MEMORANDUM

Date: August 3, 2004

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

Attn: Lance Lewis

From: Eric J. Griggs
Chief Procurement Officer

Re: Emergency Request Hersey Meters

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Hersey. 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 Hersey Meters in the amount of $10,647.90 as requested in your letter of July 19, 2004. Any amount in excess of the $10,647.90 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
MEMORANDUM

TO: Eric Griggs
   Chief Procurement Officer
   Department of Procurement Services

FROM: Richard A. Rice
      Commissioner
      Department of Water Management

RE: Operational Emergency
    Hersey - Meters

ATTN: Vicky Velez

DATE: July 19, 2004

The Department of Water Management is requesting an Operational Emergency in the amount of $10,647.90 for the purchase of water meters to accurately determine the amount of domestic water used and possible waste water discharged as mandated by the Metropolitan Water Reclamation District. The meters will be used at the Department’s South Filtration Plant. The contract to procure these meters has expired. There are no extension options available. Hersey - Meters is the suggested vendor.

Your assistance in this matter is appreciated.

RAR: ltl
CC: Julie Hernandez-Tomlin