



**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.

DATE
5/23/2012
F.O.B. POINT

**PURCHASE ORDER NO.
181517 - 000- OP
REQUISITION NO.
00102886 OR**

PURCHASE ORDERED ISSUED TO
92294
Sidwell Co
72168 Eagle Way
Chicago IL 60678-7251

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

| | | | |
|---|---|---------|-------------|
| SHIP TO County Clerk -Real Estate & Tax Divisio Cook County Building 118 N. Clark Street - RM 434 Chicago IL 60602-1304 | DELIVERY INSTRUCTIONS SCOTT ERDMAN 312- 603-7689 | DEPT NO | Page 1 of 1 |
| | | 5331454 | |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|------------------|------------|----------------|----------------|
| 1.00 | 44TH EDITION OF THE COOK COUNTY LEASE ATLASES FULL SET WITH SPECIAL BACKINGS. | 1.00 ST | 3,195.0000 | 3,195.00 | 5331454.520835 |
| ***** Total Order ***** | | | | 3,195.00 | |

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
6/7/12 Bn

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

181517

Requisition # **OR 102886** Contract #

Open Date

Ship To: 8000178 County Clerk -Real Estate & Ta
Cook County Building
118 N. Clark Street - RM 434
Chicago IL 60602-1304

Delivery Instructions:
SCOTT ERDMAN
312-603-7689

Supplier: 92294 Sidwell Co
72168 Eagle Way
Chicago IL 60678-7251

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code SSV
Business Unit 5331454
Internal Req Number 25330006
Board Apr Date & Item 3/26/2012
Requisition Date 3/26/2012
Date Needed 3/26/2012

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 | 015 44TH EDITION OF THE FULL SET WITH SPECIAL BACKINGS. AS PER ATTACHED AGREEMENT. | < | 1.00 | ST | 3,195.0000 | 3,195.00 | 5331454:520835 |
| Total of Items Ordered | | | | | | 3,195.00 | |

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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

Scott S. Dir. of O&EA
SCOTT S. DIR. OF O&EA
BUREAU OF DEPARTMENT HEAD
3/30/12



Cook County Office of the Purchasing Agent

Sole Source Justification

| | |
|---|-------------------------------------|
| General Information | Date: 3/28/12 |
| Unit/Department: Cook County Clerk's Office | Phone No. 312-603-7689 |
| Contact Name: Scott Erdman | Email: scotterdman@cookcountyil.gov |

| | |
|--|--------------------------|
| Vendor Information | Requisition No. 25330006 |
| Name: THE SIDWELL COMPANY | Purchase Order No. |
| Address: 675 SIDWELL COURT SAINT CHARLES, ILLINOIS 60174-3492 | Contract No. |

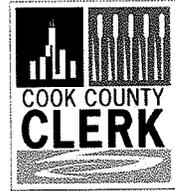
| |
|--|
| Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered. |
| 44 TH EDITION OF THE COOK COUNTY LEASE ATLASES, FULL SET WITH SPECIAL BACKINGS. |

| |
|--|
| Type. Please select one of the options and explain below. |
| <input checked="" type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain |
| Explanation: Why is this product or service the only one that would satisfy the requirement(s)? |
| THE SIDWELL COMPANY IS THE SOLE SOURCE VENDOR TO PRODUCED 44 EDITIONS OF AN UP-TO-DATE COOK COUNTY LEASE ATLAS PRODUCT. |

| |
|---|
| Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source. |
| THE SIDWELL COMPANY IS THE SOLE SOURCE VENDOR WHO CAN MAINTAIN COOK COUNTY REAL ESTATE TAX RECORDS. |

| | |
|----------------------------------|---------------|
| Department Recommendation | |
| Requestor: Shunice Hill-Sullivan | Date: 3/28/12 |
| Department Head: Scott Erdman | Date: 3/28/12 |

| | |
|----------------------------------|-----------------|
| Purchasing Agent Approval | |
| Signature: | Date: 6/7/12 BA |



OFFICE OF COOK COUNTY CLERK DAVID ORR
118 N. CLARK STREET, ROOM #1034, CHICAGO, IL 60602

SCOTT ERDMAN, DIRECTOR OF OPERATIONS
TEL: 312.603.7689 FAX: 312.603.6943
May 14, 2012

EMAIL: scott.erdman@cookcountyil.gov
WEBSITE: COOKCOUNTYCLERK.COM

Ms. Maria de Lourdes Coss
Cook County Purchasing Agent
118 North Clark Street, Room #1018
Chicago, IL 60602

RE: (25240040/102860)

Dear Ms. Maria de Lourdes Coss,

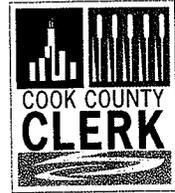
Enclosed please find copies for requisition #25330006/102886 in the amount of \$3,195, sole source letters, and agreement for ITR Systems. The first package was submitted March 30, 2012.

If you have any questions, as it relates to this matter please contact me at ext. 3-7689.

Sincerely,


Scott Erdman
Director of Operations
Office of the County Clerk

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 MAY 16 AM 10:34
BOOKKEEPING



OFFICE OF COOK COUNTY CLERK DAVID ORR
118 N. CLARK STREET, ROOM #1034, CHICAGO, IL 60602

SCOTT ERDMAN, DIRECTOR OF OPERATIONS
scott.erdman@cookcountyil.gov
TEL 312.603.7689 FAX 312.603.6943

EMAIL

WEB cookcountyclerk.com

March 28, 2012

Mrs. Marie de Lourdes Coss
Cook County Purchasing Agent
118 N. Clark Street, Room 1018
Chicago, IL 60602

Re: (25330006/102886)

Dear Mrs. Marie de Lourdes Coss,

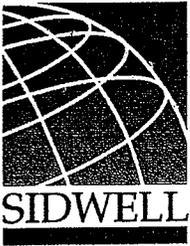
We are requesting authorization to enter into an agreement with The Sidwell Company to product (44) Editions of an up to date Cook County Leases Atlases. This rental is necessary each year for maintaining Cook County Real Estate Tax Records.

The Sidwell Company has provided the atlas every year and is the only vendor we are aware that can provide this product. If you have any questions, please call Shunice Hill-Sullivan at 312-603-5649.

| | |
|------------------------|-------------------|
| Fiscal Impact: | \$3,195.00 |
| Business Unit: | 5331454 |
| Object Account: | 520835 |

Sincerely,

Scott Erdman
Director of Operations
Office of the County Clerk



March 26, 2012

Ms. Shunice Hill-Sullivan
Cook County Clerk's Office Map Dept.
118 North Clark Street, Room 1418
Chicago, IL 60602

Dear Shunice:

I am writing to give you some additional information on the mapping work that The Sidwell Company has done in Cook County throughout the years. Sidwell originally mapped Cook County in the late 1950s. We are the only company that has produced 44 editions of an up-to-date Cook County Lease Atlas product.

The Cook County map atlases are printed on durable white paper, with great care being taken to produce the best possible map images. Each of the map book sets are bound in 11 volumes with backings, using quality covers for each set. All of this is done to meet the requirements of the Clerk's Office for their high-volume usage.

The Clerk's Office will receive an updated 11 Volume Set of the new 44th Edition of the Cook County Lease Atlases, for use in your offices, when you renew the current lease for this year. This would replace the 43rd edition that you have been using for the last year.

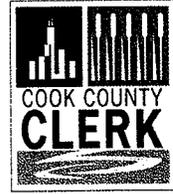
The updated maps, which are used to make the atlases, are purchased from the Cook County Clerk's Office each year. We resell these maps in both the atlas form or individually and Cook County receives a royalty from all sales. We are the only Company that resells this quality product.

The Sidwell Company has been in the cadastral mapping business and industry for 85 years. We have a long history of working with Cook County—over 50 years. The Cook County Lease Maps that we produce are widely used and are the highest quality product currently available for purchase or lease. We are proud to be able to provide this product for all users in Cook County.

Sincerely,

Tom Lester
Senior Commercial Services Account Manager

THE SIDWELL COMPANY
GIS & Mapping Solutions



**OFFICE OF COOK COUNTY CLERK DAVID ORR
118 N. CLARK STREET, ROOM #1034, CHICAGO, IL 60602**

**SCOTT ERDMAN, DIRECTOR OF OPERATIONS
TEL: 312.603.7689 FAX: 312.603.6943
March 30, 2012**

**EMAIL: scott.erdman@cookcountyil.gov
WEBSITE: COOKCOUNTYCLERK.COM**

Ms. Maria de Lourdes Coss
Cook County Purchasing Agent
118 North Clark Street, Room #1018
Chicago, IL 60602

RE: (25330006/102886)

Dear Ms. Maria de Lourdes Coss,

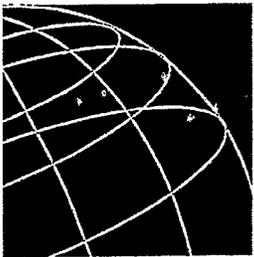
Enclosed please find requisition in the amount of \$3,195.00, sole source letters, and agreement.

If you have any questions, as it relates to this matter please contact me at ext. 3-7689.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Erdman", written over a circular stamp.

Scott Erdman
Director of Operations
Office of the County Clerk



SIDWELL

The Sidwell Company
675 Sidwell Court
Saint Charles, Illinois 60174-3492

Main Office: (630) 549-1000
Fax: (630) 549-1111
Map Orders: (630) 549-1100

INVOICE

88125

Document Date: 3/26/2012

Customer ID: 1074004

Page: 1

Remit "Payments Only" to: 72168 Eagle Way Chicago, IL 60678-7251

Bill To:

Ship To:

TANYA ANTHOFER
COOK CO CLERKS OFFICE
118 N CLARK ST ROOM 434
CHICAGO IL 60602

TANYA ANTHOFER
COOK CO CLERKS OFFICE
118 N CLARK ST ROOM 434
CHICAGO IL 60602

Purchase Order No.

Shipping Method

Payment Terms

Net 30

Sold by: THL

| Qty | Item Number | Description | Unit Price | Item Total |
|-----|---------------|---|------------|------------|
| 1 | LEASE COOK IL | COOK IL LEASE 44TH EDITION OF THE COOK COUNTY LEASE ATLASES, FULL SET WITH SPECIAL BACKINGS | \$3,195.00 | \$3,195.00 |

Subtotal: \$3,195.00
 Delivery/Handling: \$0.00
Total: \$3,195.00



March 26, 2012

Mr. Scott Erdman
Cook County Clerk's Office Map Dept.
118 North Clark Street, Room 1418
Chicago, IL 60602

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Sincerely,

Tom Lester
Senior Commercial Services Account Manager

THE SIDWELL COMPANY
GIS & Mapping Solutions

