



**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  
82743

Trane Co  
Attn: Jack Morge  
7100 S Madison  
Willowbrook IL 60527

DATE  
3/17/2012  
F.O.B. POINT

**PURCHASE ORDER NO.**  
**180532 - 000- OP**  
**REQUISITION NO.**  
00102368 OR

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

**SHIP TO** Hawthorne Warehouse  
4545 W Cermak  
Chicago IL 60623

**DELIVERY INSTRUCTIONS**

Bryan Johnson  
4010

773-869-

DEPT NO	
2001123	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Ignitor Kit p/nKit03033	1.00 EA	72.0000	72.00	2001123.530275
2.00	Valve , Gas 75 rptl 24 vac,negative pressure operation,adjustable for lp. p/nVal08853 Quote #196-6243512 Req. #22000245	1.00 EA	76.0000	76.00	2001123.530275
***** Total Order *****				148.00	

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**

Date:

*Maria de la Cruz*  
3/22/12 BR

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

*New 81 PR*  
**180532**

Requisition # **OR 102368** Contract #

Open Date

Ship To: 765642 Hawthorne Warehouse  
4545 W Cermak  
Chicago IL 60623

Supplier: 82743  
Trane Co  
Attn: Jack Morge  
7100 S Madison

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code QSP  
Business Unit 2001123  
Internal Req Number 22000245  
Board Apr Date & Item  
Requisition Date 3/1/2012  
Date Needed 3/1/2012

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

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000	578 Valve & Ignitor	<	>	LO	148.0000	148.00	2001123.530275
					As per attached quote #196-6243512		
					Req. #22000245		
Total of Items Ordered						148.00	

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

*AKC*  
*3/1/12*

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

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

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 MAR -1 PM 3:32  
BOOKKEEPING

THE BOARD OF  
COMMISSIONERS

**TONI PRECKWINKLE**  
PRESIDENT

EARLEAN COLLINS	1st Dist.	BRIDGET GAINER	10th Dist.
ROBERT STEELE	2nd Dist.	JOHN P. DALEY	11th Dist.
JERRY BUTLER	3rd Dist.	JOHN A. FRITCHEY	12th Dist.
WILLIAM M. BEAVERS	4th Dist.	LAWRENCE SUFFREDIN	13th Dist.
DEBORAH SIMS	5th Dist.	GREGG GOSLIN	14th Dist.
JOAN P. MURPHY	6th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
JESUS G. GARCIA	7th Dist.	JEFFREY R. TOBOLSKI	16th Dist.
EDWIN REYES	8th Dist.	ELIZABETH ANN DOODY GORMAN	17th Dist.
PETER N. SILVESTRI	9th Dist.		



DEPARTMENT OF  
FACILITIES MANAGEMENT

**JIM D'AMICO - DIRECTOR**  
DEPARTMENT OF FACILITIES MANAGEMENT  
George W. Dunne Cook County Office Building  
69 W. Washington, Suite 3015  
Chicago, Illinois 60602-4053  
TEL: 312-603-0340  
FAX: 312-603-9990

March 1, 2012

Maria De Lourdes Coss, MPO, CPPA  
Chief Procurement Officer  
Room 1018  
Cook County Building

Dear Ms. Coss:

Please allow this letter to serve as a request to issue Purchase Order for Requisition #22000245, System #102368, Trane, Willowbrook, IL, for a valve and igniter.

Reason: These items are needed to prevent sprinkler lines from freezing.

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

Fiscal Impact: \$148.00

Account: 2001123.530275

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson  
Business Manager  
Facilities Management

BH:kwb  
attachments

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

EARL HANCOCK	1st Dist.	BRODIE GAINER	7th Dist.
RONNIE STEELE	2nd Dist.	JOHN DALY	11th Dist.
JERRY BUTLER	3rd Dist.	JOHN FRITCHEY	12th Dist.
MILLIE BEAVERS	4th Dist.	LAURENCE ALFORD	13th Dist.
DON HANSEN	5th Dist.	DAVID HOSLIN	14th Dist.
JOAN MURPHY	6th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
JESSE Z. GARCIA	7th Dist.	JEFFREY T. BOGALSKI	16th Dist.
EDMUND REVER	8th Dist.	ELIZABETH ANN DOODY BOGEMAN	17th Dist.
PETER A. MERRITT	9th Dist.		



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 89 W. Washington, Suite 3015  
 Chicago, Illinois 60602-1053  
 TEL: 312-603-0340  
 FAX: 312-603-9980

**Rapid Purchase Order**

Date 2/29/12 Req. # 22000245 RPO 102368

Requester BRYAN JOHNSON CELLAR Ph. # 224-265-3469 Fax # 773-674-6633

Location HAWTHORNE WAREHOUSE

Material/Service NEW GAS VALVE AND HOT SURFACE IGNITER NEEDED TO REPAIR 2ND FL. ROOFTOP HEATING SECTION.

Is purchase \$1000 or more per item Yes  No

Reason material/service: - HEATING IN AREA NEEDED TO PREVENT SPRINKLER LINES AND HEADS FROM FREEZING AND RUPTRING.

Lead time: IN STOCK Estimated Completion/Delivery: ASAP

- 1. Vendor TRANS AMTECHMARKET SUPPLY Amount \$ 148.00
- 2. Vendor SOUTHSIDE CONTROL Amount \$ 203.13
- 3. Vendor JOHNSTONE SUPPLY Amount \$ 230.83

Authorized by: [Signature] Date: 2/29/12  
Blu 2/29/12

02/29/2012 08:28 3125033295

PAGE 03/05

1630323742

AFTERMARKET SUPPLY

10:14:17 a.m. 02-29-2012

1/1

Page 1



# Quote Receipt

Valid Until: 29-MAR-12

WILLOWBROOK PARTS CENTER  
7100 SOUTH MADISON STREET  
WILLOWBROOK, IL 60627  
(630)455-9900

Quote Date : 28-FEB-12

Quote Number : 196 - 6243512

**Sold To:**

Customer # 2752183

Name : COOK COUNTY FACILITY MANAGEMEN

Address : 2245 W OGDEN AVENUE  
CHICAGO, IL 60612

Phone No : (312)603-5370

Notes : AL, Randy Filter, 224-265-3469  
YCH240B4H0JB, S# 404101084D  
X13130447-010=KIT03033

**Disclaimer :**

This is a quote, not an invoice. Prices quoted are valid for 30 days from the day of the quote unless otherwise indicated. Quote does not reflect applicable tax charges. Shipping and Handling charges will be applied if necessary at the time of order. Quoted items are subject to availability and are not guaranteed to be in stock.

<u>Part #</u>	<u>Description</u>	<u>Qty Ordered</u>	<u>Unit Price</u>	<u>Ext Price</u>
KIT03033	kit; Ignitor	1.00	72.00	72.00
VAL08853	valve; gas, .75 npl, 24 vac, negative pressure operation, adjustable for lp	1.00	76.00	76.00

Sub Total: 148.00

Grand Total: 148.00

## Quote South Side Control Supply Co.

488 N Milwaukee Ave Chicago, IL 60610  
Ph 312-226-4900 / 800-572-3389  
Fax 312-226-3484  
www.southsidecontrol.com

<b>Date</b>
02/29/12
<b>Page</b>
1

<b>Quote #</b>
171334
<b>Job Name</b>
TRANE GAS VALVE

**Customer Address:** 118  
COOK COUNTY FACILITY MGMT.  
2245 W. OGDEN/5TH FL WEST  
CHICAGO, IL  
60612

Ordered by **BANDY RITTER**

Your control specialist today was: **George Rinda**

Contact Info: 488 N Milwaukee  
CHICAGO IL 60654  
312-226-4900

Order	Ship	E.O.	Part Number	Description	List Each	Mult	Net Each	Extension
1	1		VAL8853	MISCELLANEOUS NON-STOCK 3/4" 24V Negative PSI Valve	ITEM MUST	BE ORDERED	157.70	157.70
1	1		SKIT03033	SEALED UNIT PAR Hot Surface Ignitor			45.43	45.43
<p>ONE DAY LEAD TIME ON SPECIAL NEG. PRESSURE TRANE VALVE</p>								

**Notes:**

SERVICE CHARGE ON PAST DUE ACCOUNTS IS 1-1/2% PER MONTH  
QUOTATION IS GOOD FOR 30 DAYS FROM QUOTE DATE  
UNLESS QUOTED, APPROPRIATE SHIPPING CHARGES WILL BE ADDED

<b>SUB TOTAL</b>	203.13
<b>TAX</b>	0.00
<b>Total</b>	203.13

- |  |  |  |   |   |   |  |  |  |   |
|--|--|--|---|---|---|--|--|--|---|
| <b>Broadview</b><br>1818 W Roosevelt<br>703-543-5970 | <b>Chicago</b><br>4018 W 87th St<br>773-945-9440 | <b>Crestwood</b><br>13502 S Harlem<br>708-948-8252 | <b>Decatur</b><br>135 E Peckard<br>217-428-6801 | <b>Des Plaines</b><br>917 S Birchurst<br>847-952-0510 | <b>Glenn Ellyn</b><br>788 Roosevelt<br>830-333-0058 | <b>Lansing</b><br>18001 S Torrence<br>708-285-5110 | <b>Merrillville IN</b><br>139 E 81st Ave<br>219-882-8060 | <b>Morton Grove</b><br>5014 W Dempster<br>847-882-8340 | <b>Pecola</b><br>820 SW Jefferson<br>309-697-3775 |
|--|--|--|---|---|---|--|--|--|---|



2525 N ELSTON AVENUE  
 CHICAGO, IL 60647  
 Phone: 773-486-2525

Fax:  
 Web: www.johnstonesupply.com

Downers Grove  
 5385 Walnut Ave  
 Downers Grove IL 60515  
 630-427-8200

NILES  
 6153 MULFORD CT.  
 NILES IL 60714  
 847-966-2700

Elk Grove Vlg  
 145 Lively Blvd  
 Elk Grove Vlg IL 60007  
 847-888-0010

Branch Locations  
 CHICAGO  
 2525 N ELSTON AVENUE  
 CHICAGO IL 60647  
 773-486-2525

Hillside  
 500 N. MANNHEIM RD.  
 HILLSIDE IL 60162  
 708-484-0800

SOLD TO:  
**COOK COUNTY - FACILITIES MGMT.**  
 2245 W. OGDEN; 5TH FLOOR  
 CHICAGO IL 60612

SHIP TO:  
 COOK COUNTY - FACILITIES  
 MGMT.  
 2245 W. OGDEN; 5TH FLOOR  
 CHICAGO IL 60612  
 312-433-4550  
 CUST FAX# 312-433-4550

For All Account Billing Inquiries Please Call 847-966-2700

Quote Date	Quote #
02/29/12	223198
Total Amount Due	PG#
236.83	1
Remit To:	
JOHNSTONE SUPPLY	
6153 MULFORD CT	
NILES IL 60714	

08:34:08 29 Feb 2012

\*\*\* QUOTATION \*\*\*

Order Date	Customer Number	Customer P.O.	Sales Person
02/29/12	C02860		MARCUS
Order Number	Shipped Via	Ordered By	TERMS
02-223198-	WILL CALL		COD 1

Item	Johnstone Product Number	Quantity			Item Description	Each Price	Unit Price	Amount
		ORD	SHIP	B/O				
1	NSKIT3030	1		0	KIT3033 IGNITOR TRANE	75.95	75.95	75.95
2	NSVAL8853	1		0	VAL8853 TRANE VALVE	160.88	160.88	160.88

312-603-3296

CERTIFICATION # #####

JOHNSTONE ELK GROVE is part of the Niles group. Now, 5 locations to serve you!

Tax Rate	Taxable Amt	Total Tax	Core Total	Misc Charges	Manufacturers Total
9.500%	\$0.00	\$0.00	\$0.00		\$236.83
Tax Number	Units Shipped	Freight/Fuel Surcharge	MOSE DISCOUNT	TOTAL AMOUNT DUE	
E9998-2013-05	0		\$0.00	\$236.83	

This quote will be honored for 20 days from date shown above

Remit To:  
 JOHNSTONE SUPPLY  
 6153 MULFORD CT  
 NILES IL 60714

NOTE, we carry a full line of ICP parts which include, Comfortmaker, Hail and Tempstar. We also carry a full line of York Parts including, Luxaire, Coleman and Fraiser Johnson. Finally we carry a complete stock of Goodman/Amana parts. We also carry popular items for Rheem, Trane, Carrier and Nordyna. \* Sales to anyone but contractors are final and cannot be returned or warranted. No returns on electricals 20% restock on returns over 15 days.



# COOK COUNTY AWARD CHECKLIST FOR BIDS/RFP's

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE AWARD CHECKLIST AND CONTACT THE APPROPRIATE DEPUTY P.A. IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED AND RETAINED IN THE PROCUREMENT FILE.

Bids Report Date	<u>NONE</u>
Permission to Negotiate Date	
Contracts and Bonds Date	

Project Description: <u>Igniter, Valve</u>		
Vendor: <u>TRANE CO</u>	Award Amount: <u>148.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>102368</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>SCOTT</u>	Department:
Telephone: <u>630 4559900</u>	Fax #:	Email:

Funding Type:  Institutional  State  Federal Grant  Other:

\*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE \_\_\_\_\_ COMMITTED OR \_\_\_\_\_ SPENT BY DEADLINE: \_\_\_\_\_ (DATE)

**COMPETITIVE SEALED BIDS**

<input type="checkbox"/> Board's Permission to Advertise	<input type="checkbox"/> Detailed Bid Tabulation	<input checked="" type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input checked="" type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Sealed Bid Document	<input type="checkbox"/> Surety Statement	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Legal Ad (if applicable)	<input type="checkbox"/> Insurance Certificate/Waiver	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Payment /Performance Bond	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Bid Notification Letters/Email	<input type="checkbox"/> Unconditional Price Reduction	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Recommended Awardees' Bid	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Department Recommendation Letter	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Preliminary Bid Tabulation	<input type="checkbox"/> Contract Compliance Letter	

**REQUEST FOR PROPOSALS**

<input type="checkbox"/> Scope of Services	<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Payment Bond/Performance Bond
<input type="checkbox"/> RFP Document	<input type="checkbox"/> Preliminary RFP Tabulation	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Appendix: Scope of Services	<input type="checkbox"/> Inventory Checklist	<input type="checkbox"/> 3 Vendor Signed Contracts
<input type="checkbox"/> Appendix: Schedule of Compensation	<input type="checkbox"/> RFP Evaluation Matrix	<input type="checkbox"/> Contract Compliance Letter
<input type="checkbox"/> Appendix: EDS	<input type="checkbox"/> RFP Pricing Analysis Matrix: Pre-BAFO <input type="checkbox"/> Post-BAFO <input type="checkbox"/>	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Appendix: Misc. Attachments	<input type="checkbox"/> RFP Best and Final Offer (BAFO) Letters #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> Appendix: Contract	<input type="checkbox"/> Committee Recommendation Letter	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Appendix: Board Approval	<input type="checkbox"/> Dept. Recommendation Letter	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Economic Disclosure Statement	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> RFP Notification Letters/Email	<input type="checkbox"/> Recommended Awardees' Technical and Pricing Proposal	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: BB Date: 3/21/12 Deputy P.A.: \_\_\_\_\_ Date: \_\_\_\_\_