



City of Chicago  
Richard M. Daley, Mayor

Department of  
Procurement Services

David E. Malone  
Chief Procurement Officer

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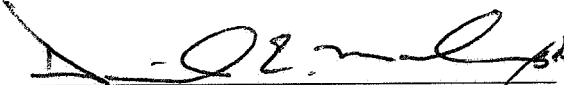
<http://www.cityofchicago.org>

## MEMORANDUM

Date: December 29, 2003

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

Attn: Doug Wedel

From:   
David E. Malone  
Chief Procurement Officer

Re: Emergency Request Laboratory Services

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Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Environmental Health Laboratories. 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 Laboratory Services in the amount of \$40,000.00 as requested in your letter of December 8, 2003. 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. Geocaris  
B. Humphrey





City of Chicago  
Richard M. Daley, Mayor

Department of Water Management

Richard A. Rice  
Commissioner

Bureau of Administrative Support

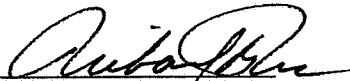
Julie Hernandez-Tomlin  
Deputy Commissioner

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[www.cityofchicago.org/  
watermanagement](http://www.cityofchicago.org/watermanagement)

## MEMORANDUM

**To:** David E. Malone  
Commissioner  
Department of Procurement Services

**From:**   
Richard A. Rice  
Commissioner  
Department of Water Management

**Date:** December 8, 2003

**Re:** Operational Emergency Purchase: Emergency and Quality Assurance Laboratory Services for Department of Water Management's Emergency Response Plan.

In response to the USEPA's requirements for an Emergency Response Plan (due: September 2003) for community water systems under the Public Health Security and Bio-terrorism Preparedness and Response Act of 2002. The Department of Water Management identified Environmental Health Laboratories as an emergency/backup laboratory for the department's Control and Water Purification Laboratories. Even though our department has an extensive laboratory that fulfills many of our routine regulatory and operational analysis, it is sometimes necessary to have a certified independent laboratory to perform emergency analysis as well split sample analysis for quality assurance.

Currently, there is no Laboratory Services contract available to perform emergency tests required by the Department of Water Management. Therefore, it is respectfully requested that an Operational Emergency Purchase of \$40,000 be set-aside for Environmental Health Laboratories, for laboratory services for any unseen situations in the near future. The Division of Water Quality has begun preparing sole source specifications for a future contract with Environmental Health Laboratories for these services.



Finally, your approval of this request is critical for the compliance of the Department of Water Management's Emergency Response Plan that has been submitted to the Environmental Protection Agency. Thank you for your time and assistance in regard to this request.

AS:as