MEMORANDUM

Date: April 25, 2005

To: Miguel d’Escoto, Commissioner
    Department of Transportation

Attn: Gilbert Quinones

From: Mary A. Dempsey
    Interim Chief Procurement Officer

Re: Emergency Purchase Order Authorization

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Tapco Traffic and Parking Control, Inc. 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 Street Sign Posts in the amount of $199,835.52 as requested in your letter of April 20, 2005. Any amount in excess of the $199,835.52 approved here shall be subject to additional authorization and shall be limited so as not to exceed the $250,000 limit established by statute.

cc: S. Geocaris
    B. Humphrey
To: Mary A. Dempsey  
Interim Chief Procurement Officer  
Department of Procurement Services  
121 North LaSalle Street – Room 403  
Chicago, Illinois 60602  

RE: EMERGENCY PURCHASE OF 2-3/8 X 10'8" ROUND PRE-PUNCHED VULCAN BLACK SIGN POSTS

April 20, 2005

Dear Mrs. Dempsey:

The Department of Transportation, Division of In-House Construction (Signs) is requesting an emergency purchase of 2-3/8 X 10'8" round pre-punched Vulcan black signposts to be used city wide not to exceed $199,835.52.

This emergency request is in direct response to the current vendor, Production Dynamics, refusal to ship material ordered by CDOT. Attached, please find the April 1, 2005 letter requesting direction from the Department of Procurement Services on how to proceed with this matter.

CDOT is working in conjunction with the Department of Procurement Services to develop specifications for a contract that will include 2-3/8 X 10'8" round pre-punched Vulcan black signposts. Currently no contract exists to purchase the items.

The 10'8" pipe is used at the majority of the cities intersections. It is installed via the dig method of installation that drives the pipe at least 2' into the ground and leaves the required 7' of clearance above ground. This pipe is used to install over 90% of emergency signs, including:

- STOP SIGNS
- ONE WAYS
- DO NOT ENTER

CDOT is required to install these emergency signs within a 24-hour period. We currently are out of 10'8" pipe.

We ask that 8584 signposts be purchased by way of an emergency purchase order. This amount should satisfy our emergency sign program for approximately 6 months until a new contract is awarded. A price quote has been obtained from Tapco Traffic & Parking Control Co., Inc. see attached.

If additional information is required, please contact Lou Langone at 312-744-5717. Your help in expediting our request at your earliest convenience will be greatly appreciated.

Sincerely,

[Signature]

Miguel d'Escoto  
Commissioner

Originated by:  
[Signature]

Gilberto Quiñones  
Deputy Commissioner  
Division of Administration

Reviewed by: Lou Langone  
[Signature]
cc: M. d'Escoto  T. Powers  C. Heramb  W. Cheaks
    J. Goliber  L. Langone  J. Bracewell  File

(SEE ATTACHMENTS)
### Item Description
- **SP-2793-POST**: POST, 2-3/8" X 10" X 0.089, ROUN, PRE-PUNCHED, VULCAN BLACK, CHICAGO SPEC

### Details
- **Reference #**: POSTS
- **Expires**: 04/21/05
- **Ship #**: 002
- **Terms**: NET 30
- **Wh**: 01
- **Freight**: PREPAID
- **Ship Via**: UPS

### Quantity and Price
- **Quantity**: 8884.00 EA
- **Price**: 23.28 EA

### Total
- **Total**: 199835.52

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**Shipment Within**

**Acceptance By**

**Date**

**By**

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**Thank you for calling TAPCO!!!**

**This offer is subject to terms and conditions shown on reverse side.**