MEMORANDUM

Date: February 11, 2004

To: Alfred Sanchez, Commissioner
Department of Streets and Sanitation

Attn: Charlene Wortman

From: Eric J. Griggs
Acting Chief Procurement Officer

Re: Emergency Request CHA Buy Back Program

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from The Resource Center. 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 CHA Buy Back Recycling Services in the amount of $33,936.04 as requested in your letter of January 7, 2004. Any amount in excess of the $33,936.04 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: David E. Malone
    Chief Procurement Officer

ATTN: Steve Geocaris, Managing Deputy

FROM: Alfred Sanchez, Commissioner
      Department of Streets and Sanitation

SUBJECT: Request Emergency Approval
         Vendor: Resource Center (Not For Profit)
         Description: CHA Buy Back Recycling Program
         Request Amount: $33,936.04
         Contract T99627005-01
         December Invoices

DATE: January 7, 2004

The Department of Streets and Sanitation is requesting emergency approval for the above referenced services. The Resource Center administers a CHA Buy Back Program that employees CHA Residents. The above contract expired on December 1, 2002. The Department of Environment represented a request for the continuation of these services to the Sole Source Committee in mid-November (Req. No. 221). As of this date, the new contract is not in place. Residents of the CHA require payment as soon as possible. This request is being made from the Department of Streets and Sanitation as the program responsibility has been transferred to our Department.

Your consideration in this matter is appreciated. If you have any questions, please contact Charlene Wortman, Contract Administrator at 744-4623.

cc: John Sullivan
    Ed George
    Frank Lindbloom
    File