



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
75357

Garveys Office Plus
6001 W Gross Point Rd
Niles IL 60714-4027

DATE
4/25/2012
F.O.B. POINT

PURCHASE ORDER NO.
181087 - 000- OP
REQUISITION NO.
00103127 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
Cook County Building
118 N. Clark Street
CHICAGO IL 60602-1304

DELIVERY INSTRUCTIONS

Kathy Botica 312-603-4175

| | |
|---------|-------------|
| DEPT NO | |
| 2001109 | Page 1 of 1 |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|------------------|------------|----------------|----------------|
| 1.00 | Chair, BSXVL601ST11T Chair, BSXVL601ST11T Req# 22000333 | 5.00 EA | 119.9000 | 599.50 | 2001108.530275 |
| ***** Total Order ***** | | | | 599.50 | |

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: _____

[Handwritten Signature]
4/25/12 BSN

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

181087

Requisition # **OR 103127** Contract #

Open Date

Ship To: 8000410
Facilities Management
Cook County Building
118 N. Clark Street
CHICAGO IL 60602-1304

Delivery Instructions:
Kathy Botica
312-603-4175

Supplier: 75357
Garveys Office Plus
6001 W Gross Point Rd
Niles IL 60714-4027

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSP
Business Unit 2001109
Internal Req Number 22000333
Board Apr Date & Item
Requisition Date 4/9/2012
Date Needed 4/9/2012

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 | 410 | Chair, BSXVXL601ST11T | < | 5.00 | EA | 119.9000 | 599.50 | 2001108.530275 |
| | | Chair, BSXVXL601ST11T | | | | | | |
| | | As per attached quote from Garveys Office Products | | | | | | |
| | | Req# 22000333 | | | | | | |
| Total of Items Ordered | | | | | | | 599.50 | |

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.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

[Signature]
4/10/12

8 1 : 3 4 4 0 ~ APR 21 02
CCA

BOOKKEEPING

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

RECEIVED
OFFICE OF THE PURCHASING AGENT
COOK COUNTY ILLINOIS

DATE _____ BY _____

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

April 6, 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 #22000333, System #103127, Garvey's Office Products., Niles, IL, for chairs.

Reason: These chairs are needed to replace broken and worn out chairs that can't be fixed anymore at the Cook County Building.

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

Fiscal Impact: \$599.50

Account: 2001108.530275

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson
Business Manager
Facilities Management

BH:tmh
attachments



Named One Of America's Fastest Growing Companies

April 9, 2012

Tom Hergenreder
Cook County Facilities Management

Tom,

Here is the quote of the Basyx chairs who spoke about:

| | | | |
|------|---------------|-------------------------------|----------------|
| 5 EA | BSXVL601ST11T | Leather mid-back chair, black | \$119.90/each. |
|------|---------------|-------------------------------|----------------|

These chairs are in stock for immediate delivery. Delivery in the Chicago-area is included. If you would like to order them please respond to me by phone, mail or email.

Thanks,

Kenneth Garvey

Handwritten note:
X3
TOTAL 599.50

Quote: CC Facility / Tom / Charis

Cook County Facility Management
2245 W. Ogden Ave.
5th Floor West
Chicago, IL 60612
312-433-4568

Kathy

Alta Tom

| Item # | Description | UOM | Qty | List Price | Customer Price | Line Total | |
|-------------------|--|-----|-----|------------------|----------------|------------------------|----------|
| BSX VL601ST11T | Basyx VL601 Managerial Mid-Back Chair - Steel Black Frame - 26" x 33.5" x 43" - Leather Black Seat | EA | 5 | \$205.00 | 122.00 | \$610.00 | |
| | | | | Subtotal: | \$1,025.00 | \$610.00 | |
| | | | | | | Processing Fee: | \$0.00 |
| | | | | | | Tax: | \$0.00 |
| | | | | | | Total: | \$610.00 |

Office Equipment Sales

5319 W 25th Street
Cicero, IL 60804-3311
Phone: 708.652.1222
Fax: 708.652.4528

Charis
4-9-12

WAREHOUSE DIRECT
OFFICE PRODUCTS

1601 West Algonquin Road
Mount Prospect, Illinois 60056
Phone: (847) 952-1925
Fax: (847) 956-5815
www.warehousedirect.com

04/09/12

FAX TO 312-603-4178

ATTN. TOM HERGENREDER C.C. FACILITIES MGMT.

PRICE QOUTE

5 ea chairs bsx-vl601st11t 130.00 ea ext 650.00

Plus 90.00 for delivery total \$ 740.00

thanks



Marty Heller, Account Executive
Warehouse Direct Business Products and Services
ph: (847) 631-7153
email: martyheller@warehousedirect.com