



**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER
MUST APPEAR ON ALL PACKAGES,
INVOICES, SHIPPING PAPERS AND
DROP SHIPMENTS

PURCHASE ORDERED ISSUED TO
92594

Holiday Inn/Countryside
6201 Joliet Rd
Countryside IL 60525

DATE
6/1/2012
F.O.B. POINT

PURCHASE ORDER NO.
181662 - 000- OP
REQUISITION NO.
00101786 OR

COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

SHIP TO Adult Probation - Administration
Cook County Administration Offices
69 W Washington Ste 1940
Chicago IL 60602

DELIVERY INSTRUCTIONS
Maureen Noonan 312-603-
0259

DEPT NO	
2800847	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Room Rental COOK COUNTY ADULT PROBATION DEPARTMENT'S FY 2012 SPRING/SUMMER TRAINING EVENT MAY 21-22, 2012 and September 26, 2012	3.00 DY	2,425.0000	7,275.00	2800847.501865
2.00	Room Rental JUNE 25-26, 2012 and October 10, 2012	3.00 DY	2,425.0000	7,275.00	2800847.501865
***** Total Order *****				14,550.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)

I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

Authorized Signature: _____

Date: _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Maureen Noonan
Date: 6/1/12 Bz

84 Bk New

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

181662

Requisition # OR 101786 Contract # 12-84-136

Ship To: 8000005 Adult Probation - Administrati
 Cook County Administration Off
 69 W Washington Ste 1940
 Chicago IL 60602

Supplier: 92549 William Tell Restaurant
 6201 Joliet Road
 Countryside IL 60525

Buyer Number 724150 Supervisor 40
 Bid/Sole Src Code 2800847
 Business Unit 22804008
 Internal Req Number 2/6/2012
 Board Apr Date & Item 2/6/2012
 Requisition Date 2/6/2012
 Date Needed

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No.

Expiration Date Emergency No.

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	961 Room Rental	<	3.00	DY	2,425.0000	7,275.00	2800847.501865
COOK COUNTY ADULT PROBATION DEPARTMENT'S							
FY 2012 SPRING/SUMMER TRAINING EVENT							
MAY 21-22, 2012 and September 26, 2012							
2.000	961 Room Rental	<	3.00	DY	2,425.0000	7,275.00	2800847.501865
JUNE 25-26, 2012							
and							
October 10, 2012							

Total of Items Ordered 14,550.00

4-5-2012 Let Maureen know I need a formal quote on attached date, signed & approved

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

Maureen Noonan
 REQUISITIONER

BUREAU or DEPARTMENT HEAD

Maureen Noonan, Director of Finance

CCA

APPROVED BUDGETARY ACCOUNT 2012 FEBRUARY

PURCHASING USE ONLY

ACCT #

DATE

BY



Cook County Office of the Purchasing Agent

Sole Source Justification

General Information	Date: February 2, 2012
Unit/Department: 2800847	Phone No. 312/603-0257
Contact Name: Delores Johnson, Director of Training	Email delores.johnson@cookcountyil.gov

Vendor Information	Requisition No.
Name: William Tell Holiday Inn	Purchase Order No.
Address: 6201 Joliet Road, Countryside, IL	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

The William Tell Holiday Inn, located at 6201 Joliet Road, Countryside, IL, will provide Adult Probation with the use of five, breakout training rooms that are equipped with LCD projectors, lap tops, display screens, flipcharts and seating for more than 500 staff members to participate in mandatory training. This training will take place between May 2012 and October 2012 from 8:00 a.m. until approximately 6:00 p.m.

Type. Please select one of the options and explain below.

Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Based on several factors, the William Tell Holiday Inn was selected as the venue for our annual training events. These factors include:

- The William Tell's agreement to hold the needed conference/training rooms without requiring a deposit from the county;
- The William Tell's agreement to provide audio/visual equipment at a reduced cost;
- The William Tell's willingness to provide overnight storage for conference training materials at no cost to the county; and
- The central location of this facility is ideal, as Adult Probation staff members from throughout the county are required to attend this mandatory conference.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

After much research to determine alternative venues, the William Tell was selected based on the above-mentioned

	Date:
Training	Date: February 2, 2012
Chief Probation Officer	Date: February 2, 2012
	Date:

Sole Source Justification

	Date: February 2, 2011
	Phone No. 312/603-0257
Director of Training	Email delores.johnson@cookcountyil.gov

See

4-16-2012

revised Sole Source
Justification
letter attached.
Thank
Barb F



STATE OF ILLINOIS
CIRCUIT COURT OF COOK COUNTY
ADULT PROBATION DEPARTMENT

Timothy C. Evans
Chief Judge

Jesús Reyes, AM, LCSW
Acting Chief Probation Officer

GEORGE W. DUNNE
COOK COUNTY OFFICE BUILDING
69 WEST WASHINGTON STREET, SUITE 1940
CHICAGO, ILLINOIS 60602
TEL: (312) 603-0240
FAX: (312) 603-9993
TDD: (773) 869-6880

February 6, 2012

Ms. Maria de Lourdes Coss
Chief Procurement Officer
118 North Clark Street
Room 1018 – County Building
Chicago, Illinois 60602

Dear Ms. Coss:

Please accept this letter as justification to process the attached purchase requisition #101786 in the amount of \$14,550.00 to the William Tell Restaurant.

The William Tell Holiday Inn, located at 6201 Joliet Road, Countryside, Illinois will provide the Adult Probation Department with the use of five, breakout training rooms that are equipped with LCD projectors, lap tops, display screens, flipcharts and seating for more than 500 staff members to participate in mandatory training. This training will take place between May and October, 2012.

If additional information is required, please contact this office at 312-603-0259.

Sincerely,

Maureen Noonan
Director of Finance

/mn



Celebrating 100 Years



William Tell Meetings Holiday Inn / Hampton Inn

№ 99030023

708-354-4200
Restaurant • Lounge • Banquet Hall • Meeting

708-354-5200

Salesperson: GC
Date Booked: 1-11-12
Dir. of Catering Approval: _____
6201 Joliet Road, Countryside, IL 60525
708/354-1101
Fax: 708/354-4241

MEETING ROOM RESERVATION

NAME OF COMPANY: Cook County Adult Probation ROOM: See Below
 CONTACT PERSON: Delores Johnson FUNCTION DATE: _____
 TYPE OF FUNCTION: Meetings TIME: 8:00 AM - 5:00 PM
 ADDRESS: 69 West Washington Suite 1940 PHONE: 312.603.0257
Chicago, IL FAX: 312.603.
 NUMBER OF PEOPLE: 200 = 250 SEE FLOOR PLAN: _____
 MIN: _____ MAX: _____ ROOM CHARGE: see below CONFERENCE: _____
 METHOD OF PAYMENT: (Circle One) CLASSROOM: X
 DIRECT BILL WIGENT APP. CREDIT CARD SIGNATURE REC. CASH THEATRE: X
 U-SHAPE: _____
 ROUNDS: _____

	5-21-12	5-22-12	9-26-12	Total
Atrium	\$225.00	\$225.00	\$225.00	\$675.00
Cordell	\$485.00	\$485.00	\$485.00	\$1455.00
Nelson	\$235.00	\$235.00	\$235.00	\$705.00
Mariann	\$460.00	\$460.00	\$460.00	\$1380.00
Countryside I	\$510.00	\$510.00	\$510.00	\$1530.00
Countryside II	\$510.00	\$510.00	\$510.00	\$1530.00
Suite 127	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$2425.00	\$2425.00	\$2425.00	\$7275.00

ADDITIONAL PURCHASED SERVICES: Prices include AV Equipment

**THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE, PRESIDENT**

Earlean Collins	1 st Dist.	Bridget Gainer	10 th Dist.
Robert Steele	2 nd Dist.	John P. Daley	11 th Dist.
Jerry Butler	3 rd Dist.	John A. Fritchey	12 th Dist.
William M. Beavers	4 th Dist.	Lawrence Suffredin	13 th Dist.
Deborah Sims	5 th Dist.	Gregg Goslin	14 th Dist.
Joan P. Murphy	6 th Dist.	Timothy O. Schneider	15 th Dist.
Jesus G. Garcia	7 th Dist.	Jeffrey R. Tobolski	16 th Dist.
Edwin Reyes	8 th Dist.	Elizabeth Ann Doody Gorman	17 th Dist.
Peter N. Silvestri	9 th Dist.		



**COUNTY OF COOK
BUREAU OF FINANCE
OFFICE OF THE CHIEF PROCUREMENT OFFICER**

**MARIA DE LOURDES COSS
CHIEF PROCUREMENT OFFICER**

County Building
118 North Clark Street, Room 1018
Chicago, Illinois 60602-1304
TEL: (312) 603-5370

MEMORANDUM

To: File

From: Barb Flock *BF*
Specifications Engineer

Date: June 1, 2012

Re: Contract No. 12-84-136 for Room Rental for FY 2012 Spring/Summer Training Event

On February 13, 2012, the Adult Probation Department submitted requisition number 101786 for Room Rental for FY 2012 Spring/Summer Training Event to be held on May 21, 2012, May 22, 2012, June 25, 2012, June 25, 2012, September 26, 2012 and October 10, 2012.

On April 5, 2012, Procurement requested a formal typed quote from the department and on April 12, 2012, Procurement received the formal quote. On April 17, 2012, Procurement requested a revised sole source letter with the proper vendor name on it from the department and on April 24, 2012 the department emailed Procurement the revised letter. On April 30, 2012, the contract was emailed to the vendor. As of today, the vendor has not sent Procurement the whole contract.

Due to the fact that Procurement does not have a complete contract from the vendor, the purchase order will be completed, but the contract will not be signed.

The Department has been advised to submit the correct paperwork in a more timely manner.

