



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Mary A. Dempsey
Interim Chief Procurement Officer

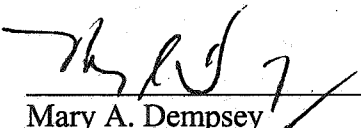
City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)
<http://www.cityofchicago.org>

MEMORANDUM

Date: April 27, 2005

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

Attn: Julie Hernandez-Tomlin

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 Down-to-Earth Inc. 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 \$1,135.52 as requested in your letter of April 12, 2005. Any amount in excess of the \$1,135.52 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





City of Chicago
Richard M. Daley, Mayor
Department of Water Management
Richard A. Rice
Commissioner

Bureau of Administrative Support

Julie Hernandez-Tomlin
Deputy Commissioner

DePaul Center, Suite 410
333 South State Street
Chicago, Illinois 60604
(312) 747-7089
(312) 747-7889 (FAX)

[www.cityofchicago.org/
watermanagement](http://www.cityofchicago.org/watermanagement)

April 12, 2005

Ms. Mary A. Dempsey
Interim Chief Procurement Officer
Department of Procurement Services
City Hall, Room 403
121 N LaSalle Street
Chicago, IL. 60602

Attn: Claude Humphrey

Re: Increase in amount for
Emergency Order
PO's: 7392,7393,7395,7396

Dear Ms. Dempsey,

In October, 2004, the Department of Water Management requested and received authorization for an emergency purchase for sand. We requested 5 specific quantities be delivered to 5 different locations. The vendor (Down-to Earth) delivered more sand at 4 of the locations than what was authorized in the emergency purchase order. We are not able to pay the vendor the difference of \$1,135.52 because it exceeded the approved purchase order amount. (see attached documents)

We are requesting your approval to pay the remaining balance to the vendor.

If you have any questions, please call Julie Hernandez-Tomlin, Deputy Commissioner at 747-7089.

Sincerely,

Richard A. Rice
Commissioner



DOWN TO EARTH

PO #	inv #	PO quantity	inv quantity	quantity pd.	unit price	inv \$ amt	\$ amt pd	inv qty - qty pd.	\$ still owe
7383	1953	200	194.6	194.6	17.25	3,356.85	3,356.85	0	\$0.00
7392	1955	500	503.9	500	21.50	10,833.85	10,750.00	3.9	\$83.85
7393	1899	1380	1384.6	1339.2	18.25	25,268.95	24,440.40	45.4	\$828.55
7395	1956	40	45.5	40	20.50	932.75	820.00	5.5	\$112.75
7396	1954	120	126.05	120	18.25	2,300.41	2,190.00	6.05	\$110.41
totals		2240	2254.65	2193.8		42,692.81	41,557.25		\$1,135.56

Down to Earth, Inc.

233 Dalewood
Wood Dale, IL 60191
(630) 350-8844

Invoice

DATE	INVOICE #
3/29/2005	2095

BILL TO
Jardine Filtration Plant Dept of Water Management 1000 E Ohio St Chicago, IL 60611 Attn: Julie Hernandez/Tomlin

SHIP TO
Various Chicago, IL

TERMS	P.O. NO.
Due on receipt	Vendor 50078901A

DATE	TICKET #	TRUCK #	QTY.	DESCRIPTION	RATE	AMOUNT
1/1/2005			62.22	Tons of Mason Sand	18.25	1,135.52
Total						\$1,135.52