MEMORANDUM

Date: February 25, 2005

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

Attn: Julie Hernandez

From: Mary A. Dempsey
Interim Chief Procurement Officer

Re: Emergency Request Sand

Pursuant to Section 2-92-644 of the Municipal Code of Chicago, I am authorizing you to make an Emergency purchase from Ozinga. 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 $38,752.00 as requested in your letter of February 24, 2005. Any amount in excess of the $38,752.00 approved here shall be subject to additional authorization and shall be limited so as not to exceed the $250,000 limit established by ordinance.

cc:S. Geocaris
C. Humphrey
MEMORANDUM

TO: Mary Dempsey
Interim Chief Procurement Officer
Department of Procurement

FROM: Richard A. Rice
Commissioner
Department of Water Management

DATE: February 24, 2005

RE: Emergency Request for Sand

The Department of Water Management is requesting an emergency order for sand (commodity 7507770010) in the amount of $38,752 for the attached locations. The sand is used to mix concrete and is essential for our street crews in operations. We received a quote from Ozinga at $17.30/ton and we would like authorization to purchase the sand from them.

A contract to purchase sand has been rejected within the Department of Procurement Services. A letter will immediately follow from Water Management to request another bid opening for this commodity.
<table>
<thead>
<tr>
<th>District</th>
<th>Address</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>North District</td>
<td>4900 W Sunnyside</td>
<td>200 tons</td>
</tr>
<tr>
<td>Central District</td>
<td>3901 S Ashland</td>
<td>1380 tons</td>
</tr>
<tr>
<td>South District</td>
<td>1040 W 95th St</td>
<td>500 tons</td>
</tr>
<tr>
<td>South Water District</td>
<td>7521 S Western</td>
<td>40 tons</td>
</tr>
<tr>
<td>Central Water District</td>
<td>2352 S Ashland</td>
<td>120 tons</td>
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CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
C08
SUNNYSIDE AND LAMON
CHICAGO, ILLINOIS 60630
Chicago, IL

REQUISITION: 19616
PAGE: 1
DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMENT
PREPARE: Gigi Coleman Brooms
NEEDED: 
APPROVED: 2/24/2005

REQUISITION DESCRIPTION
Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
4900 West Sunnyside, 3901 S. Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

<table>
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<tr>
<th>LINE</th>
<th>ITEM</th>
<th>QUANTITY</th>
<th>UOM</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>7507770010</td>
<td>200.00</td>
<td>Ton</td>
<td>17.30</td>
<td>3,460.00</td>
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</table>

SAND, MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR: 
REQUESTED BY: Gigi Coleman Brooms

<table>
<thead>
<tr>
<th>DIST</th>
<th>BFY</th>
<th>FUND</th>
<th>COST CTR</th>
<th>APPR</th>
<th>ACCNT</th>
<th>ACTV</th>
<th>PROJECT</th>
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<th>GENRL</th>
<th>FUTR</th>
<th>Dist. Amt.</th>
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<tbody>
<tr>
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<td>0340</td>
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<td>3,460.00</td>
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</tbody>
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LINE TOTAL: 3,460.00

REQUISITION TOTAL: 3,460.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.
Requisitions prepared incorrectly will be returned to the using department.
DELIVER TO:

C04
3901 S ASHLAND
CHICAGO, ILLINOIS 60609
Chicago, IL

REQUISITION DESCRIPTION
Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
4900 West Sunnyside, 3901 S. Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

COMMODITY INFORMATION

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<tr>
<th>LINE</th>
<th>ITEM</th>
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<th>UOM</th>
<th>UNIT COST</th>
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<tr>
<td>3</td>
<td>7507770010</td>
<td>1,360.00</td>
<td>Ton</td>
<td>17.30</td>
<td>23,874.00</td>
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</table>

SAND; MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR: \( \text{Gigi Coleman Brooms} \)

REQUESTED BY: \( \text{Gigi Coleman Brooms} \)

<table>
<thead>
<tr>
<th>DIST</th>
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<tr>
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<td>23,874.00</td>
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REQUISITION TOTAL: 23,874.00

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Requisitions prepared incorrectly will be returned to the using department.
CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
C07
95TH AND GENOA STREET
CHICAGO, ILLINOIS 60643
Chicago, IL

REQUISITION: 19616
PAGE: 1
DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMENT
PREPARE: Gigi Coleman Brooms
NEEDED:
APPROVED: 2/24/2005

REQUISITION DESCRIPTION
Emergency request for sand with Ozenga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following 4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

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SAND, MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR: REQUESTED BY: Gigi Coleman Brooms

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LINE TOTAL: 8,650.00

REQUISITION TOTAL: 8,650.00

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CITY OF CHICAGO
PURCHASE REQUISITION

REQUISITION: 19616
PAGE: 1
DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMENT
PREPARER: Gigi Coleman Brooms
NEEDED:
APPROVED: 2/24/2005

DELIVER TO:
D25
BUREAU OF WATER DISTRIBUTION
SOUTH DISTRICT/PIPE YARD C
CHICAGO, ILLINOIS 60620, IL

REQUISITION DESCRIPTION
Emergency request for sand with Ozings for mason sand. The sand is used for construction sites to mix concrete. The locations are the following
4900 West Sunnyside, 3901 S.Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

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SAND; MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR: 
REQUESTED BY: Gigi Coleman Brooms

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LINE TOTAL: 692.00

REQUISITION TOTAL: 692.00

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CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
D30
BUREAU OF WATER DISTRIBUTION
BWD-MACHINERY SECTION
CHICAGO, ILLINOIS 60608, IL

REQUISITION: 19616
PAGE: 1
DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEMENT
PREPARER: Gigi Coleman Brooms
NEEDED:
APPROVED: 2/24/2005

REQUISITION DESCRIPTION
Emergency request for sand with Ozinga for mason sand. The sand is used for construction sites to mix concrete. The locations are the following 4900 West Sunnyside, 3901 S Ashland, 1040 W. 95th Street, 7521 S. Western, 2352 S. Ashland

SPECIFICATION NUMBER: 34001

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SAND, MASON - MASON FA-2 BULK NORTH DISTRICT

SUGGESTED VENDOR:

REQUESTED BY: Gigi Coleman Brooms

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<tr>
<th>DIST</th>
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LINE TOTAL: 2,076.00

REQUISITION TOTAL: 2,076.00

Where a commodity is for a particular or unique use other than standard quality, grades, color, size or other characteristics, give details of how it will be and for what purpose.

Requisitions prepared incorrectly will be returned to the using department.
PROJECT CHECKLIST

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE PROJECT CHECKLIST AND CONTACT THE APPROPRIATE TEAM LEADER IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED INCLUDING THE SUPPLEMENTAL CHECKLIST REQUIRED BY THE SPECIFIC CPAC TEAM. ATTACH ALL REQUIRED MATERIALS AND SUBMIT FOR HANDLING TO THE DEPARTMENT OF PROCUREMENT SERVICES, ROOM 403, CITY HALL, 121 N. LASALLE STREET, CHICAGO, ILLINOIS 60602.

PROJECT
Date: 2/24/2005
ID No. (Spec, RX, Project): 19616
Department:Alaska Management
Bureau: [Specify Bureau]
Contract No. (if known): [Specify Contract Number]
Project Title/Description: "Emergency Request for Sand with Dump Truck"

SCOPE STATEMENT
The locations are: 4900 W. Austin Ave., 2901 S. Ashland, 1040 N. 55th St., 1232 S. Ashland.
Attended a detailed scope of services and/or specification

IMPORTANT: THIS IS A CRITICAL PORTION OF YOUR SUBMITTAL. IN ORDER FOR A TEAM TO ACCEPT YOUR SUBMITTAL YOU MUST COMPLETE ALL TEAM SPECIFIC SCOPE REQUIREMENTS AS SET FORTH IN THE SUPPLEMENTAL CHECKLIST FOR THAT TEAM.

The following is a general description of what would be included in a Scope of Services or Specification:
A clear description of all anticipated services and products, including: time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable City ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply)

- Competitive Bid
- RFP/RFPs/RFI
- Sole Source**
- Term Agreement
- One Shot
- Mod/Amendment
- Time Extension
- Additional Funding
- Small Order
- S/O Emergency

F-25* (add line item)
F-29* (change vendor limit)
F-26* (new term agreement)
F-27* (time extension)
F-10* (special approvals)
F-10 (one-shot requisition)
APRF (all purpose request form)
SSRB** (sole source approval)
OBM Authorization

FUNDING
City: Corporate
Bond
Enterprise
Grant*
Other
State: IDOT/Transit
IDOT/Highway
Grant*
Other
Federal: FHWA
FTA
FAA
Grant*
Other

LINE FUND DEPT ORGN APPR ACTV OBJT PROJECT RPTG DOLLAR AMOUNT
1/3 05 214 58 2025 0340
4/5 05 200 58 2025 0340
Total: $

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME
Date Needed: [Specify Date]
Requested Contract Term (y/m/d):
Contract with Dump Truck:

PRE BID/SUBMITTAL REQUIREMENTS
Requesting Pre Bid/Submittal Conference? Yes No
Requesting Conference be Mandatory? Yes No
Requesting Site Visit? Yes No
Requesting Site Visit be Mandatory? Yes No

Form Date: 11/06/2001
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<td>USD</td>
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<td>Date</td>
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<td>Performed By</td>
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<td>SAND, MASON - MASC</td>
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**Destination Type:** Expense  
**Requestor:** COLEMAN BROOMS, GIGI  
**Organization:** CHICAGO  
**Location:**  
**Subinventory:**  

**Source:**  
**Supplier:**  
**Site:**  
**Contact:**  
**Phone:**  

**Catalog:**  
**Distributions:**  
**Approve:**
Ozinga Chicago RMC, Inc.
2255 Lumber Street Chicago, Illinois 60616
Phone (312) 432-8100   Fax (312) 432-8144

Customer: City of Chicago
Project: DEPT. OF WATER MNT.
Address: 333 S. STATE Rm 410
          CHICAGO

Date: 02-25-05
Quoted By: Tom Van Etten
Bid Date: 02-24-05
ATTENTION: JUlia HERNaNDEZ

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<th>CONCRETE</th>
<th>QUANTITY</th>
<th>PRICE</th>
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<tbody>
<tr>
<td>MASON SAND</td>
<td>2240 Tons</td>
<td>17.30 Ton</td>
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</tbody>
</table>

Misc.
Waiting Time: / 
Minimum Load: / 
Winter Service: X 
Saturday Delivery: / 

NOTES
PRICES DO NOT INCLUDE TAX AND ARE FIRM THROUGH: 06/30/05
All prices subject to change after 60 days.
Payment Terms: Net 30 Days
Hours of Operation: (Mon - Fri) 6:00 a.m. - 6:00 p.m. (Sat) 6:00 a.m. - Noon