	--

REQUISITION DESCRIPTION

Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
1	7507770010	200.00	Ton	17.30	3,460.00

SAND, MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR:

REQUESTED BY: Gigi Coleman Brooms

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0314	0882025	0340	220340	0000	00000000	000000	00000	0000	3,460.00
LINE TOTAL:											3,460.00

REQUISITION TOTAL: 3,460.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: C04 3901 S ASHLAND CHICAGO, ILLINOIS 60609 Chicago, IL	REQUISITION: 19616 PAGE: 1 DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEME PREPARER: Gigi Coleman Brooms NEEDED: APPROVED: 2/24/2005
---	---

REQUISITION DESCRIPTION

Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST						
3	7507770010	1,380.00	Ton	17.30	23,874.00						
SAND, MASON - MASON FA-2 BULK NORTH DISTRICT											
SUGGESTED VENDOR:			REQUESTED BY: Gigi Coleman Brooms								
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0314	0882025	0340	220340	0000	00000000	000000	00000	0000	23,874.00
LINE TOTAL:											23,874.00
REQUISITION TOTAL:											23,874.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
 Requisitions prepared incorrectly will be returned to the using department.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: C07 95TH AND GENOA STREET CHICAGO, ILLINOIS 60643 Chicago, IL	REQUISITION: 19616 PAGE: 1 DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEME PREPARER: Gigi Coleman Brooms NEEDED: APPROVED: 2/24/2005
--	---

REQUISITION DESCRIPTION

Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST
4	7507770010	500.00	Ton	17.30	8,650.00

SAND, MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR:

REQUESTED BY: Gigi Coleman Brooms

DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.
1	005	0314	0882025	0340	220340	0000	00000000	000000	00000	0000	8,650.00
LINE TOTAL:											8,650.00

REQUISITION TOTAL: 8,650.00

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: D25 BUREAU OF WATER DISTRIBUTION SOUTH DITRICT/ PIPE YARD C CHICAGO, ILLINOIS 60620, IL	REQUISITION: 19616 PAGE: 1 DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEME PREPARER: Gigi Coleman Brooms NEEDED: APPROVED: 2/24/2005
--	---

REQUISITION DESCRIPTION

Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
5	7507770010	40.00	Ton	17.30	692.00							
SAND, MASON - MASON FA-2 BULK NORTH DISTRICT												
SUGGESTED VENDOR:						REQUESTED BY: Gigi Coleman Brooms						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0200	0882025	0340	220340	W303	00000000	000000	00000	0000	692.00	
LINE TOTAL:											692.00	
REQUISITION TOTAL:											692.00	

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
 Requisitions prepared incorrectly will be returned to the using department.

**CITY OF CHICAGO
 PURCHASE REQUISITION**

Copy (Department)

DELIVER TO: D30 BUREAU OF WATER DISTRIBUTION BWD-MACHINERY SECTION CHICAGO, ILLINOIS 60608, IL	REQUISITION: 19616 PAGE: 1 DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMEM PREPARER: Gigi Coleman Brooms NEEDED: APPROVED: 2/24/2005
---	--

REQUISITION DESCRIPTION

Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

LINE	ITEM	QUANTITY	UOM	UNIT COST	TOTAL COST							
6	7507770010	120.00	Ton	17.30	2,076.00							
SAND, MASON - MASON FA-2 BULK NORTH DISTRICT												
SUGGESTED VENDOR:						REQUESTED BY: Gigi Coleman Brooms						
DIST	BFY	FUND	COST CTR	APPR	ACCNT	ACTV	PROJECT	RPT CAT	GENRL	FUTR	Dist. Amt.	
1	005	0200	0882025	0340	220340	W303	00000000	000000	00000	0000	2,076.00	
LINE TOTAL:											2,076.00	
REQUISITION TOTAL:											2,076.00	

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
 Requisitions prepared incorrectly will be returned to the using department.

CPAC PROJECT CHECKLIST

For CPAC Team Use Only	
Date Received	_____
Date Returned	_____
Date Accepted	_____

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

PROJECT
 Date: 2/24/2005
 ID No. (Spec, RX, Project): 19616
 Department: Water Management
 Bureau: Operations / Distribution
 Contract No. (if known): _____
 Contact Person: Gili Brown
 Tel: 1-1681 Fax: 7-7078 E-mail: _____
 Project Manager: Jimmy Stauder
 Tel: 2-7083 Fax: 2-7080 E-mail: _____
 Estimated Value \$ 38,762.00

Project Title/Description: Emergency request for sand with Ozuga. For mason sand. Sand is used for construction sites to mix concrete.

SCOPE STATEMENT The locations are 4900 W. Sunnyside, 3901 S. Ashland, 1040 W. 95th, 7521 S. Western and 2352 S. Ashland
 Attached is a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would be included in a Scope of Services or Specification:
 A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute..

TYPE OF PROCUREMENT REQUESTED (check all that apply)

- Competitive Bid RFQ/RFP/RFS/RFI Sole Source** Term Agreement One Shot
 Mod/Amendment Time Extension Additional Funding Small Order S/O Emergency
 Emergency request
 FORMS F-25* (add line item) F-10* (special approvals) SSRB** (sole source approval)
 F-26* (new term agreement) RX (one-shot requisition) OBM Authorization
 F-27* (time extension) APRF (all purpose request form)
 F-29* (change vendor limit)

* Additional F-forms may be required-refer to attached list

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: Corporate Bond Enterprise Grant* Other _____
 State: IDOT/Transit IDOT/Highway Grant* Other _____
 Federal: FHWA FTA FAA Grant* Other _____

LINE	FY	FUND	DEPT	ORGN	APPR	ACTV	OBJT	PROJECT	RPTG	DOLLAR AMOUNT
1/3	05	314	88	2025	0340					0
4/5	05	200	88	2025	0340					
Total: \$ _____										

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: _____

Requested Emergency request for sand with Ozuga for various water locations.
 Contract Term (y/m/d): _____

PRE BID/SUBMITTAL REQUIREMENTS

Requesting Pre Bid/Submittal Conference? Yes No Requesting Conference be Mandatory? Yes No
 Requesting Site Visit? Yes No Requesting Site Visit be Mandatory? Yes No

Seq	Date	Rev	Action	Performed By	Note
				BLAMEUSER, LOREL I	
13	24-FEB-2005		Forward	COLEMAN BROOMS, I	
12	24-FEB-2005		Submit	COLEMAN BROOMS, I	
11	24-FEB-2005	0	Reserve	COLEMAN BROOMS, I	
10	24-FEB-2005	0	Submit	COLEMAN BROOMS, I	
9	24-FEB-2005		Reject	BLAMEUSER, LOREL I	
8	24-FEB-2005		Forward	COLEMAN BROOMS, I	
7	24-FEB-2005		Submit	COLEMAN BROOMS, I	
6	24-FEB-2005	0	Reserve	COLEMAN BROOMS, I	
5	24-FEB-2005	0	Submit	COLEMAN BROOMS, I	

Number **19616**
 Description **Emergency reque**

Type **Purchase Reqi**
 Status **[REDACTED]**

Preparer **COLEMAN BROOMS, GIGI**
 Total **USD 38,752.00**

[34]

Items	Source Details	Details	Currency			
Num	Rev	Category	Description	UOM	Quantity	Price
1	D	75077.	SAND, MASON - MASC	Ton	200	17.3
3	D	75077.	SAND, MASON - MASC	Ton	1380	17.3
4	D	75077.	SAND, MASON - MASC	Ton	500	17.3
5	D	75077.	SAND, MASON - MASC	Ton	40	17.3
	D	75077.	SAND, MASON - MASC	Ton	28	17.3

Destination Type **Expense**
 Requestor **COLEMAN BROOMS, GIGI**
 Organization **CITY OF CHICAGO INVENTO**
 Location **000**
 Subinventory

Source **Supplier**
 Supplier
 Site
 Contact
 Phone

Catalog... Distributions Approve...

