



**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  
79745

Crown Lift Trucks  
430 E Plainfield Rd  
LaGrange IL 60525

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

**PURCHASE ORDER NO.**  
**180972 - 000- OP**  
**REQUISITION NO.**  
00102983 08

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

**SHIP TO** Sheriff - Boot Camp \*WC  
2801 S Rockwell  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**

Mr. Bob Collins 773-674-  
7170

DEPT NO	
9371014	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Forklift - Walkie Straddle Stacker As per Vendor Quote O6580-11263-00573 dated March 16, 2012. . As per grant requirements the Forklift must be "Made in America". . Delivery Location: Cook County Sheriff's Boot Camp 2801 South Rockwell Chicago, Illinois 60608 . Attention: Bob Collins . Note: The Facility has no dock. The delivery must be made by a truck with a lift gate.	1.00 EA	9,889.0000	9,889.00	9371014.530795.100
***** Total Order *****				9,889.00	

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: \_\_\_\_\_

*Maia de Sousa Cor*  
4/16/12 BA

727451

Report: R56REQ2

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

180972 08

81 Bk New

Nicki

NE  
APP

Requisition # 08 102983 Contract #

Open Date

Ship To: 461073 Sheriff - Boot Camp  
2801 S Rockwell  
Chicago IL 60602-1304

Delivery Instructions:  
Mr. Bob Collins  
773-674-7170

Supplier: 82929 Crown Lift Trucks  
4100 Olympic Blvd  
Joliet IL 60431

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code BSP  
Business Unit 9371014  
Internal Req Number 29370001  
Board Apr Date & Item  
Requisition Date 3/30/2012  
Date Needed 4/15/2012

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

1,000 825 WALKIE STRADDLE FORKLIFT < > LO 9,889.0000 9,889.00 9371014.530795.100

PURCHASE ONE CROWN 2000# CAPACITY, 24 VOLT, INTERMEDIATE DUTY, WALKIE SKACKER FORKLIFT PER QUOTE 06580-11263-00573.

FORKLIFT MUST BE "MADE IN AMERICA" IN ORDER TO BE IN COMPLIANCE WITH GRANT REQUIREMENTS.  
FORKLIFT IS A CROWN 20MT.  
PRICE IS \$9889.00

SHIP TO SHERIFF'S BOOT CAMP  
2801 S. ROCKWELL  
CHICAGO, IL 60608  
ATTN: BOB COLLINS

NOTE: FACILITY HAS NO DOCK. DELIVERY MUST BE MADE BY A TRUCK WITH A LIFT GATE!

Step (per Bob)

do Walkie the brand provided by Crown?  
What is the Grant #? Copy of the Grant  
for loan, EEAble or Contract?  
The rights & dimensions vary on each grant, why?  
There are different variations of Walkie models for lifts, per Bob

Total of Items Ordered 9,889.00

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

2012 MAR 30 PM 1:37

BOOKKEEPING

### 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

*Michael*  
REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT #

DATE BY

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

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



BUREAU OF ADMINISTRATION  
DEPARTMENT OF ENVIRONMENTAL CONTROL

DEBORAH C. STONE  
DIRECTOR

69 West Washington • Suite 1900  
Chicago, Illinois 60602-3004  
TEL (312) 603-8200  
FAX (312) 603-9828

March 30, 2012

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

RE: System Requisition Number 102983

Dear Ms. Coss,

Attached you will find system requisition 102983 for sole source purchase of a Walkie Straddle Fork Lift from Crown Lift Trucks.

Crown Lift Trucks was chosen as sole source supplier as their quote was the least expensive of the three vendors quoted with a total quote of \$9,889.00. This equipment is needed for the Cook County Boot Camp and is in alignment with the terms of the EECBG Grant.

If you have any questions, please contact Bob Collins at (773)674-7170.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah C. Stone".

Deborah C. Stone  
Director, Environmental Control



4100 Olympic Blvd.  
Joliet, IL60431

all

Tel 815/773-0022  
Fax 815/773-0033  
www.crown.com

To Cook County Sheriff Department  
Rockwell St.  
Chicago, IL 60608  
Attn: Bob Collins  
Phone: 773-674-7170

# Quotation

Please refer to this quotation by number and date in  
correspondence.

**Date**

March 16, 2012

**Quotation No.**

06580-11263- 00573

---

## Crown 20MT 2000# Capacity, 24 Volt, Intermediate Duty, Walkie Stacker

<b>Mast (M)</b>	Telescopic LH 130.0" FLH 70.0" OAH-C 91.5" OAH-EX 146.5"
<b>Outrigger</b>	Adjustable I.D. 42.0" O.D. 48.25"
<b>Outrigger Type</b>	Straddle
<b>Outrigger Length</b>	30" Long
<b>Fork Length</b>	42.0"
<b>Batteries</b>	6 Volt - Automotive Type - Group 1 (4)
<b>Battery Charger</b>	Internal 100/120/130V (Option 1)
<b>Battery Cell Type</b>	Wet
<b>Lift Lower Control</b>	Raise/Lower/Horn In Control Handle
<b>Drive Tires</b>	Rubber
<b>Load Wheel / Caster Material</b>	Poly
<b>Casters</b>	5" Diameter
<b>Load Wheel Diameter</b>	4" Standard
<b>Mast Guard</b>	Plexiglas
<b>Paint</b>	Crown Beige/Gray
<b>Language</b>	U.S. English
<b>Warranty</b>	Standard - One Year/Unlimited Hours

**The Following Standard Features may be Optional on Competitive Equipment:**

24 Volt Fused Electrical System; 2000# Capacity @ 24" Load Center, Three Speeds Forward and Reverse; Horn; Key Switch, Third-Speed Cut-Off Switch; Safety Reversing Button in Control Handle, Plexiglas Mast Shield; Emergency Power Disconnect, Batteries; Built-In 110/130 Volt Battery Charger

**Optional Equipment Included in Price**

Battery Discharge Meter  
Service Manual

4100 Olympic Blvd.  
Joliet, IL60431  
Tel 815/773-0022  
Fax 815/773-0033  
www.crown.com

Please refer to this quotation by number and date in all correspondence.

To Cook County Sheriff Department  
Rockwell St.  
Chicago, IL 60608  
Attn: Bob Collins  
Phone: 773-674-7170

Date  
March 16, 2012

Quotation No.  
06580-11263- 00573

---

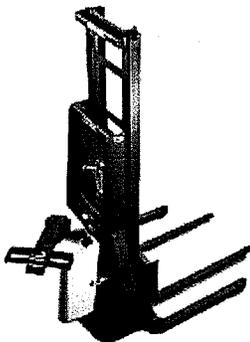
## Crown 20MT 2000# Capacity, 24 Volt, Intermediate Duty, Walkie Stacker

### Total Package:

- (1) Crown 20MT 2000# Capacity, 24 Volt, Intermediate Duty, Walkie Stacker

Package Price: \$ 9,889.00

# Made in America



---

Subject to acceptance by buyer and seller within 30 days on the reverse, which form a part of this quotation.

Prices quoted are based upon quantities specified above. If above customer cannot accept merchandise at time of shipment from our supplier, above customer will be invoiced and normal terms will apply.

Crown Lift Trucks

---

John Gunning  
Account Manager

---

in accordance with the terms and conditions printed

above prices subject to all state and local taxes.  
All orders are subject to acceptance by Crown.  
FOB: : Delivered Terms: NET 10 DAYS  
Thank You. We hope we can be of service to you.

Cook County Sheriff Department

By: \_\_\_\_\_

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



4100 Olympic Blvd.  
Joliet, IL60431  
Tel 815/773-0022  
Fax 815/773-0033  
www.crown.com

# Quotation

Please refer to this quotation by number and date in all correspondence.

To Cook County Sheriff Department  
Rockwell St.  
Chicago, IL 60608  
Attn: Bob Collins  
Phone: 773-674-7170

Date  
March 16, 2012

Quotation No.  
06580-11263- 00573

Subject to acceptance by buyer and seller within 30 days from the date hereof and only in accordance with the terms and conditions printed on the reverse, which form a part of this quotation.

Prices quoted are based upon quantities specified above.  
If above customer cannot accept merchandise at time of shipment from our supplier, above customer will be invoiced and normal terms will apply.

**Above prices subject to all state and local taxes.**  
All orders are subject to acceptance by Crown.  
**FOB: : Delivered Terms: NET 10 DAYS**  
Thank You. We hope we can be of service to you.

Crown Lift Trucks

Cook County Sheriff Department

\_\_\_\_\_  
John Gunning  
Account Manager

By: \_\_\_\_\_

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

## TERMS AND CONDITIONS OF SALE

- 1. OSHA Regulations.** Employers of operators of lift trucks are required to follow applicable OSHA regulations (see Section 1910.178). Crown will provide a copy of the OSHA regulations upon request.
- 2. Operator Training.** Buyer understands that OSHA requires that operators of its lift trucks be trained, evaluated and certified as competent to safely operate the particular model truck used in the performance of the job. Buyer understands this obligation and will only permit properly trained and certified operators to use lift trucks. At Buyer's request, Crown will provide information on the training material and resources available through its Training Department.
- 3. General.** The terms and conditions on both sides of this form shall be the complete and exclusive terms and conditions applicable to the agreement between Crown and Buyer. Crown shall not be bound by Buyer's Terms and Conditions unless expressly agreed to in writing. In the absence of written acceptance of these Terms and Conditions by Buyer, either acceptance of or payment for the equipment shall constitute Buyer's acceptance of these Terms and Conditions. Any different or additional terms or conditions in any order, proposal, acknowledgment form, or any other document of Buyer are hereby deemed material alterations and are null and void and superseded by these Terms and Conditions.
- 4. Price.** Prices as quoted are in U.S. dollars and are firm for thirty (30) days from the date of Crown's Quotation. Thereafter, they are subject to change without notice to the prices prevailing at time of acceptance. Prices are F.O.B. Carrier's equipment at our factory and are exclusive of all taxes—federal, state or local. If Crown is required to pay or collect any tax or duty owed by Buyer, such payment or collection shall be added to the price. If there is a delay in completion or shipment of order, due to any change requested by Buyer, or as a result of any delay on Buyer's part in furnishing information necessary for completion of the order, the price initially agreed upon at time of acceptance is subject to change.
- 5. Delivery Date.** The promised delivery date is the best estimate possible, based upon current and anticipated factory loads, of when the equipment will be shipped. Crown shall have no liability for lost profits or incidental or consequential damage due to delays. If any contingency beyond the control of Crown occurs that prevents Crown from shipping the equipment on time, Crown may allocate production and delivery among Crown's customers without liability.
- 6. Payment.** Payment shall be net 10 days date of shipment unless otherwise agreed to in writing. Production, shipment, and delivery shall at all times be subject to the approval of Crown's credit department. Crown reserves the right at any time to modify or withdraw credit terms without notice and to require guarantees, security, or payment in advance of the amount of the credit involved. If Crown at any time doubts Buyer's financial responsibility, Crown may decline to make shipments hereunder except upon cash payment in advance or receipt of security or other proof of responsibility satisfactory to Crown.
- 7. Title.** Title to all equipment shall remain in Crown until the complete purchase price and all additional costs and charges, as adjusted, are paid by Buyer. Crown shall retain a security interest in, and right to repossess, any such equipment until it is paid in full. Risk of loss shall pass to Buyer upon delivery to carrier.
- 8. Changes.** Any change order by Buyer will not be considered effective until mutual agreement has been reached between the Buyer and Crown as to the effect of any changes in prices, delivery, and other conditions of the order.
- 9. Inspection and Notice of Defect.** Unless otherwise specified, the equipment to be furnished hereunder shall be subject to Crown's standard inspection at the place of manufacture. If inspection by the Buyer at the place of manufacture is provided for, Buyer's inspectors shall be deemed agents of Buyer to accept the equipment on Buyer's behalf regardless of deviation from formal specifications. Notice of any defects or claims of any nature (except warranty) must be made within 30 days of delivery. Returns will not be accepted for any reason without Crown's prior written authorization.
- 10. Warranty by Crown.** Crown's standard published warranties in effect at the time of shipment for the particular equipment shall apply. THESE WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, IMPLIED OR STATUTORY, INCLUDING THE WARRANTY OF MERCHANTABILITY AND WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.
- 11. Limitation of Liability.** In the event Buyer claims that Crown has breached any of its obligations under this agreement, whether in warranty or otherwise, Crown may request and require return of the equipment and refund the Buyer's purchase price upon Crown's receipt of the returned equipment. If Crown so requests the return of the equipment, the equipment shall be redelivered per Crown's instructions at Crown's expense. In such event, Crown shall absolutely have no further obligation to Buyer except to refund the purchase price. THE REMEDY PROVIDED FOR IN THIS

PARAGRAPH SHALL CONSTITUTE THE SOLE RECOURSE OF BUYER AGAINST CROWN FOR BREACH OF ANY OF CROWN'S OBLIGATIONS UNDER THE AGREEMENT, WHETHER THE CLAIM IS MADE IN TORT, CONTRACT, OR IN ADMIRALTY, INCLUDING CLAIMS BASED ON WARRANTY, NEGLIGENCE OR OTHERWISE. Any cause of action against Crown arising out of this agreement must be brought within one year after the cause of action has accrued.

NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, IN NO EVENT SHALL CROWN BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES. NOR SHALL CROWN'S LIABILITY FOR ANY CLAIMS OR DAMAGE ARISING OUT OF OR CONNECTED WITH THE SALES AGREEMENT WITH BUYER, OR THE MANUFACTURE, SALE, DELIVERY, OR USE OF THE EQUIPMENT EXCEED THE PURCHASE PRICE THEREOF.

- 12. Patent, Trademark or Copyright Infringement.** Crown warrants that the equipment purchased hereunder shall be delivered free of rightful claims for infringement of any United States patent or trademark, provided, however, that where equipment is manufactured from patterns, plans, drawings, or specifications furnished by Buyer, Buyer shall indemnify Crown against and save harmless Crown from all loss, damage, and expense arising out of any suit or claim against Crown for infringement of any patent, trademark, or copyright because of Crown's manufacture of such equipment or because of the use or sale of such equipment by any person. At Crown's option, upon receipt from Crown of written notice of any such suit or claim, Buyer shall appear in and assume the defense of the litigation.
- 13. Proprietary Information—Confidentiality.** Any specifications, drawings, plans, notes, instructions, engineering notices, or technical data of Crown furnished to Buyer shall be deemed to be incorporated herein by reference the same as if fully set forth.  
  
Crown shall at all times retain title to all such documents, and Buyer shall not disclose such to any third party without Crown's prior written consent. Upon Crown's request, Buyer shall promptly return to Crown all such documents and copies thereof.
- 14. Termination.** Crown may terminate this agreement upon immediate written notice to Buyer on the happening of any of the following events: (a) Failure of Buyer to accept delivery of equipment or to pay any indebtedness to Crown when due, accompanied by a failure within ten (10) days after demand therefor, to fully pay the same or provide assurance of payment satisfactory to Crown; (b) Failure by Buyer to honor any promise on Buyer's part contained in this agreement or to perform any of its obligations under this agreement, other than the payment of any indebtedness to Crown, after Buyer shall have been notified by Crown of such failure and in Crown's opinion shall have failed to correct the same within thirty (30) days after receipt of such notice; (c) Repetition by Buyer of a failure which is the same or substantially the same as the one previously corrected by Buyer after notice as provided in subparagraph (a) above; (d) The material inaccuracy of any information set forth in any application, claim, schedule, certificate, or other document heretofore or hereafter furnished by Buyer to Crown; and (e) If Buyer shall cease to function as a going concern, or makes an assignment for the benefit of creditors, or any proceeding under any federal or state bankruptcy, receivership, or insolvency laws is instituted by or against Buyer, or the liquidation, dissolution, merger, or consolidation of Buyer occurs, or a receiver or trustee for Buyer or any of its assets or property is appointed or applied for. Termination shall not release or affect, and this agreement shall remain fully operative as to, any obligations or liabilities incurred by Buyer prior to the effective date of such termination; provided, that all indebtedness of Buyer to Crown shall become immediately due and payable on the effective date of termination without demand, and Crown may deduct from any sums it owes to Buyer sums owed by Buyer to Crown. Any orders received from Buyer, whether or not accepted by Crown, which have not been shipped prior to Buyer's receipt of notice of termination or the effective date of termination or expiration, whichever shall occur first, shall only be shipped C.O.D. or cash in advance.
- 15. Tooling.** Unless otherwise agreed to in writing, all tooling shall remain the property of Crown.
- 16. Government Contract Conditions.** If Buyer's purchase order contains a U.S. government contract number and orders products to be used in the performance of the contract, those clauses of applicable U.S. government procurement regulations mandatorily required by federal statute to be included in U.S. government subcontracts shall be incorporated herein by reference.
- 17. Modification.** In the event Buyer modifies the equipment sold hereunder without the express written consent of Crown, or Buyer fails to implement any changes in the equipment directed by Crown, Buyer agrees to indemnify, defend, and hold Crown harmless from any and all claims, demands, suits, costs, and expenses incurred thereby, whether in contract, tort, or otherwise resulting from such failure.
- 18. Miscellaneous.** Buyer's rights and obligations hereunder may not be assigned or delegated without the prior written consent of Crown. Crown may freely assign its rights and

## TERMS AND CONDITIONS OF SALE

obligations. This agreement shall be governed by and construed in accordance with the Uniform Commercial Code as adopted by Ohio under which jurisdiction Buyer consents. This agreement supersedes all prior written or oral agreements with respect to the subject matter hereof. The invalidity of any part of these Terms and Conditions shall not affect the validity of the remaining provisions. All claims or suits against Crown must be made within one (1) year of the date the cause of actions occurred (regardless of when they were discovered) or be forever barred. No waiver shall be effective against Buyer unless Buyer agrees to same in writing. Paragraph headings found herein are for convenience only and are not to be considered in interpreting any of the provisions hereof.

19. **Contingencies.** Crown shall not be liable for any default or delay in performance if caused, directly or indirectly, by acts of God; war; force of arms; fire; the elements; riot; labor disputes; picketing or other labor controversies; sabotage; civil commotion; accidents; any governmental action, prohibition or regulation; delay in transportation facilities; shortage or breakdown of or inability to obtain or non-arrival of any labor, material, or equipment used in the manufacture of the equipment; failure of any party to perform any contract with Crown relative to the production of the equipment; or from any cause whatsoever beyond Crown's control, whether or not such cause be similar or dissimilar to those enumerated. Crown shall promptly notify Buyer of the happening of any such contingency and the contemplated effect thereof on the manufacture and delivery of the equipment.



# 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: 4-12-12  
 Permission to Negotiate Date: \_\_\_\_\_  
 Contracts and Bonds Date: \_\_\_\_\_

Project Description: Forklift, Walkie Straddle Walker

Vendor: <u>Crown Lift Trucks</u>	Award Amount: <u>\$9889.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>102983 08</u>	Start Date:	End Date:
PO No.: (if known) <u>180972 OP</u>	Contact Person: <u>John Gunning</u>	Department: <u>EECBG Grant (Environmental)</u>
Telephone: <u>815-773-0022</u>	Fax #: <u>815-773-0033</u>	Email:
Cost Savings:	Funding Type: <input type="checkbox"/> Institutional <input type="checkbox"/> State <input type="checkbox"/> Federal Grant <input type="checkbox"/> 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 checked="" type="checkbox"/> Detailed Bid Tabulation	<input checked="" type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input 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 checked="" 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: Richard A. [Signature] Date: 4-12-12 Deputy P.A.: Brandie V. [Signature] Date: 4-16-12