



**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
97144

Marshall & Swift
PO Box 7608
Chicago IL 60680-9820

DATE
6/8/2012
F.O.B. POINT

PURCHASE ORDER NO.
181729 - 000- OP
REQUISITION NO.
00102200 OR

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

SHIP TO Assessor - Administration
Cook County Building
118 N. Clark Street - RM 314
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS
Victoria LaCalamita (312) 603-
7514

DEPT NO	Page 1 of 1
0401422	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	MAINTENANCE ON SOFTWARE Subscription renewal of Commercial Estimator software Effective dates: 07/01/2012 thru 06/30/2013	1.00 EA	6,086.1500	6,086.15	0401422.540180
***** Total Order *****				6,086.15	

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

Date: _____

Victoria LaCalamita
6/8/12 BT

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # OR 102200 Contract # 12-84-165

Open Date

Ship To: 8000188 Assessor - Administration
Cook County Building
118 N. Clark Street - RM 314
Chicago IL 60602-1304

Delivery Instructions:
Victoria LaCalamita
(312) 603-7514

Supplier: 97144
Marshall & Swift
PO Box 7608
Chicago IL 60680-9820

Buyer Number 299999 TEAM LEAD MAILBOX
Bid/Sole Src Code SSV
Business Unit 0401422
Internal Req Number 2040 0016
Board Apr Date & Item 2/29/2012
Requisition Date 2/29/2012
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

1.000 209 MAINTENANCE ON SOFTWARE 1.00 EA 6,086.1500 6,086.15 0401422.540180

Subscription renewal of Commercial Estimator software
Effective dates: 07/01/2012 thru 06/30/2013

Total of Items Ordered 6,086.15

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.

Victoria LaCalamita
BUREAU or DEPARTMENT HEAD

REQUISITIONER

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE BY

24 BY *[Signature]*

Purchase Order Number
181729



Cook County Office of the Purchasing Agent

Sole Source Justification

General Information	Date: 02/29/2012
Unit/Department: Cook County Assessor's Office	Phone No: (312) 603-7514
Contact Name: Victoria LaCalamita Director of Human Resources	Email: vlacalamita@cookcountyassessor.com

Vendor Information	Requisition No. 102200
Name: Marshall & Swift	Purchase Order No.
Address: P.O. Box 7608 Chicago, IL 60680-9820	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.
Subscription renewal for the maintenance and updates on Commercial Estimator software. Effective subscription renewal dates July 1, 2012 thru June 30, 2013.

Type. Please select one of the options and explain below.
<input checked="" type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain
Explanation: Why is this product or service the only one that would satisfy the requirement(s)? Marshall & Swift provides software that is used at the Cook County Assessor's Office by the Industrial/Commercial and Residential departments. This software allows users to determine the fair market value of industrial and commercial properties.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.
As the Cook County Assessor's Office researched Marshall & Swift competitors, we found that Marshall & Swift is only Commercial Estimator software used it training by the International Association of Assessing Officers (IAAO), which approximately 60 Assessor employees are members of. According to the IAAO, they are the only supplier of cost manuals for the appraisal industry. Therefore, it would be inaccurate to use any other Commercial Estimator software.

Department Recommendation	
Requestor: <i>Victoria LaCalamita</i>	Date:
Department Head: <i>Victoria LaCalamita</i>	Date: <i>2-29-12</i>
Purchasing Agent Approval	
Signature: <i>[Signature]</i>	Date: <i>6/8/12</i>

JOSEPH BERRIOS
ASSESSOR



COOK COUNTY
ASSESSOR'S OFFICE
VICTORIA LACALAMITA
DIRECTOR OF HUMAN RESOURCES

118 NORTH CLARK STREET
ROOM 320, COUNTY BUILDING
CHICAGO, ILLINOIS 60602
TEL: (312) 603-7514
FAX: (312) 603-2494
viacalamita@cookcountyassessor.com

February 29, 2012

Maria De Lourdes Coss
Purchasing Agent
118 N. Clark Street – Room 1018
Chicago, Illinois 60602

Dear Ms. Coss,

The Cook County Assessor's Office is submitting the attached requisition 2040 0016 (system requisition no. 102200) for a subscription renewal with Marshall & Swift. The will not exceed \$6,086.15 and will commit to 2012 fiscal year funds.

The Assessor's Office uses Marshall & Swift Software on a daily basis. This software package allows its users to determine the fair market value of industrial and commercial properties which makes this software critical to our day-to-day operations. The effective subscription dates are July 1, 2012 thru June 30, 2013. This purchase includes maintenance, which will provide us with unlimited technical support as well as four software upgrades released during the one year subscription. Marshall & Swift does not have authorized resellers and therefore this must be a sole source purchase.

Please see attached the vendor's sole source justification, scope of work, and renewal notice with the proposed cost, sole source justification form, and requisition.

If you have any questions, please do not hesitate to contact me at (312) 603-7514. Thank you.

Sincerely,

Victoria LaCalamita
Director of Human Resources





February 21, 2012

Victoria LaCalamita
Cook County Assessor's Office
118 N. Clark Street, Room 320
Chicago, Illinois 60602

RE: Scope of Work

Ms. LaCalamita,

Building on more than 75 years of service, Marshall & Swift is dedicated to providing the commercial and residential real estate industries, including Cook County, with the most current and accurate building cost data available.

Marshall & Swift provides the building cost data necessary for real estate/assessor cost valuations and is widely considered the authority on the cost approach. Today, the company features a comprehensive product suite of traditional cost manuals, specialty publications and software solutions, and serves nearly 100,000 customers - a diverse range of professionals that includes commercial, residential, high-value, agricultural and review appraisers, assessors, as well as lending institutions.

Beyond meticulously researched data, the original publications such as the Marshall Valuation Service and Residential Cost Handbook (circa 1954) set the standard for cost approach methodology and became indispensable to the entire cost valuation process.

M&S provides tools to Assessors and Appraisers in order to facilitate an accurate valuation of Real Property across North America. We provide these tools in forms of products to Cook County. We truly value our relationship and your business. Thank you.

Deliverables include:

- One (1) Marshall Valuation Service ("MVS") annual single user subscription license; physical book format with monthly updates sent via ground shipping.

Marshall Valuation Service ("MVS"), a complete, authoritative appraisal guide for developing replacement costs and depreciated values of buildings and other improvements, the Marshall Valuation Service is an industry standard throughout the United States, U.S. territories, most major cities in Canada, and selected foreign cities worldwide.



With time-honored methodology, regularly updated cost data and full-time technical support, you'll be able to project construction costs or value any commercial building in the field for assessors in Cook County. Reference more than 30,000 component costs and more than 300 building occupancies.

Green Building Costs

INCLUDED: "Green" Section for use in estimating "green" additions and adjustments/retrofits.

- Commercial Estimator 7 ("CE7") annual NETWORK license for 4-6 users annually; electronic CDrom format with quarterly updates sent via ground shipping.

Create unlimited cost approach reports with this easy-to-use desktop application. With access to accurate costs on more than 280 building occupancies, including all classes, sizes, shapes and quality levels, and extensive coverage of component costs, Commercial Estimator 7 will help you produce accurate reports in a fraction of the time.

Simply enter the assignment-specific building data into the specified fields and let the program pull all related cost figures, calculate totals and produce entire reports. The cost approach has never been this easy.

A key resource to your jurisdiction, your annual subscription includes quarterly updates and unlimited use of our free technical support services for assessors in Cook County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Randy G. Cook', written over a horizontal line.

Randy G. Cook
Senior National Sales Executive
Marshall & Swift, MSB



February 22, 2012

Cook County Assessor's Office
Attn: Victoria LaCalamita
118 N Clark St 3rd Floor
Chicago, IL 60602-1531

Re: M&S Sole Source Letter

Ms. LaCalamita,

This letter certifies that Marshall & Swift ("M&S") is the producer, publisher and sole source of the following data products and software:

- Marshall Valuation Service
- Residential Cost Handbook
- Commercial Estimator 7/ Agricultural Estimator
- Residential Estimator 7
- Proprietary algorithms associated with the M&S square foot and segregated cost methodology
- Software engines for calculations utilizing M&S square foot and segregated cost methodologies

Key Reasons for sole source:

- The data and algorithms in questions are proprietary to Marshall & Swift
- M&S is the only vendor and producer that can support continued delivery of the products listed above
- M&S data and algorithms are accepted by Illinois courts for tax appeals
- M&S is the only approved source for the data and algorithms

Additional documentation and ongoing support are available for each of the products listed above.

Please do not hesitate to contact M&S directly at (213) 253-4838, should you have any inquiries.

Best Regards,

Randy G. Cook
Senior National Sales Executive
Marshall & Swift, MSB



RENEWAL NOTICE

1171895

Bill to:

Victoria Lacalamita
 Cook County Assessor Office
 118 N Clark St 3rd Floor, Room 320
 Chicago IL 60602-1531 USA

Ship to:

Victoria Lacalamita
 Cook County Assessor Office
 118 N Clark St 3rd Floor, Room 320
 Chicago IL 60602-1531 USA

Customer Number
 1171895

Representative:
 Randy Cook

Description SubSID / SrceCode	Version	Terms/Expire date	Quantity	Price
Marshall Valuation Service 13633635	BOOK	1 Year, 12 Updates	1	\$ 461.95
Commercial Estimator 7 13785800	4-6 Users	1 Year, 4 Updates 7/1/2012-6/30/2013	1	\$ 5,599.95

Tax	
Shipping \$	24.25
Total Amount \$	6,086.15

For Customer Service, please call
 (800) 810-2902 or Fax (213) 683-9043

Taxes apply (AZ,CA,CO,CT,FL,GA,IL,KY,MA,MD,MI,MN,MO,NJ,NY,OH,PA,RI,TN,TX,WI,WV)
Please return one copy with your payment and retain the other for you records

Please disregard this notice if payment has already been made.

2/24/2012

Customer Number:
1171895

Payment in U.S. Funds
 Make Checks payable to:
Marshall & Swift
PO Box 7608
Chicago, IL 60680-9820

<input type="checkbox"/> Check Enclosed <input type="checkbox"/> VISA <input type="checkbox"/> MC <input type="checkbox"/> AMEX <input type="checkbox"/> DISC
Name on Credit Card _____
Credit Card # _____
Amount \$ _____ Expire Date _____
Signature _____
CC Billing Address _____
City, State, Zip _____
Phone # _____
E-Mail _____