MEMORANDUM

Date: March 28, 2005

To: Michi Pena, Commissioner
   Department of General Services

Attn: Susan Green

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 Monarch Roofing. 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 Roofing Services in the amount of $51,648.00 as requested in your letter of March 25, 2005. Any amount in excess of the $51,648.00 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
    C. Humphrey
March 25, 2005

Mr. Steven Geocaris
Deputy Procurement Officer
Department of Procurement Services
City Hall, Room 403
121 North LaSalle Street
Chicago, IL 60602

Re: REQUEST FOR EMERGENCY AUTHORIZATION
   EMERGENCY PURCHASE ORDER
   Roof Replacement at two Chicago Public Libraries

Mr. Geocaris,

The Department of General Services is requesting authorization from the Department of Procurement for the ability to procure Professional Roofing Services to replace the roofs at the following Chicago Public Libraries.

1) PORTAGE-CRAGOIN LIBRARY
   5106 W. Belmont Av.

2) WEST BELMONT LIBRARY
   3104 N. Narragansett Av.

In an effort to keep the public safe at these facilities, the Department of General Services cannot afford to wait for the pending Roofing Services Term Agreement to be awarded in order to proceed with this work.

Due to the emergency nature of these projects, Department of General Services has no choice but to request an Emergency Purchase Order to replace these roofs immediately.

Attached is the Scope of Work and Roof Plan for each project for your review.

If you concur with this request, please sign this letter below and return it via fax at 312-744-8843. We will proceed with contacting the vendor, issue a Purchase Order, invoice and authorization letter to the Comptroller's Office..

If you have any questions, you can contact Susan Green at 312-744-6268.

Sincerely,

Michi E. Peña
Commissioner

cc: J. Plezbert J. Albrecht F. Scalise
    A. Mark S. Bixler M. Capecci
    N. Ahrens S. Green file
**EMERGENCY PURCHASE ORDER REQUEST**  
Roof Replacement At Two City of Chicago Public Libraries  
Department of General Services  
Bureau of Architecture, Engineering Construction Mgmt  

**Submittals**  

<table>
<thead>
<tr>
<th>MONARCH ROOFING COMPANY</th>
<th>PORTAGE CRAGIN LIBRARY (3590sf)</th>
<th>WEST BELMONT LIBRARY (10,488sf)</th>
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<tbody>
<tr>
<td>13747 S Western Av,</td>
<td>$ 28,696.00</td>
<td>$ 51,648.00</td>
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<tr>
<td>Blue Island, IL 60406</td>
<td>5108 W. Belmont, Chicago</td>
<td>3104 N Narragansett, Chicago</td>
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<td>Michael A. Orsene</td>
<td></td>
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<td>708-371-4500: tel</td>
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<td>708-371-4554: fax</td>
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| DESSERT ROOFING, INC.   | $ 48,800.00                     | $ 98,930.00                     |
| 2738 W Harrison St.     |                                 |                                 |
| Chicago, IL 60612       |                                 |                                 |
| Charles J. Dessent, Jr. |                                 |                                 |
| 773-722-3334: tel       |                                 |                                 |
| 773-722-3672: fax       |                                 |                                 |

March 25, 2005