



**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
77641

Folgers Architects & Facility
819 S Wabash
Chicago IL 60605

DATE
3/13/2012
F.O.B. POINT

PURCHASE ORDER NO.
180482 - 000- OP
REQUISITION NO.
00102453 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
Juvenile Detention Complex and Court
1100 S. Hamilton Avenue
CHICAGO IL 60612-4284

DELIVERY INSTRUCTIONS

Sue Lombard
4582

312-433-

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	Professional services Fire evacuation signage for the following cook county facilities. Concourse 3 signs + key plan 1st floor 3 signs + key plan 2nd floor 45 signs + key plan 3rd floor 10 signs + key plan 4th floor 10 signs + key plan 5th floor 10 signs + key plan total 81 signs + 6 key plan Req# 22000211	.00 LO	2,800.0000	2,800.00	2001108.520840
***** Total Order *****				2,800.00	

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 de Jesus Lopez
Date: 3/21/12 BA

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

180482

Requisition # **OR 102453** Contract #

Open Date

Ship To: 8000411 Facilities Management
Juvenile Detention Complex and
1100 S. Hamilton Avenue
CHICAGO IL 60612-4284

Delivery Instructions:
Sue Lombard
312-433-4582

Supplier: 77641

Folgers Architects & Facility
819 S Wabash
Chicago IL 60605

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code SSV
Business Unit 2001108

Internal Req Number 22000211
Board Apr Date & Item
Requisition Date 3/7/2012
Date Needed 3/7/2012

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

1,000 961 Professional services

< >

LO

2,800.0000

2,800.00

2001108-520840

Professional services

As per attached quote from Folger Architects

Req# 22000211

Total 2,800.00

Total of Items Ordered

2,800.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the depts., account & activity numbers indicated above accurately reflect the specific line item budget 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

ACCT #

DATE

BY

REQUESTOR

BUREAU or DEPARTMENT HEAD

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 MAR -9 AM 9:07
BOOKKEEPING

81
BR
NEW

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 7, 2012,

Ms. Maria de Lourdes Coss
Purchasing Agent
Room 1018
Cook County Building

Dear Ms. Maria de Lourdes Coss:

Please accept this letter as justification for the **"Sole Source"** request of Requisition No. 22000211, System #102453 with Folgers Architects Limited for the preparation, and printing of Fire Evacuation Signage needed at the Juvenile Temporary Detention Center.

Reason: This additional signage has been directed by the Court Appointed Monitor to be installed as soon as possible. This is a Fire and Life Safety issue required to assist building occupants evacuate the facility in the event of an emergency.

This is a professional service in which the vendor chosen has already completed the "to scale" drawings for this and other County buildings. Therefore it is far more cost effective to use them than to put these services out for bid. This is a one-time purchase.

Amount: \$2,800.00

Account 2001108.520840

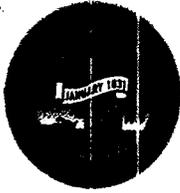
Your assistance in processing this request is appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Belinda Henderson".

Belinda Henderson
Business Manager
Facilities Management

BH:tmh
Attachments



**Cook County
Office of the Chief Procurement Officer**

Sole Source Justification

General Information		Date: February 17, 2012
Unit/Department:	200/Facilities Management	Phone No. 312-433-4582
Contact Name:	Susan Lombard	Email: Susan.Lombard@cookcountyil.gov

Vendor Information		Requisition No.
Name:	Folgers Architects Limited	Purchase Order No.
Address:	819 South Wabash, Suite 700 Chicago, IL 60605	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

Additional evacuation route signs have been requested by the Court Appointed Monitor to be installed throughout the JTDC East Building. This group of signs will be installed mostly in the Classrooms to direct people to the primary and secondary routes of egress.

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

Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Folgers Architects Limited has the floor plan on file and has done all the preliminary work under a previous professional service agreement. This request is solely for printing that signage.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

This vendor has already completed the "to scale" drawings for this and other County Buildings. Therefore, it is far more cost effective to use them to print the actual signs that we are required to provide by Life Safety Code.

Department Recommendation	
Requestor: <i>[Signature]</i>	Date: 2-21-12
Department Head: <i>[Signature]</i>	Date:

Chief Procurement Officer Approval	
Signature: <i>[Signature]</i>	Date: 3/21/12 <i>[Signature]</i>

F O L G E R S A R C H I T E C T S L I M I T E D

819 SOUTH WABASH AVENUE, SUITE 700 CHICAGO, ILLINOIS 60605-2155
TEL 312-939-0550 / FAX 312-939-2758 www.folgersarchitects.com

Sole Sources Justification

Folgers Architects Limited had previously prepared "Fire Evacuation Signage" for the following Cook County facilities; 26CAL-Admin, 26CAL-Courts, Bridgeview Courts, County Building, Juve-East, Juve-West, Markham Courts, Maywood Courts, Maywood Sheriff, Maywood Whitcomb, Morgue, Rockwell Warehouse, Rolling Meadows-Courts, & Skokie-Courts. Folgers Architects Limited is the Architect of Record for Fire Evacuation Signage at these facilities, and maintains the floor plans, signage master files, and templates for the above mentioned Cook County facilities. As a result, using this vendor, for the preparation of new signage and/or the reproduction of existing signs, along with minor modifications, would be more cost effective for the County.

Also c/c -

F O L G E R S A R C H I T E C T S L I M I T E D

819 SOUTH WABASH AVENUE, SUITE 700 CHICAGO, ILLINOIS 60605-2155
TEL 312-939-0550 / FAX 312-939-2758 www.folgersarchitects.com

December 22, 2011

Ms. Susan A. Lombard
Department of Facilities Management
2245 W. Ogden Avenue, 5 West
Chicago, Il. 60612

RE: JTDC Fire Evacuation Signage
 Preparation, Printing & Distribution

Dear Susan:

We propose to provide Architectural Services related to the preparation, printing & distribution of Fire Evacuation Signage for the following Cook County Facilities;

- Juvenile Temporary Detention Facility - East
 - Concourse 3 signs + key plan
 - 1st Floor 3 signs + key plan
 - 2nd Floor 45 signs + key plan
 - 3rd Floor 10 signs + key plan
 - 4th Floor 10 signs + key plan
 - 5th Floor 10 signs + key plan

Total: 81 signs + 6 key plans

We propose the above for a total fee of Two Thousand Eight Hundred Dollars (\$2,800.00).

Notes:
Reimbursable expenses are included in the fee total.
Site or Project meetings are not anticipated, and are not included in this proposal.
Verification of existing conditions is not anticipated, and is not included in this proposal.
The installation of the signs will be by others, and is not included in this proposal.

Sincerely,

Accepted and Agreed to for:

FOLGERS ARCHITECTS LIMITED
An Illinois Corporation

COOK COUNTY FACILITIES

BY: Nathaniel T. Pappalardo
Nathaniel T. Pappalardo
President

BY: _____

NAME: _____

TITLE: _____

Date: 22 DEC 2011

Date: _____

