



DATE October 16, 2019

TO:

Board of Water Commissioners  
Detroit Water and Sewerage Department  
City of Detroit, Michigan

FROM:

Mamata Burgi,  
Supply Chain Manager  
Detroit Water and Sewerage Department

**RE: Correction to Item No. 19-00259 (Small Purchases & No Competitive Bid)**

The purpose of this letter is to correct an administrative error that occurred in the process of compiling the information for Procurement's monthly report (Item No. 19-00259).

As part of the Oracle Advanced Procurement implementation, on August 14, 2019, AST performed automated change orders on specific POs/Agreements. These automated change orders affected two of Procurement's automated reports used for BOWC reporting. This resulted in the following items that should not have appeared as newly approved items.

Contracts:

- Leslie King - 6000995
- NYE Uniform Co. - 6001148

Purchase Orders:

- Edward C Levy Detroit Group - 2921172
- Core & Main LP - 3036060
- Motor City Pipe & Supply Co – 2919779 and 2853685\_92

Please let us know if the honorable commissioners want additional details regarding the City of Detroit's "Advanced Procurement" implementation and the City's modifications to improve reporting capabilities that caused the errors to DWSD's custom reports.

The report has been corrected and is attached for your review. Please let us know if you have any additional questions or concerns.

Sincerely,  
Mamata Burgi  
DWSD Supply Chain Manager