



**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
75320

Fox Valley Fire & Safety Co
2730 Pinnacle Dr
Elgin IL 60124-7943

DATE
9/11/2013
F.O.B. POINT

PURCHASE ORDER NO.
186253 - 000- OP
REQUISITION NO.
00110478 OR

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

SHIP TO Facilities Management
Markham Court Bldg - 6th District Court
16501 S. Kedzie Parkway
Markham IL 60426-5509

DELIVERY INSTRUCTIONS
Jim Hannigan 773-674-
3017

DEPT NO	Page 1 of 1
2001113	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Install new CPU board Install new CPU board and labor to replace and connect. As per attached quote from Fox Valley Fire 9/6/13 Req# 32000194	.00 JB	2,495.0000	2,495.00	2001113.540360
***** Total Order *****				2,495.00	

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:

John E. M. 11 Sept 2013

26

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

186253

Requisition # **OR 110478** Contract # **1385-13050** Open Date

Ship To: 8000418 Facilities Management
Markham Court Bldg - 6th Distr
16501 S. Kedzie Parkway
Markham IL 60426-5509

Delivery Instructions: Jim Hannigan
773-674-3017

Supplier: 75320 Fox Valley Fire & Safety Co
2730 Pinnacle Dr
Elgin IL 60124-7943

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	Install new CPU board Install new CPU board and labor to replace and connect. As per attached quote from Fox Valley Fire 9/6/13 Req# 32000194	<	>	JB	2,495.0000	2,495.00	2001113.540360
						Total of Items Ordered	2,495.00	

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2013 SEP 10 PM 4:25
TIME KEEPER

CERTIFICATION
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep. 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 9/9/13 BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____ DATE _____ BY _____



Cook County
Office of the Chief Procurement Officer

Emergency Purchase Justification

General Information	Date: 9-10-13
Unit/Department: Facilities Management	Phone No.
Contact Name: Jim Hannigan	email

Vendors Solicited	Requisition No.
1. Fox Valley Fire & Safety	Purchase Order No.
2.	Contract No.
3.	

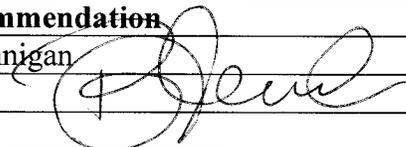
Description. Please provide a description of the situation that is causing the emergency purchase.
This request is for the repair of the CPU board at the Markham Courthouse. This item runs the fire alarm system – without being in proper working order the being is not covered by the fire alarm system – a life safety issue.

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

X Threat to Health Damage to County Property Other, please explain
X Threat to Safety Serious Operational Disruption

Explanation: How will the County be damaged/affected by the situation? What are the possible consequences of not acting on the purchase quickly?
There is no fire detection in the courthouse. Therefore we have been but on fire alert.

Other: Is there a contract that can prevent this type of emergency purchase in the future?
Please explain. There is not a current contract for this sole source vendor for these systems.

Department Recommendation	
Requestor: Jim Hannigan	Date:
Department Head: 	Date: 9/10/13.

Chief Procurement Officer's Approval	
Signature:	Date:

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

EARLEAN COLLINS	12 DCL	SHARON GANER	109 DCL
ROBERT STELLS	21 DCL	JOHN P. DALEY	170 DCL
JERRY BUTLER	24 DCL	JON A. PRITCHETT	128 DCL
WILLIAM M. BEAVERS	41 DCL	LAWRENCE SUFFRIN	138 DCL
DEBORAH BARR	89 DCL	GREGG GOELIN	148 DCL
JOHN P. MURPHY	89 DCL	TIMOTHY G. SCHAEFER	158 DCL
JESSE G. GARCIA	76 DCL	JEFFREY R. TOROLES	168 DCL
STANLEY REYES	89 DCL	ELIZABETH ANN GOODY COLEMAN	178 DCL
PETER ALI SIVESTRI	89 DCL		



BUREAU OF CAPITAL PLANNING & FACILITIES MANAGEMENT

JIM D'AMICO - DIRECTOR
 DEPARTMENT OF FACILITIES MANAGEMENT
 George W. Dunne Cook County Office Building
 80 W. Washington, Suite 3016
 Chicago, Illinois 60602-4053
 TEL: 312-603-6340
 FAX: 312-603-6990

75320

Sole Source
Emergency Request

Date 9-6-13 Req. # 32000194 E# 116478

Requester Jim Hannigan Ph. # 773 674 3017 Fax # 773 674 5526

Location Mackham Crt Hse

Material/Service Provide, install & program the cpu board in the fire alarm

Is purchase \$1000 or more per item Yes No

Why this is an emergency?????
There is presently no working fire alarm system in this facility

Lead time: None Estimated Completion/Delivery: Today

Is there an existing requisition for this material/service? Yes No

Req. # _____ Date submitted _____ Amount _____

1. Vendor Foxvalley Amount 2,495.00

2. Vendor _____ Amount _____

3. Vendor _____ Amount _____

Authorized by: [Signature] Date: 9/6/13



FIRE & SAFETY.
Since 1960

ONE COMPANY DOES IT ALL

Fire Alarm • 24-Hour Monitoring • Fire and Safety Products • Security • Engineered Fire Suppression • Sprinkler Service
2730 Pinnacle Drive • Elgin, IL 60124-7943 • 847-695-5990 • Fax 847-695-3699 • www.foxvalleyfire.com

September 6, 2013

Cook Co Facilities Mgmt
Attn: Jim Hannigan
2245 W Ogden Ave 5th Fl W
Chicago, IL 60612
Phone: 708-210-4158
Fax: 708-232-4682

Project: Sixth District Courthouse
16501 S Kedzie Pkwy
Markham, IL 60426

Dear Jim:

Fox Valley Fire & Safety recently performed a service call at the above referenced location. During this service, our technician determined the CPU board is bad on the fire alarm control panel and needs to be replaced as soon as possible. Fox Valley Fire & Safety proposes to provide the following:

Fire Alarm System Equipment and Scope of Work:

- 1 - CPU Board
- 1 - Labor to Replace and Connect

Your investment for this package..... \$ 2,495.00

Please Note:

➤ **A new proposal will be provided for additional equipment or work, if required.**

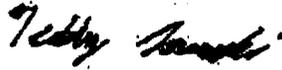
Exclusions to this proposal are:

- 1. Products or services not listed above
- 2. Additional requirements from the local Fire Department
- 3. Premium time labor
- 4. Sales Tax
- 5. Fuel Surcharge

Please approve, date and fax this document to my attention at your earliest opportunity. Upon receipt of your approval, we will contact you to schedule this important life safety work.

I look forward to partnering with you on this project and appreciate your careful consideration. If you have any questions or if I may be of further assistance, please feel free to contact me at 847-695-5990, ext 233 or via e-mail at teddy@foxvalleyfire.com.

Respectfully,



Teddy Lawnicki
Fire Alarm Sales Support

cc: Ken Volkening

Credit Terms:

1. All orders are subject to credit approval and may require a deposit; prior arrangements not withstanding.
2. Payment Terms can be established by contacting our Accounts Receivable Department at 224-293-5308 or 224-293-5304.

Approval:

My signature below indicates that I am an authorized agent of the company receiving this proposal and that I have full power and authority to bind our company to the terms of this proposal.

Authorized Signature

Printed Name

Title

Date

SOLE SOURCE JUSTIFICATION FORM

INSTRUCTIONS: Using Agencies requesting that the Office of the Chief Procurement Officer ("OCPO") procure goods or services through a sole source must complete this form. The Using Agency must answer all questions. If a question is not applicable, the Using Agency must specify that the question is "Not Applicable". Please attach additional sheets if necessary.

PART I: USING AGENCY GENERAL INFORMATION

Using Agency:	Facilities Management
Contact Name/ Title:	Jim Hannigan - Electech Foreman
Requestor / Date:	9-6-13
Phone No./Email:	773 674 3017 jim.hannigan@cookcounty.il.gov

PART II: VENDOR INFORMATION

Vendor Name:	Fox Valley Fire & Safety	
Contact Name/Title:	Teddy Lawnicki	
Address:	2730 Pinnacle Dr. Elgin IL 60124-7943	
Phone No:	847 695 5990	Email: teddy1@foxvalleyfire.com

PART III: CONTRACT INFORMATION

Contract Value of the Goods or Service:	\$ 2,495.00
Proposed Sole Source Contract Effective Date:	N/A
Proposed Sole Source Contract Termination Date:	N/A
Is this a Technology Service or Equipment Request: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If Yes, please contact the Bureau of Technology to receive additional signature approval for Sole Source Request	

If the Sole Source Contract is for a one-time purchase, please state the date the Using Agency must make the purchase of the Goods or Service: 9-6-13

Using Agency Name: _____ Date submitted: _____



Q3. If the Sole Source Contract is to provide service or maintenance on proprietary goods or equipment, please describe how the Using Agency determined that the Vendor is the only known Vendor that provides maintenance or services for the existing equipment. (Please attach supporting documentation).

The manufacturer will verify that Foxvalley is the proprietary vendor

Q4. Please describe what due diligence or investigation your agency has conducted to determine that the Vendor is the only known manufacturer of a product or equipment. Please list the sources for your investigation, (for example internet searches, trade shows, professional journals, etc).

I have been installing and repairing fire alarms for 15 years This is considered general knowledge in this industry

Q5. Provide a detailed explanation to support that this Vendor has a unique or specialized skill or service to provide the requested goods or service. If the Vendor is providing professional consulting services, please attach the resume or credentials of the Vendor.

All fire alarm company Techs must be certified by the manufacturer

Q6. If the Vendor is providing technological goods or services, (hardware, software, licenses, hosting, or other goods or services requiring integration into or with the County's IT System or support by the Bureau of Technology) has the Using Agency consulted with the Bureau of Technology? N/A

Q7. What information do you have on any previous competitive bids for this good or service?

Competitive bids are only used for a new installation, once installed you are required to use the installer.

Using Agency Name: _____ Date submitted: _____



Cook County Office of the Chief Procurement Officer

(August 2013)

Is the Using Agency requesting that the Sole Source Contract contain renewal options? If so, please state:

FIRE Alarms are proprietary - All programming
Length of each Renewal (in months)
Contract Value of the Renewal Terms

If the Using Agency has purchased these Goods or Supplies in the past from the Vendor, please set forth the following:

Table with 2 columns: Field Name, Value. Fields include Contract/Purchase Order Number, Term of Contract, Contract Value.

PART IV: SOLE SOURCE JUSTIFICATION CRITERIA

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

Table with 3 columns of options: Single Source, Patented Product, Proprietary/Copyright Restrictions, Exclusive or Unique Capability, Equipment Compatibility, Other, please.

Q1. Section 34-139 of the Cook County Procurement Code provides as follows: "Procurements of supplies, equipment, goods or services may be made without use of one of the competitive processes if there is either one source or there is a need for the unique or specialized skill, experience, or ability possessed by a particular source." Explain how the purchase of goods or services meets the Procurement Code's criteria for a Sole Source Procurement. (Note: for this question, price cannot be a part of the justification).

FIRE Alarm companies own proprietary rights to all fire alarm system they install and write the programming for.

Q2. If the Sole Source Contract is for "compatibility", please describe the unique properties which make the product compatible with the existing material or equipment; the approximate dollar value of the existing material or equipment; and the value and useful life remaining of the material or equipment.

You may only purchase fire alarm parts through the proprietary vendor

Using Agency Name: Date submitted:



Cook County
Office of the Chief Procurement Officer
 (August 2013)

Q8. What efforts were made to get the best possible price? I ask for their best price

Why is the price of this purchase considered to be fair and reasonable?
It is normal for this type of part

Using Agency Signature

I know and understand the contents of this Sole Source Justification Form and attest that all statements are true and correct and that the fairness and reasonableness of the price was adequately confirmed. I understand that any misrepresentations and omissions shall be cause for referral to the Cook County Independent Inspector General.

J. J. Hannigan Electech Foreman F/M 9-6-13
 Requestor (Signature) Title/Department Date

Department Head (Signature) Department Date

Signature Title Date
 Bureau of Technology (if applicable)

BELOW FOR OCPO USE ONLY: Review/Approval:

<i>Buyer/Negotiator (Reviewer)</i>	Date
<i>Deputy/Manager (Reviewer)</i>	Date
<i>Legal (Reviewer) *If applicable</i>	Date
<i>CPO (Approval)</i>	Date

Using Agency Name: _____ Date submitted: _____

Delivered: Re: 186253 P.O.

Microsoft Outlook

Sent: Thursday, September 12, 2013 1:29 PM

To: Jessie Soto-Sarate (Procurement)

Your message has been delivered to the following recipients:

Belinda Henderson (Facilities Management) (Belinda.Henderson@cookcountyil.gov)

Subject: Re: 186253 P.O.