MEMORANDUM

Date: June 9, 2005

To: Brian Murphy, Acting Commissioner
Department of Water Management

Attn: Julie Hernandez

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 Clow Water System. 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 Ductile Iron Pipe in the amount of $26,220.36 as requested in your letter of June 7, 2005. Any amount in excess of the $26,220.36 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
MEMORANDUM

Date: 6/7/05

To: Mary A. Dempsey
   Interim Chief Procurement Officer
   Department of Procurement Services

From: Brian S. Murphy
      Acting Commissioner
      Department of Water Management

Subject: Request for Emergency Authorization (Rx 21400)

The Department of Water Management requires ductile iron pipe. These goods are necessary for our new construction crews. Accordingly, the Department of Water Management is requesting emergency authorization for this purchase in the amount of $26,220.36.

Attached please find three price quotations. We are recommending Clow Water System as they are the lowest bidder.

I certify that this emergency poses a clear and imminent danger, requiring immediate procurement services, supplies or equipment to prevent or mitigate the loss or impairment of life, health, property, or essential public services and would not have been avoided by due care and diligence.

Thank you for your assistance. If you have any questions, please call Molly Longanecker at 747-1684.

BM: JHT: df
CITY OF CHICAGO
PURCHASE REQUISITION

DELIVER TO:
C09
VARIOUS NEW CONSTRUCTION SITES
CHICAGO, ILLINOIS
Chicago, IL

REQUISITION: 21400
PAGE: 1
DEPARTMENT: 88 - DEPARTMENT OF WATER MANAGEME
PREPARER: Gigi Coleman Brooms
NEEDED:
APPROVED: 6/7/2005

REQUISITION DESCRIPTION
REQUESTING AN EMERGENCY REQUEST FOR DUCTILE IRON PIPE, SPECIFICATION # 36931
SPECIFICATION NUMBER: 36931

COMMODITY INFORMATION

<table>
<thead>
<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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<td>306.00</td>
<td>Foot</td>
<td>33.06</td>
<td>10,116.36</td>
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LINE TOTAL: 10,116.36

LINE TOTAL: 16,104.00

REQUISITION TOTAL: 26,220.36

*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.*
CITY OF CHICAGO
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CPAC 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: 6/12/2005
ID No. (Spec. RX. Project): 21400
Department: WATER MANAGEMENT
Bureau: CONSTRUCTION
Contract No. (if known): [Redacted]
Project Title/Description: Emergency Request for Durable Water Pipe

Contact Person: [Redacted]
Tel: [Redacted] Fax: [Redacted] E-mail: [Redacted]
Project Manager: [Redacted]
Tel: [Redacted] Fax: [Redacted] E-mail: [Redacted]
Estimated Value $ [Redacted]

SCOPE STATEMENT

X Attached is 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
- RFO/RFP/RFS/RFI
- Sole Source 
- Term Agreement
- One Shot

- Mod/Amendment
- Time Extension
- Additional Funding
- Small Order
- S/O Emergency

E: [Redacted]
F: [Redacted]
G: [Redacted]
S: [Redacted]

FORMS

- F-25 (add line item)
- F-26 (new term agreement)
- F-27 (time extension)
- F-29 (change vendor limit)

- F-10 (special approvals)
- RX (one-shot requisition)
- APRF (all purpose request form)
- SSRB (sole source approval)
- OBM Authorization

* Additional F-forms may be required—refer to attached list

** Sole source requests must include vendor quotes/proposal and MBE/WBE compliance requirements

FUNDING

City: [Redacted]
State: IDOT/Transit
Federal: FHWA

Corporate
Bond
Enterprise
Grant*
Other

LINE FY FUND DEPT ORGN APPR ACTV OBJT PROJECT RPTG DOLLAR AMOUNT
01 01 38-63 89 205 455 2699840 111618.6
02 04 38-60 88 205 000 58903280 16104.3

Total: $ 26,220.36

* Attach copy of any applicable grant agreement terms and conditions

TIME FRAME

Date Needed: ASAP
Contract Term (mo/yr): [Redacted]

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: 11/09/2001
To: GiGi Brooms - City of Chicago

From: Dan Flaig - Clow Water Systems

Re: Request for Quote
16" CL 54 Tyton Joint (Chicago Specs.)
24" CL 54 Tyton Joint (Chicago Specs.)
EMERGENCY PURCHASE - 2005

300 Ft. 16" CL 54 Tyton Joint Chicago pipe $33.06 Ft.
300 Ft. 24" CL 54 Tyton Joint Chicago pipe $ 53.68 Ft.

Delivered to: City of Chicago - Central Yard
1424 W. Pershing Rd.
Chicago, IL.
June 03, 2005

To whom it may concern:

I need quotations for the following items:

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<thead>
<tr>
<th>Material</th>
<th>Locations</th>
<th>Amt</th>
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<tr>
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<td>23rd &amp; Winchester</td>
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<td>$53.68</td>
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Sincerely,

Gigi Brooms

I need the pricing before 3.00 o'clock today.
JOHNSON PIPE & SUPPLY CO.

999 WEST 37TH STREET • CHICAGO, IL 60609 • PHONE 773-927-2427 • 24 HOUR FAX 773-927-6784

Quote Date | Quote No. | Quote Expiration Date | Writer | Slsm | WH | LBM | 2
---|---|---|---|---|---|---|---
06/06/05 | 589789 | 07/06/05 | JG | 

Quoted To: CITWAT
CITY WATER PIPE YARD "B"
c/o DEPT. OF WATER MANAGEMENT
ATTN: JOSE VALDES A/P
333 S. STATE STREET, ROOM 410
CHICAGO, IL 60604

Ship To: CITWAT
CITY WATER PIPE YARD "B"
c/o DEPT. OF WATER MANAGEMENT
ATTN: JOSE VALDES A/P
333 S. STATE STREET, ROOM 410
CHICAGO, IL 60604

Quotation Note:
BJ-GIGI-312-747-1681-SEWERPIPE-MISCJOBS

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<th>Net Price UM</th>
<th>Ext Price</th>
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<td>16-CL54DUCTPIPE 16 IN CLS 54 TYTON DUCTILE PIPE ABOVE TAG 23RD AND WINCHESTER</td>
<td>48.659</td>
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<tr>
<td>2</td>
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<td>24-CL54DUCTILE 24 IN CLAS 54 TYTON DUCTILE PIPE ABOVE IS TAG ALBANY AVE-CHGO DLVRY APPROX 10 DAYS</td>
<td>79.024</td>
<td>12</td>
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Quotation Total $38,596.85

ONLY ONE THING TO SELL ... SERVICE
June 03, 2005

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