MEMORANDUM

Date: March 3, 2004

To: Miguel d’Escoto, Commissioner
    Department of Transportation

Attn: Gilbert Quinones

From: Eric J. Griggs
    Acting Chief Procurement Officer

Re: Emergency Request Traffic Control Devices

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Highway Safety Corporation. 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 Traffic Control Devices in the amount of $19,936.61 as requested in your letter of February 24, 2004. Any amount in excess of the $19,936.61 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
February 24, 2004

Mr. Eric J. Griggs  
Acting Chief Procurement Officer  
Department of Procurement Services  
City Hall, Room 403  
121 N. LaSalle Street  
Chicago, IL. 60602

Re: Rental and Replacement of Traffic Control Devices  
Specification No. B9-97582-01  
Emergency Purchase

Dear Mr. Griggs:

Since we are without a contract for this vitally important service at this time, we request your authorization to use the following vendor for our Bridge Operation & Maintenance work:

Highway Safety Corporation  
1756 Armitage Court  
Addison, Illinois 60101  
Daniel J. Melesio, Vice President  
(630) 620-7747 voice; (630) 620-7142 fax

The use is in the amount of $19,936.61 for work performed for December of 2003.

Sincerely,

Miguel d’Escoto  
Commissioner

Originated by:

Thomas H. Powers  
Deputy Commissioner/Chief Engineer  
Bureau of Bridges and Transit

cc: Quinones T. Powers R. Ginsburg Clay-Glanton Catalano Ross Orlando