



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

David E. Malone
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

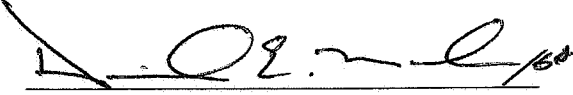
<http://www.cityofchicago.org>

MEMORANDUM

Date: 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 Maintenance Services

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Varian 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 Maintenance 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

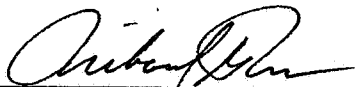
Julie Hernandez-Tomlin
Deputy Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-7089
(312) 747-7889 (FAX)

[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: Varian Incorporated Maintenance Services for the Atomic Absorption Varian Zeeman 400 Graphite Furnace and the Varian ICP Liberty 2000.

The Water Purification Laboratory's Chemistry Unit is certified by the Illinois Environmental Protection Agency (IEPA) to analyze metals in drinking water (i.e. calcium, lead, copper and etc.) via USEPA Method 200.7 using the Atomic Absorption Varian Zeeman 400 Graphite Furnace and USEPA Method 200.9 using the Varian ICP Liberty 2000. Both instruments and methods are needed to analyze the full spectrum of metals regulated by the USEPA. It is necessary that the Department of Water Management continue to analyze for these metals and to maintain regulatory compliance for Chicago's drinking water system.

Unfortunately, due the age of these instruments, the manufacturer, Varian Inc. has retired both instruments from production and preventative maintenance contracts. Currently, new analytical instruments are being purchased to replace both obsolete instruments. However, it is necessary for the Department to try maintaining both instruments in the interim.



Therefore we respectfully, request an Operational Emergency Purchase for \$40,000 awarded to Varian Inc. to be used in the interim for repair parts and emergency service for the Atomic Absorption Varian Zeeman 400 Graphite Furnace and Varian ICP Liberty 2000. Varian Inc. will service these instruments via "time and material" and depending on the availability of replacement parts.

Your approval of this request is critical for the certification of the Chemistry Laboratory and compliance for the Department of Water Management as a whole. Thank you for your time and assistance in regard to this request.

AS:as

October 31, 2003



ATTN: City of Chicago

This letter outlines the current Varian service rates as requested. The following rates have been in effect since October 1st, 2002.

<u>Labor/Travel Rate</u> (8-5pm Mon-Fri; excluding holidays)	\$250/hour
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<u>Overtime Labor/Travel Rate</u> (After 5pm or before 8am Mon-Fri; holiday)	\$375/hour
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All service requests will be billed at a minimum of 2 hours of labor and 1 hour of travel. All rates are subject to change without notice. Parts needed for all repairs will be billed at list price.

The typical response time for an on-site request (with credit approval) is two to four working days from the day the call is received.

Varian also proudly provides our customers with telephone technical support that is superior in the field of analytical instruments. This toll-free telephone support is available for the lifetime of the system (lifetime is defined as five years after the production of the last instrument model). The Varian Technical Support Team can be reach at 800.926.3000.

If you have any additional questions or concerns, please contact me directly at 925.942.4815.

Sincerely,

Jennifer Umbright

Jennifer Umbright
Service Products Specialist
925.942.4815
jennifer.umbright@varianinc.com

October 31, 2003



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(8-5pm Mon-Fri; excluding holidays)

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Jennifer Umbright

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