



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)

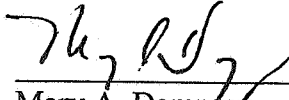
<http://www.cityofchicago.org>

MEMORANDUM

Date: 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 \$28,696.00 as requested in your letter of March 25, 2005. Any amount in excess of the \$28,696.00 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





City of Chicago
Richard M. Daley, Mayor

Department of General Services

Michi E. Peña
Commissioner

Suite 3700
30 North LaSalle Street
Chicago, Illinois 60602-2586
(312) 742-3124
(312) 744-9883 (FAX)

<http://www.cityofchicago.org>

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-CRAGIN LIBRARY
5108 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

APPROVED:

Mary Dempsey, Interim Procurement Officer

attachments

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

March 25, 2005

SUBMITTALS

MONARCH ROOFING COMPANY

13747 S Western Av,
Blue Island, IL 60406
Michael A. Orseno
708-371-4500: tel
708-371-4554: fax

	PORTAGE CRAGIN LIBRARY (3590sf) 5108 W. Belmont, Chicago	WEST BELMONT LIBRARY (10,488sf) 3104 N Narragansett, Chicago
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\$	28,696.00	\$	51,648.00
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DESSENT ROOFING, INC.

2738 W Harrison St.
Chicago, IL 60612
Charles J. Dessent, Jr.
773-722-3334: tel
773-722-3672: fax

\$	48,800.00	\$	98,930.00
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