MEMORANDUM

Date: August 24, 2004

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

    Attn: Lance Lewis

From: Eric J. Griggs
    Chief Procurement Officer

Re: Emergency Request Aluminum Sulfate

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from GAC Mid America. 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 Aluminum Sulfate in the amount of $31,641.35 as requested in your letter of July 29, 2004. Any amount in excess of the $31,641.35 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 J. Griggs
   Chief Procurement Officer

FROM: Richard A. Rice

SUBJECT: Operational Emergency Contract
         Aluminum Sulfate

DATE: July 29, 2004

The Department of Water Management is requesting an Operational Emergency Contract in the amount of $31,641.35 for Aluminum Sulfate liquid. This product will be used for the treatment of drinking water and will be used at both treatment plants. The Department of Water Management and the Department of Procurement Services are working on a new contract.

Therefore, your approval will be greatly appreciated. GAC Mid America Incorporated is the vendor that will provide this product.

CC: Julie Hernandez-Tomlin