MEMORANDUM

Date: April 27, 2005

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

Attn: Julie Hernandez-Tomlin

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 Down-to-Earth 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 Sand in the amount of $1,135.52 as requested in your letter of April 12, 2005. Any amount in excess of the $1,135.52 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
April 12, 2005

Ms. Mary A. Dempsey
Interim Chief Procurement Officer
Department of Procurement Services
City Hall, Room 403
121 N Lasalle Street
Chicago, IL. 60602

Attn: Claude Humphrey  Re: Increase in amount for
          Emergency Order
          PO's: 7392, 7393, 7395, 7396

Dear Ms. Dempsey,

In October, 2004, the Department of Water Management requested and
received authorization for an emergency purchase for sand. We requested
5 specific quantities be delivered to 5 different locations. The vendor
(Down-to Earth) delivered more sand at 4 of the locations than what was
authorized in the emergency purchase order. We are not able to pay the
vendor the difference of $1,135.52 because it exceeded the approved
purchase order amount. (see attached documents)

We are requesting your approval to pay the remaining balance to the
vendor.

If you have any questions, please call Julie Hernandez-Tomlin, Deputy
Commissioner at 747-7089.

Sincerely,

Richard A. Rice
Commissioner
<table>
<thead>
<tr>
<th>PO #</th>
<th>inv #</th>
<th>PO quantity</th>
<th>quantity pd.</th>
<th>unit price</th>
<th>inv qty - qty pd.</th>
<th>$ amt pd</th>
<th>$ amount</th>
<th>$ still owe</th>
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<td>7383</td>
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<td>194.6</td>
<td>3,356.85</td>
<td>17.25</td>
<td>500</td>
<td>$0.00</td>
<td>$833.85</td>
<td>$333.85</td>
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<td>1955</td>
<td>503.9</td>
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<td>21.50</td>
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<td>3.9</td>
<td>$90.00</td>
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<td>1334.6</td>
<td>25,288.95</td>
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<td>45.4</td>
<td>$882.85</td>
<td>$0.00</td>
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<td>20.50</td>
<td>40</td>
<td>5.5</td>
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<tr>
<td>7396</td>
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<td>120</td>
<td>2,190.00</td>
<td>18.25</td>
<td>120</td>
<td>6.05</td>
<td>$110.41</td>
<td>$0.00</td>
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<td></td>
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<td></td>
<td></td>
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<td>$1,135.56</td>
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<tr>
<td>totals</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td>2240</td>
<td>42,682.81</td>
<td>41,587.25</td>
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3-25-05
**Down to Earth, Inc.**  
233 Dalewood  
Wood Dale, IL 60191  
(630) 350-8844

### BILL TO
Jardine Filtration Plant  
Dept of Water Management  
1000 E Ohio St  
Chicago, IL 60611  
Attn: Julie Hernandez/Tomlin

### SHIP TO
Various  
Chicago, IL

<table>
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<tr>
<th>TERMS</th>
<th>P.O. NO.</th>
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<td>Due on receipt</td>
<td>Vendor 50078901A</td>
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<tr>
<th>DATE</th>
<th>TICKET #</th>
<th>TRUCK #</th>
<th>QTY.</th>
<th>DESCRIPTION</th>
<th>RATE</th>
<th>AMOUNT</th>
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<td>1/1/2005</td>
<td></td>
<td></td>
<td>62.22</td>
<td>Tons of Mason Sand</td>
<td>18.25</td>
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**Total**  
$1,135.52