



**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  
 82061

DATE  
 2/17/2012  
 F.O.B. POINT

**PURCHASE ORDER NO.**  
**180152 - 000- OP**  
**REQUISITION NO.**  
 00101383 OR

Warehouse Direct Inc  
 1601 Algonquin Rd  
 Mt Prospect IL 60056

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

**SHIP TO** Sheriff - Police Department  
 1401 S. Maybrook Drive  
 Maywood IL 60153-2418

**DELIVERY INSTRUCTIONS**

COLLEEN SULLIVAN 312-  
 603-0059

DEPT NO

2111091 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	EUROTECH 24/7 CHAIR, HEAVY DUTY TASK CHAIR, BLACK CHAIR WITH BLACK FABRIC	6.00 EA	285.0000	1,710.00	2111091.530275
2.00	SET UP & DELIVERY CHARGE PLEASE DELIVER TO: COOK COUNTY SHERIFF POLICE FUGITIVE WARRANTS DEPARTMENT 1401 S. MAYBROOK DRIVE MAYWOOD, ILLINOIS 60153 ATT: JAMES MCARDLE AS PER ATTACHED QUOTE#1412	1.00 JB	110.0000	110.00	2111091.530275
***** Total Order *****				1,820.00	

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.

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

**PURCHASING AGENT**

Date:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Maia de Luna*  
 3/9/2012

# Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

180152

8/18/12 New

Requisition # **OR 101383** Contract #

Open Date

Ship To: 8000934 Sheriff - Police Department  
1401 S. Maybrook Drive  
Maywood IL 60153-2418

Delivery Instructions:  
COLLEEN SULLIVAN  
312-603-0059

Supplier: 82061  
Warehouse Direct Inc  
1601 Algonquin Rd  
Mt Prospect IL 60056

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code SSP  
Business Unit 2111091  
Internal Req Number 22110003  
Board Apr Date & Item  
Requisition Date 1/17/2012  
Date Needed 1/17/2012

One Time Purchase Yes No Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_ Prior Contract No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Emergency No. \_\_\_\_\_

Line #	Commodity Description	Ball on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000 578	EUROTECH 2417 CHAIR, HEAVY WITH BLACK FABRIC	<	6.00	EA	285.0000	1,710.00	2111091.530275
2.000 999	SET UP & DELIVERY CHARGE	<	1.00	JB	110.0000	110.00	2111091.530275

PLEASE DELIVER TO:  
COOK COUNTY SHERIFF POLICE FUGITIVE WARRANTS DEPARTMENT  
1401 S. MAYBROOK DRIVE  
MAYWOOD, ILLINOIS 60153  
ATT: JAMES MCARDLE  
AS PER ATTACHED QUOTE#1412

Total of Items Ordered 1,820.00

### 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.

*Charles Hanna*

REQUISITIONER \_\_\_\_\_ BUREAU or DEPARTMENT HEAD \_\_\_\_\_

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 JAN 18 AM 10:41  
BOOKKEEPING

THOMAS J. DART  
SHERIFF



ALEXIS HERRERA  
CHIEF FINANCIAL OFFICER  
SOJOURNER COLBERT  
FINANCE DIRECTOR

**SHERIFF'S OFFICE OF COOK COUNTY, ILLINOIS**  
**DEPARTMENT OF FISCAL ADMINISTRATION AND SUPPORT SERVICES**

69 W. WASHINGTON, CHICAGO, ILLINOIS 60602  
SUITE 1410

PHONE (312) 603-0069

FAX (312) 603-9806

January 17, 2012

Maria DeLourdes Coss  
Purchasing Agent  
Cook County Government  
118 N. Clark Street, Room 1018  
Chicago, Illinois 60602

RE: Req# 22110003 System#101383  
Warehouse Direct

Dear Ms. Coss,

Please allow this letter to serve as request to issue a Purchase Order for Requisition #22110003/#101383, to Warehouse Direct, Inc. of Mt. Prospect, Illinois for the purchase of 24/7 task chairs for the Fugitive Warrants Department.

Reason: The chairs currently used have been utilized 24 hours a day, seven days a week, and are showing signs of damage. The staff working this assignment has duties and responsibilities that require them to sit for extended periods of time, so therefore reliable chairs that meet the daily demands of shift work are required.

The vendor was chosen because they submitted the lowest of the three bids received and is below the \$5,000.00 limit.

Fiscal Impact: \$1,820.00

Acct: 2111091-530275

Sincerely,

Colleen Sullivan  
Business Manager  
Cook County Sheriffs Budget Department



**RE: Chair Quote**

Marty Heller [martyheller@warehousedirect.com]

**Sent:** Wednesday, January 04, 2012 4:44 PM

**To:** Colleen Sullivan (Sheriff)

hi Colleen

this is a Eurotech 24/7 chair the price will be 285.00 per chair  
to set up and deliver all the chairs it will be an additional 110.00 total  
thanks  
Marty

**From:** Colleen Sullivan (Sheriff) [mailto:Colleen.Sullivan@cookcountyil.gov]

**Sent:** Wednesday, January 04, 2012 11:57 AM

**To:** Marty Heller

**Subject:** Chair Quote

Hi Marty,

Colleen forwarded me your email reagarding the quote. The only in fo I have is that it is :

Previously purchsed through National Business Furniture. The chair are from Eurotech (model#56537) they are heavy duty task chairs (black cahir with black fabric)

Hope that helps?

Thanks

Colleen Sullivan

Handwritten calculation:

$$285.00 \times 6 = \$1,710.00$$

$$+ \frac{\$110.00}{(set up + delivery)} = \frac{\$1,820.00}{TOTAL}$$

Quote # 1412

**Ship-To Address**

COLLEEN SULLIVAN  
 BUSINESS MANAGER  
 COOK COUNTY POLICE DEPARTMENT  
 1401 MAYBROOK DR  
 MAYWOOD IL 60153

ph: (708) 865-4856  
 fax: (708) 865-4718

**Bill-To Address**

COLLEEN SULLIVAN  
 BUSINESS MANAGER  
 COOK COUNTY POLICE DEPARTMENT  
 1401 MAYBROOK DR  
 MAYWOOD IL 60153

ph: (708) 865-4856  
 fax: (708) 865-4718

Item #	Qty	Description	Options	Lead Time	Catalog Price	Discount Price	Total Merch
<u>56537</u>	6	24-7 Ergonomic Task Chair	Black Dove Fabric/Black Frame	Ships Today	\$309.00	\$298.00	\$1,788.00
	1	<b>LIFETIME GUARANTEE</b>			<b>FREE</b>		

Merchandise	\$1,854.00
Total Discount	\$66.00
Merchandise Subtotal	\$1,788.00
Shipping & Handling	\$353.28
<b>Subtotal</b>	<b>\$2,141.28</b>
Total Tax	\$0.00
<b>Order Total</b>	<b>\$2,141.28</b>

**Quoted By:** MARY JO MCCORMICK **On:** 12/28/2011

**Important Information:**

Price reflects quoted discount, valid for 90 days from 12/28/2011.

Own this furniture for as little as \$82.87 per month for 36 months. Call or email me for details. No down payment and zero payments for 90 days on all new leases until December 31st.

Please Reference Quote# **QM221945 (v1)** when placing your order.

Quotations and drawings are property of National Business Furniture . Copyright 2012.

## WHY BUY from National Business Furniture?

**CHAIR - TRIBUNE PRODUCTS**

Jeff Day [jeff@tribuneproducts.com]

**Sent:** Wednesday, December 28, 2011 2:35 PM

**To:** Colleen Sullivan (Sheriff)

Colleen,

Good afternoon, HAPPY WEDNESDAY & HAPPY HOLIDAYS!!! Thank you for your quote request. Here is the amount for the chair you and I spoke about.

QUANTITY: 6

ITEM# TPC247

DESCRIPTION: EUROTECH 24/7 TASK CHAIR

AVAILABLE FOR: **\$295.00/EA** XL = 1,770.00

FREIGHT FROM MANUFACTURER FOR THE SIX CHAIRS: **\$75.00** - 75

OPTIONAL ASSEMBLY FOR THE SIX CHAIRS: **\$90.00** - 90

LEAD-TIME: 7-10 BUSINESS DAYS

PRODUCT IS A SPECIAL ORDER FROM THE MANUFACTURER AND IS NON-RETURNABLE

Thank you, please give me a call if you have any questions.

Jeff Day

Tribune Products Co.

A Certified MBE/WBE Company

Office: (847) 972-6110

Cell: (773) 517-4996

TOTAL 2,310.00  
1383  
2/29/12