MEMORANDUM

Date: February 22, 2005
To: Miguel d’Escoto, Commissioner
    Department of Transportation
    Attn: Gilbert Quinones

From: Mary A. Dempsey
    Interim Chief Procurement Officer

Re: Emergency Request Protective Clothing

Pursuant to Section 5/8-10-5 of the Municipal Purchasing Act, I am authorizing you to make an Emergency purchase from Unifirst Corp. 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 Protective Clothing in the amount of $20,000.00 as requested in your letter of February 7, 2005. Any amount in excess of the $20,000.00 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
    C. Humphrey
MEMORANDUM

TO: Mary Dempsey
   Acting Chief Procurement Officer
   Department of Procurement Services

FROM: Miguel d'Escoto
   Commissioner
   Department of Transportation

RE: Emergency Contract For Protective Clothing

DATE: February 7, 2005

The city’s only supplier for protective clothing, G & K Services, Inc. contract is not available for service. The Department of Transportation, Division of In House Construction respectfully requests an emergency purchase for protective clothing from Unifirst Corp in the amount of $50,000.00, or until a new contract is awarded. The greens provide adequate protection against lead poisoning for the employees and are required by the union. Greens are used to prevent tradesmen’s clothes from becoming contaminated, which can cause illnesses if not properly controlled. We require a weekly service of five to seven changes per employee for protection against lead.

The Division of In House Construction requests your immediate attention for an emergency contract, to provide us with the needed garments.

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

Sincerely

[signature]
Miguel d'Escoto
Commissioner

Originated by:

[signature]
Tom Powers
Deputy Commissioner

cc: C. Heramb  W. Cheeks  M. Fornaciari  File
    J. Goliber  G. Quiñones  L. Langone