# OFFICE OF THE CHIEF PROCUREMENT OFFICER
## 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**

839063

The Office Leader
199 LEE AVE #134
Brooklyn NY 11211

**DATE**
8/5/2013
**F.O.B. POINT**

**PURCHASE ORDER NO.**
**185980 - 000- OP**
**REQUISITION NO.**
00109247 O7

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

**SHIP TO** Public Guardian Of Cook County
69 W Washington Rm 700
Chicago IL 60602

**DELIVERY INSTRUCTIONS**

| DEPT NO | |
|---|---|
| 71700305 | Page 1 of 1 |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|---|---|---|---|---|---|---|
| 1.00 | Captain Guest Chair<br>Color: Burgundy<br>Item# BOC-B9540<br>ALL ITEMS, EXCEPT WHERE NOTED, SHOULD BE DELIVERED TO 69 W. WASHINGTON RM#700, CHICAGO | 10.00 | EA | 111.0000 | 1,110.00 | 71700305.560511.8300 |
| 2.00 | Tufted Loveseat<br>Color: Burgundy<br>Item #BOC-BR99803 | 1.00 | EA | 340.0000 | 340.00 | 71700305.560511.8300 |
| 3.00 | Tufted Queen Anne Club Chair<br>Color: Burgundy<br>Item #BOC-BR99801 | 2.00 | EA | 209.0000 | 418.00 | 71700305.560511.8300 |
| 4.00 | Mid-Back Ergonomic Chair<br>Color: Black<br>Item #OFF-92893 | 4.00 | EA | 205.0000 | 820.00 | 71700305.560511.8300 |
| 5.00 | High-Back Ergonomic Chair<br>Color: Black<br>Item #OFF-92892 | 4.00 | EA | 218.0000 | 872.00 | 71700305.560511.8300 |
| 6.00 | Task Chair<br>Color: Black<br>Item# BOC-B6808 | 8.00 | EA | 148.0000 | 1,184.00 | 71700305.560511.8300 |
| 7.00 | Panel Arm 5 Seat Vinyl Sofa<br>Color: Burgundy<br>Item #75539<br>Delivery Instruction:<br>THE FOLLOWING ITEM SHOULD BE DELIVERED TO 2245 W. OGDEN 4th Floor Chicago, IL. | 1.00 | EA | 930.0000 | 930.00 | 71700305.560511.8300 |
| 8.00 | Panel Arm 2 Seat Vinyl Sofa<br>Color: Burgundy<br>Item #75534<br>Delivery Instruction:<br>THE FOLLOWING ITEM SHOULD BE DELIVERED TO 2245 W. OGDEN 4th Floor Chicago, IL. | 1.00 | EA | 447.0000 | 447.00 | 71700305.560511.8300 |
| | ******* | Total Order | | ******* | 6,121.00 | |

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

**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.

**CHIEF PROCUREMENT OFFICER** **Date:**

10 September 2013

REVISED - ADDED MODEL #S

Report: R56REQ2

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number: 185980

**Requisition # O7 109247** **Contract # 1322-12858** Open Date

Buyer Number: 724151 Supervisor 50
Bid/Sole Src Code:
Business Unit: 71700305
Internal Req Number:
Board Apr Date & Item:
Requisition Date: 5/17/2013
Date Needed: 5/17/2013

Ship To: 96756 Public Guardian Of Cook County, 69 W Washington Rm 700, Chicago IL 60602

Delivery Instructions:

Supplier: 299999 TEAM LEAD MAILBOX

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 | 425 | Captain guest chair | Color: Burgundy Item No. BOC_B9540 | | 10.00 | EA | 150.0000 | 1,500.00 | 71700305.560511.8300 |
| | | Delivery Instruction: THE FOLLOWING ITEMS SHOULD BE DELIVERED AT 2245 W. OGDEN 4th Floor Chicago, IL 1) The panel arm Five seats vinyl sofa. 2) The panel arm Two seats vinyl sofa. | | | | | | | |
| 2.000 | 425 | Large Size Button Tufted Tradi | nal Loveseat color: Burgundy Item No. BOC_BR99803 < > | | 1.00 | EA | 600.0000 | 600.00 | 71700305.560511.8300 |
| 3.000 | 425 | Traditional Tufted Queen Anne | club chair color: Burgundy Item No. BOC_BR99801 < > | | 2.00 | EA | 350.0000 | 700.00 | 71700305.560511.8300 |
| 4.000 | 425 | Mid-Bag Mesh Ergonomic chair | color; Black Item No. OFF_92893 | | 4.00 | EA | 250.0000 | 1,000.00 | 71700305.560511.8300 |
| 5.000 | 425 | High Back Mesh Ergonomic chair | color; Black Item No. OFF_92892 | | 4.00 | EA | 290.0000 | 1,160.00 | 71700305.560511.8300 |
| 6.000 | 425 | Hydra Mesh Back Task Chair | color; Black Item No. BOC_B6808 | | 8.00 | EA | 180.0000 | 1,440.00 | 71700305.560511.8300 |
| 7.000 | 425 | Panel Arm Five Seat Vinyl Sofa | Burgundy Item No 75539 | | 1.00 | EA | 1,100.0000 | 1,100.00 | 71700305.560511.8300 |
| 8.000 | 425 | Panel Arm 2 Seat Vinyl Sofa | Burgundy Item No. 75534 | | 1.00 | EA | 500.0000 | 500.00 | 71700305.560511.8300 |

Office Furniture

National Business Furniture

**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.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

ACCT # _____

DATE _____ BY _____

PURCHASING USE ONLY

Report: R56REQ2

# Purchase Requisition

## Office of the Purchasing Agent

**Cook County of Illinois**

Purchase Order Number

Requisition # 07 109247 Contract # 1323-12858 Open Date

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code
Business Unit 71700305
Internal Req Number
Board Apr Date & Item
Requisition Date 5/17/2013
Date Needed 5/17/2013

Ship To: 96756 Public Guardian Of Cook County
69 W Washington Rm 700
Chicago IL 60602

Delivery Instructions: Supplier: 299999 TEAM LEAD MAILBOX

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 | 425 | Captain guest chair | Color: Burgundy | < > | 10.00 | EA | 150.0000 | 1,500.00 | 71700305.560511.8300 |
| | | Delivery Instruction: THE FOLLOWING ITEMS SHOULD BE DELIVERED AT 2245 W. OGDEN 4th Floor Chicago, IL. 1) The panel arm Five seats vinyl sofa. 2) The panel arm Two seats vinyl sofa. | | | | | | | |
| 2.000 | 426 | Large Size Button Tufted Tradi | nal Loveseat color: Burgundy | < > | 1.00 | EA | 600.0000 | 600.00 | 71700305.560511.8300 |
| 3.000 | 425 | Traditional Tufted Queen Anne | club chair color: Burgundy | < > | 2.00 | EA | 350.0000 | 700.00 | 71700305.560511.8300 |
| 4.000 | 425 | Mid-Bag Mesh Ergonomic chair | color; Black | < > | 4.00 | EA | 250.0000 | 1,000.00 | 71700305.560511.8300 |
| 5.000 | 425 | High Back Mesh Ergonomic chair | color; Black | < > | 4.00 | EA | 290.0000 | 1,160.00 | 71700305.560511.8300 |
| 6.000 | 425 | Hydra Mesh Back Task Chair | color; Black | < > | 8.00 | EA | 180.0000 | 1,440.00 | 71700305.560511.8300 |
| 7.000 | 425 | Panel Arm Five Seat Vinyl Sofa | Burgundy | < > | 1.00 | EA | 1,100.0000 | 1,100.00 | 71700305.560511.8300 |
| 8.000 | 425 | Panel Arm 2 Seat Vinyl Sofa | Burgundy | < > | 1.00 | EA | 500.0000 | 500.00 | 71700305.560511.8300 |

RECEIVED OFFICE OF THE PURCHASING AGENT 13 JUN 27 AM 9:15 TIME KEEPER

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.

CGA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

REQUISITIONER

BUREAU or DEPARTMENT HEAD

Report: R56REQ2

# Purchase Requisition

## Office of the Purchasing Agent

**Cook County of Illinois**

Purchase Order Number

Requisition # O7 109247 Contract #

Open Date

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code
Business Unit 71700305
Internal Req Number
Board Apr Date & Item
Requisition Date 5/17/2013
Date Needed 5/17/2013

Ship To: 96756 Public Guardian Of Cook County
69 W Washington Rm 700
Chicago IL 60602

Delivery Instructions:

Supplier: 299999 TEAM LEAD MAILBOX

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 |
|---|---|---|---|---|---|---|---|---|

Total of Items Ordered 8,000.00

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 JUN 27 AM 9:43
TIME KELIFER

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.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

ACCT # _____

DATE _____ BY _____

PURCHASING USE ONLY