



**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  
 731951

Drop Zone Portable Services Inc  
 PO Box 964  
 Frankfort IL 60423

DATE  
 8/30/2012  
 F.O.B. POINT

**PURCHASE ORDER NO.**  
**182688 - 000- OP**  
**REQUISITION NO.**  
 00104107 OR

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

**SHIP TO** Sheriff - Training Institute  
 10900 S. 88th Ave  
 Building A - Room 140  
 Palos Heights IL 60465

**DELIVERY INSTRUCTIONS**

COLLEEN SULLIVAN 312-  
 603-0059

DEPT NO

2111097 Page 1 of 1

| LINE                    | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE   | QUANTITY/<br>UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|------------------|------------|----------------|----------------|
| 1.00                    | Portable Toilet Rental<br>Six (6) Standard Portable Toilet Units<br>.<br>One cleaning per week, per unit.<br>.<br>Delivery and Pick-up fees included.<br>.<br>Delivery and Pick-up location:<br>Cook County Sheriff's Training Institute<br>Joliet Firearms Range<br>2612 West Arsenal Road<br>Elwood, Illinois 60421<br>.<br>Contract Period: September 5, 2012 through<br>September 4, 2013<br>.<br>As per attached Vendor Quote. | 12.00 MO         | 360.0000   | 4,320.00       | 2111097.501865 |
| ***** Total Order ***** |   |                  |            | 4,320.00       |                |

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

*Maia de la Cruz*  
 Date: 8/30/12 BA

**Purchase Requisition**  
**Office of the Purchasing Agent**  
 Cook County of Illinois

73 Bn New  
 Nicki  
 Purchase Order Number

Requisition # **OR 104107** Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Ship To: 461554 Sheriff - Training Institute  
 10900 S. 88th Ave  
 Building A - Room 140  
 Palos Heights IL 60465

Delivery Instructions:  
 COLLEEN SULLIVAN  
 312-603-0059

Supplier: 731951 Drop Zone Portable Services In  
 PO Box 964  
 Frankfort IL 60423

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code BSP  
 Business Unit 2111097  
 Internal Req Number 22110810  
 Board Apr Date & Item  
 Requisition Date 6/5/2012  
 Date Needed 6/5/2012

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              | RENTAL OF PORTABLE TOLIETS LOCATED AT THE COOK COUNTY SHERIFF'S FIRING RANGE LOCATED IN ELWOOD, ILLINOIS. PRICE INCLUDES DELIVERY, PICK UP AND ONCE A WEEK CLEANING OF (6) UNITS CONTRACT PERIOD: 7/1/12-6/30/13 AS PER ATTACHED QUOTE# <del>63042</del> | < >          | 12.00    | MO  | 360.0000       | 4,320.00        | 2111097.501865                   |
| Total of Items Ordered |  |              |          |     |                | <u>4,320.00</u> |                                  |

*Nicki - Please see the date of award.*

RECEIVED  
 OFFICE OF THE  
 PURCHASING AGENT  
 2012 JUN -6 PM 4:28  
 ROOM 1111

**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.

*[Signature]*  
 REQUISITIONER

\_\_\_\_\_  
 BUREAU or DEPARTMENT HEAD

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

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

DATE \_\_\_\_\_ BY \_\_\_\_\_

THOMAS J. DART  
SHERIFF



ALEXIS HERRERA  
CHIEF FINANCIAL OFFICER  
SOJOURNER COLBERT  
FINANCE DIRECTOR

**SHERIFF'S OFFICE OF COOK COUNTY, ILLINOIS**  
**DEPARTMENT OF FISCAL ADMINISTRATION AND SUPPORT SERVICES**

69 W. WASHINGTON, CHICAGO, ILLINOIS 60602  
SUITE 1410

PHONE (312) 603-0069

FAX (312) 603-9806

June 5, 2012

Maria DeLourdes Coss  
Purchasing Agent  
Cook County Government  
118 N. Clark Street, Room 1018  
Chicago, Illinois 60602

RE: Req# 22110810 System#104107  
Drop Zone Portable Services, Inc.

Dear Ms. Coss,

Please allow this letter to serve as request to issue a Purchase Order for Requisition #22110810/#104107, to Drop Zone Portable Services Inc., of Frankfort, Illinois for the rental of (6) portable toilets to be located at the Cook County Sheriff's Firing Range in Elwood, Illinois.

Reason: The firing range is located in Elwood, Illinois and is used on a daily basis by Cook County Sheriff's Officer's for weapons qualifications. We currently are renting these units from Waste Management on a monthly basis for \$480.00. This would be for a year contract and would have a cost savings of \$1,440.00 a year.

The vendor was chosen because they submitted the lowest of the three bids received and is below the \$5,000.00 limit.

Fiscal Impact: \$4,320.00

Acct: 2111097-501865

Sincerely,

Colleen Sullivan  
Business Manager  
Cook County Sheriffs Budget Department



BID TABULATION

BID NAME: Portable Toilets  
 BID NUMBER: 104107 OR  
 BID OPENING DATE:  
 BID OPENING TIME:  
 READER:  
 RECORDER:  
 WITNESS:

| ITEM # | DESCRIPTION                   | QUANTITY | UNIT | VENDOR #1:<br>Drop Zone Portable Service Inc. |             |          | VENDOR #2:<br>Nature Calls |             |          | VENDOR #3:<br>JR's JOHNS, Inc. |             |          | VENDOR #4:<br>Portable John, Inc. |             |          | VENDOR #5:<br>Waste Management |             |          | VENDOR #6:<br>AJAX Waste |             |          |
|--------|-------------------------------|----------|------|---|-------------|----------|----------------------------|-------------|----------|--------------------------------|-------------|----------|-----------------------------------|-------------|----------|--------------------------------|-------------|----------|--------------------------|-------------|----------|
|        |                               |          |      | UNIT PRICE                                    | TOTAL PRICE | RENEWALS | UNIT PRICE                 | TOTAL PRICE | RENEWALS | UNIT PRICE                     | TOTAL PRICE | RENEWALS | UNIT PRICE                        | TOTAL PRICE | RENEWALS | UNIT PRICE                     | TOTAL PRICE | RENEWALS | UNIT PRICE               | TOTAL PRICE | RENEWALS |
| 1      | Portable Toilet for 12 Months | 12       | MO   | 360.00  | \$4,320.00  |          | 372.00                     | \$4,464.00  |          | 468.00                         | \$5,616.00  |          | 408.24                            | \$4,898.88  |          | 414.00                         | \$4,968.00  |          | 416.58                   | \$4,998.96  |          |
|        |                               |          |      | \$4,320.00                                    |             |          | \$4,464.00                 |             |          | \$5,616.00                     |             |          | \$4,898.88                        |             |          | \$4,968.00                     |             |          | \$4,998.96               |             |          |

# DROP ZONE PORTABLE SERVICE INC.

P.O. Box 964

Frankfort, IL 60423

815-727-7304

Toll Free 877-984-7663

Fax: 815-727-7350

|  |                         |
|--|-------------------------|
| <b>Company: Cook County Sheriffs Dept.</b> | Date: May 30, 2012      |
| Attention: Colleen Sullivan                | From: Lisa Hardiman     |
| Email: colleen.sullivan@cookcountyil.gov   | Telephone: 312-603-0059 |
| Re: Portable Toilets:                      | Ref:                    |

## Comments:

We offer these prices for your portable toilet needs:

| <u>Number</u> | <u>Equipment</u> | <u>Type of Service</u> | <u>Price Per Billing</u> |
|---------------|------------------|------------------------|--------------------------|
| 6             | Standard Units   | 1 x weekly cleaning    | \$360.00                 |

\* These prices include delivery, pick up and once a week cleaning.

**Quote**

Lisa Hardiman [lisa@rentdropzone.com]

**Sent:** Thursday, August 23, 2012 10:11 AM

**To:** Priya Yalamanchi (Bureau of Technology)

**Attachments:** cookcountysherrifcolleen30~1.doc (30 KB)

Hey Priya,

This quote is still god...no worries.

--

Lisa

Drop Zone Portable Services

815-727-7304 or 877-984-7663

[lisa@rentdropzone.com](mailto:lisa@rentdropzone.com)

Fax: 815-727-7350

# DROP ZONE PORTABLE SERVICE INC.

P.O. Box 964  
Frankfort, IL 60423  
815-727-7304  
Fax: 815-727-7350

Toll Free 877-984-7663

|  |                         |
|--|-------------------------|
| <b>Company: Cook County Sheriffs Dept.</b> | Date: May 30, 2012      |
| Attention: Colleen Sullivan                | From: Lisa Hardiman     |
| Email: colleen.sullivan@cookcountyil.gov   | Telephone: 312-603-0059 |
| Re: Portable Toilets:                      | Ref:                    |

## Comments:

We offer these prices for your portable toilet needs:

| <u>Number</u> | <u>Equipment</u> | <u>Type of Service</u> | <u>Price Per Billing</u> |
|---------------|------------------|------------------------|--------------------------|
| 6             | Standard Units   | 1 x weekly cleaning    | \$360.00                 |

\* These prices include delivery, pick up and once a week cleaning.

This quote is valid for 30 days from date shown.

6 (units) @ 360.00/month PER (12) months  
TOTAL: \$4,320.00  
L/R

Quote # 53012