



**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  
 811686

A -1 Business Products  
 26107 Sherwood Ave  
 Warren MI 48091-4165

DATE  
 2/7/2012  
 F.O.B. POINT

PURCHASE ORDER NO.  
**179975 - 000- OP**  
 REQUISITION NO.  
 00100214 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  
 Criminal Justice Administration Bldg  
 2650 S. California Avenue  
 CHICAGO IL 60608-5145

**DELIVERY INSTRUCTIONS**  
 Matt Landek 312-433-  
 5651

DEPT NO	
2001108	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Lockers Lockers, storage Tennsco #31242 Double tier w/ 3 coat hooks 2 point closing system 12" x 18" x 72" Color: Wine Heavy duty welded lockers Heavy gauge steel lockers w/ louvers Rubber bumpers Door stiffeners Smooth latch Pad lock ready Fully assembled Req. #12000518	3.00 EA	328.0000	984.00	2001108.530275
		*****	Total Order	*****	984.00

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

*Maria McKinnon*  
 \_\_\_\_\_  
 Date: 2/14/12 BA

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number  
**179975**

Requisition # **OR 100214** Contract #

Open Date

Ship To: 8000409

Facilities Management  
Criminal Justice Administration  
2650 S. California Avenue  
CHICAGO IL 60608-5145

Delivery Instructions:  
Matt Landek  
312-433-5651

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code QSP  
Business Unit 2001108  
Internal Req Number 12000518  
Board Apr Date & Item 11/7/2011  
Requisition Date 11/7/2011  
Date Needed 11/7/2011

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

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	578 Lockers	<	3.00	EA	269.0000	807.00	2001108 530275
	Lockers, storage						
	Tennsco #31242						
	Double tier w/ 3 coat hooks						
	2 point closing system 12" x 18" x 72"						
	Color: Wine						
	Heavy duty welded lockers						
	Heavy gauge steel lockers w/ louvers						
	Rubber bumpers						
	Door stiffeners						
	Smooth latch						
	Pad lock ready						
	Fully assembled						
	Req. #12000518						

*get 3 quotes via phone*

Total of Items Ordered 807.00

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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

*Amber (S. Brown)*

*[Signature]*

ACCT #

DATE

BY

*RECEIVED  
624117 7-1031192*



RETURN THIS QUOTATION TO:  
**OFFICE OF THE PURCHASING AGENT**  
**COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375  
SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES  
WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**  
This is not an order. Submit quotations on this form.

DATE 2/1/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035303	ORDER NO. 100214 OR	RESPOND BY 2/7/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of
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Vendor Address 811686  
A-1 Business Products  
26207 Sherwood Ave  
Warren MI 48091

**TERMS AND CONDITIONS**

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder off to furnish any or all of the items upon which prices are quoted, at the prices and delivery time state all terms and conditions endorsed hereon.  
Bidding: The right is reserved to reject any and all bids; to waive a formality in bid to award by bidders cannot limit the acceptance of bid to less than 30 days.  
Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit price will govern.  
Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery.  
Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.  
In General: The prices quoted herein shall agree with all Federal Laws and Regulations.  
Brand Names: Where brand names, model or part numbers are employed in the description, it is required that they are recited. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

**Product Delivery Point**  
Facilities Management  
Criminal Justice Administration Bldg  
2650 S. California Avenue  
CHICAGO IL 60608-5145

DELIVERY IN WORKING DAYS 7-10 days  
PHONE NUMBER 576-755-2075  
SIGNED BY [Signature]  
(PLEASE PRINT) Rod prisbe

**INSTRUCTIONS ON MARKING BID ENVELOPE**

Before returning bid, mark the envelope in which the bid will be enclosed with the following info: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Lockers Lockers, storage Tennsco #31242 Double tier w/ 3 coat hooks 2 point closing system 12" x 18" x 72" Colon Wine Heavy duty welded lockers Heavy gauge steel lockers w/ louvers Rubber bumpers Door stiffeners Smooth latch Pad lock ready Fully assembled Req. #12000918	3.00	EA	328.00 EA	984.00
				<b>TOTAL</b> 984.00
OFFICE USE OR PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			

**A-1 BUSINESS PRODUCTS**

**ROD PRISBE**  
Sales  
Direct (586) 242-9399

26107 Sherwood Avenue  
Warren, Michigan 48091

Office (586) 755-2075  
Fax (586) 755-2021

Email: rod@a1office.net  
www.a1office.net

*Bel*



*FM*

*JA*

To: *Marty Hester*

From: Brenda Beard

Fax: (312) 603-3179

Date: 2/2/12

Phone: (312) 603-5383

Pages: 2

Re: 100214

CC:

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle



*Pl. quote please  
of this quote back  
to me ASAP*





RETURN THIS QUOTATION TO:  
**OFFICE OF THE PURCHASING AGENT  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375  
SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES  
WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**  
This is not an order - submit  
quotations in this form.

DATE 2/1/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 100214 OR	RESPOND BY 2/7/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of
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**TERMS AND CONDITIONS**

**Vendor Address**

*WNCRA, LLC  
1601 N. Dearborn St  
Chicago, IL 60610-3156*

**Product Delivery Point**

Facilities Management  
Criminal Justice Administration Bldg  
2650 S. California Avenue  
CHICAGO IL 60608-5145

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by Bidders cannot limit the acceptance of bid to less than 30 days.

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Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by exemption certificate #36-79-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is no that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

DELIVERY IN WORKING DAYS *2*

PHONE NUMBER *631-7153*

SIGNED BY *Mary Heller*  
(PLEASE PRINT)

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OFFICE USE OR PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL 1200 <sup>00</sup>