

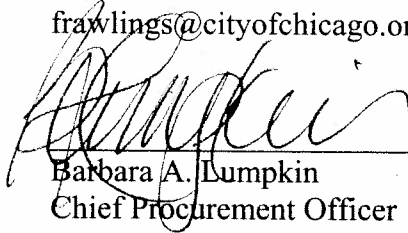


City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Barbara A. Lumpkin
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

Date: May 25, 2007
To: John F. Spatz, Jr.,
Commissioner
Department: Water Management
Attn: Felicia Rawlings
Email: frawlings@cityofchicago.org
From: 
Barbara A. Lumpkin
Chief Procurement Officer
Re: Mailing of Consumer Confidence Report

Vendor Number: 1052326	Amount: \$44,800.00
PO Number: 14898	RX Number: 33588

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing an Operational Emergency for you to contract for Mailing of Consumer Confidence Report. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet a bona fide emergency.

You are hereby authorized to procure the Mailing of Consumer Confidence Report Services with Universal Mailing & Printing Services, Inc. for \$44,800.00 as requested in your letter dated May 17, 2007. Any amount in excess of the \$44,800.00 approved here will be subject to additional authorization and will be limited so as not to exceed the \$250,000.00 limit established by statute.

BAL/DY/pf

cc: Barbara A. Lumpkin
Douglas Yerkes
Mark Hands
Claude Humphrey
Patricia Farina
Scan
File: (Specification Number: 57709)





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Richard M. Daley, Mayor

Department of Water Management

John F. Spatz, Jr.
Commissioner

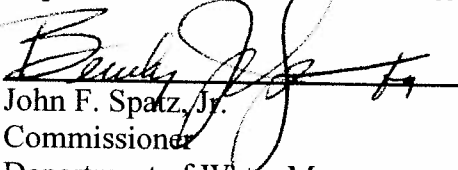
Bureau of Administrative Support

Beverly J. Ingram
Deputy Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-8039
(312) 747-7078 (FAX)

<http://www.cityofchicago.org/watermanagement>

MEMORANDUM

Date: May 17, 2007
To: Barbara Lumpkin
Chief Procurement Officer
Department of Procurement Services
From: 
John F. Spatz, Jr.
Commissioner
Department of Water Management
Subject: Request for Emergency Authorization (Rx 33588)
Mailing of Consumer Confidence Report

The Department of Water Management requires an emergency contract for the mailing of our Consumer Confidence Report. Unfortunately, we were unable to procure this service through a small order contract and are now faced with a deadline mandated by the Federal Government.

The Department did solicit three quotations from various vendors who provide the equivalent or like services. Out of the three, two were obtained from the City of Chicago MBE/WBE database. We are recommending award be made to Universal Mailing & Printing Services Inc. in the amount of \$44,800.00

Thank you in advance for your assistance. If you have any questions, please contact Felicia Rawlings, Supervisor of Contracts at 745-0581.

JS: BI: fr

07 MAY 18 PM 2:31



UNIVERSAL MAILING & PRINTING SERVICES, INC.



UNIVERSAL MAILING & PRINTING SERVICE

T: 773.261.2323 or 312.243.0303

F: 773-261-2322

4551 WEST FULTON

CHICAGO, IL 60624

(773) 261-2323

praveen@universalmailing.com

Estimate

DATE	ESTIMATE #
05/16/2007	30851
	EXP. DATE

ADDRESS

Felicia L. Rawlings
 Department of Water Management
 333 South State Street
 Chicago, IL 60604-3971
 312-745-0581

Sales Rep	Ref.
Praveen Mathew	915810700 & 9155810701

Date	Activity	Quantity	Rate	Amount
05/16/2007	Print 4cp/4cp onto 80#matte txt white, 25.5x11" with bleeds, trim fold to 5.5x8.5"	525000	0.062	32,550.00
05/16/2007	*Universal to furnish all artwork in place via mac disk or other digital file, Provide digital laser and working CTP and providing all press plates			
05/16/2007	Wafer seal top, ink jet address with barcode, automated sort, tie, and sack, deliver to Chicago P.O.	490000	0.025	12,250.00
05/16/2007	*ECCRT Sortation is included in Mailing cost			
TOTAL				\$44,800.00

Please review the estimate above.
 Feel free to contact us if you have any questions.

Thank you for your business -
 we appreciate it very much!

Accepted By: _____

Accepted Date: _____