MEMORANDUM

Date: March 26, 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 USALCO. 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 $15,598.17 as requested in your letter of March 18, 2004. Any amount in excess of the $15,598.17 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  
Commissioner

SUBJECT: Operational Emergency Contract  
Aluminum Sulfate (1)

DATE: March 18, 2004

The Department of Water Management is requesting an Operational Emergency Contract in the amount of $15,598.17 for Aluminum Sulfate liquid. This product is 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 currently working on a new contract.

Therefore, your approval will be greatly appreciated. USALCO is the vendor that will provide this product.