

Department of Public Works

City Hall
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Richard M. Jones, P.E.
Commissioner of Public Works

Thomas M. Eeg, P.E.
Asst. Comm. of Public Works/Operations

John C. Rooney, P.E.
Asst. Comm. of Public Works/Engineering

March 9, 2010

Ald. Gregory Holding
Chairman, Public Works
and Services Committee
Racine, Wisconsin

RE: Waiving of Formal Bidding Procedures For Elevator Repairs at Memorial Hall

Dear Ald. Holding:

We are requesting permission to waive formal bidding procedures for elevator repairs at Memorial Hall. This elevator went out of service last week due to a hydraulic jack failure which needs to be replaced to return to operation.

In order to expedite the return of service on this elevator, I am requesting that formal bidding procedures be waived and that the Purchasing Agent be authorized and directed to negotiate the repair on this project. The worst case repair cost is estimated at \$30,000 with funding available in Account 108.000.5550, Civic Centre Repairs & Maintenance.

Sincerely,

Thomas M. Eeg
Assistant Commissioner of Public Works

Cc: Rick Jones
Bill Miller
Sam Aiello