



**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  
93878

Hennig Gasket & Seal Inc  
2350 W Cullerton St  
Chicago IL 60608

DATE  
4/12/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**180966 - 000- OP**  
REQUISITION NO.  
00102959 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**  
Joe Merkel 773-674-3117

DEPT NO	
2001127	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Gaskets small white, gaskets for faucet barrels Req# 22000317	1,000.00 M	.2500	250.00	2001127.530275
***** Total Order *****				250.00	

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**  
*Maria de Jesus Carr*  
Date: 4/25/12 BT

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

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

180966

81 BK New

Requisition # OR 102959 Contract #

Open Date

Ship To: 8000409 Facilities Management  
Criminal Justice Administration  
2650 S. California Avenue  
CHICAGO IL 60608-5145

Delivery Instructions: Joe Merkel  
773-674-3117  
Supplier: 93878 Hennig Gasket & Seal Inc  
2350 W Cullerton St  
Chicago IL 60608

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code SSP  
Business Unit 2001127  
Internal Req Number 22000317  
Board Apr Date & Item  
Requisition Date 3/29/2012  
Date Needed 3/29/2012

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	Gaskets	<	>	LO	250.0000	250.00	2001127.530275
Gaskets As per attached quote from Hennig Gasket and Seals Inc. Req# 22000317								
Total of Items Ordered							250.00	

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the account, no. account & activity numbers indicated above accurately reflect the specific line item and that the 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

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

BUREAU or DEPARTMENT HEAD

PROCUREMENT  
PURCHASING  
9:11:38 AM 03 29 2012  
OFFICE OF THE PURCHASING AGENT  
RECEIVED

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 29, 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 #22000317, System #102959, Hennig Gasket & Seal Inc., Chicago, IL, for gaskets.

Reason: Gaskets are need to be fabricated for faucet barrels, The faucet barrels and gaskets are no longer made and are obsolete.

The vendor was chosen because submitted the lowest bid of the three bids received and is below the \$5,000 limit.

Fiscal Impact: \$250.00

Account: 2001127.530275

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson  
Business Manager  
Facilities Management

BH:tmh  
attachments

THE BOARD OF COMMISSIONERS  
TONI PRECKWINKLE  
PRESIDENT

EARLEAN COLLINS	1st Dist	BRIDGET GAINER	10th Dist
ROBERT STEELE	2nd Dist	JOHN DALY	11th Dist
JERRY BUTLER	3rd Dist	JOHN PRITCHY	12th Dist
WILLIAM M. BEAVERS	4th Dist	LAWRENCE SUFFREDIN	13th Dist
DEBORAH RIMS	5th Dist	CAROL GOSLIN	14th Dist
JOAN P. MURPHY	6th Dist	TIMOTHY O. SCHNEIDER	15th Dist
JESUS G. GARCIA	7th Dist	JEFFREY R. TODOLSKI	16th Dist
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FAX: 312-603-9990

**Small Purchase Request**

Date 3-27-12 Req. # 22000317 SPR 102959

Requester JOE MERKEL Ph. # 773-674-3117 Fax # 773-674-5445

Location DOC.

Material/Service 1000 pcs - SMALL WHITE WASHER @0.25 each

Is purchase \$1000 or more per item Yes \_\_\_ No

Reason material/service: NEED GASKET TO BE FABRICATED FOR  
FAUCET BARRELS. THE FAUCET BARRELS & GASKETS ARE NO LONGER  
MADE & OBSOLETE. PLEASE SEE ATTACHED LETTER.

Lead time: \_\_\_\_\_ Estimated Completion/Delivery: \_\_\_\_\_

- 1. Vendor Henning Gasket & SEALS INC. Amount 250.00
- 2. Vendor \_\_\_\_\_ Amount \_\_\_\_\_
- 3. Vendor \_\_\_\_\_ Amount \_\_\_\_\_

Authorized by: [Signature] Date: 3/28/2012  
Bu 3/28/12



