



**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  
766313

Tribune Products Company  
5719 W Howard St  
Niles IL 60714

DATE  
7/26/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**182296 - 000- OP**  
REQUISITION NO.  
00104376 07

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

**SHIP TO** Clerk of the Circuit Court - Civil Bureau  
Richard J. Daley Center  
50 W. Washington Street RM 602  
Chicago IL 60602-3002

**DELIVERY INSTRUCTIONS**  
50 W. WASHINGTON, ROOM 602  
ATTN: SHERRI KUSEK 603-5015

DEPT NO	
71700335	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	HEIGHT CHAIR SCULPTED FOAM SEAT AND BACK CUSHION - WATERFALL SEAT EDGE - EASY-CARE BLACK VINYL UPHOLSTERY - DURABLE, BLACK FIVE-STAR BASE HAS DUAL WHEEL HOODED CASTERS - SEAT: 20-1/2W X 19D - BACK: 18-1/2W X 19H - MFG: SAFCO - MFG. #SAF-7084BL	4.00 EA	219.6000	878.40	71700335.560511.8300
2.00	ARMREST EASY PUSH BUTTON HEIGHT ADJUSTMENT - BLACK FOAM - TO BE USED WITH PRODUCT SAF-7084BL - MFG.: SAFCO - MFG. # SAF-6689BL	4.00 EA	49.8000	199.20	71700335.560511.8300
3.00	TASK CHAIR TASK CHAIR - MID BACK - TILT - TILT TENSION - TILT LOCK - STAIN RESISTANT UPHOLSTERY - COLOR: BLACK - VOLT SERIES CHAIR - MFG: HON - MFG. #HON-5703GA10T	4.00 EA	104.0000	416.00	71700335.560511.8300
4.00	ADJUSTABLE ARMS ADJUSTABLE HEIGHT T-ARMS - FOR VOLT SERIES CHAIR - MFG. HON - MFG. # HON-57957 ALL SHIPPING AND INSTALLATION CHARGES INCLUDED. VENDOR MUST MEET THE R. J. DALEY CENTER DOCK / DELIVERY REQUIREMENTS. MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT R. J. DALEY CENTER 50 W. WASHINGTON, ROOM 602 CHICAGO, ILLINOIS 60602 ATTENTION: FELICIA WORSHAM VENDOR MUST CONTACT DEPARTMENT 48 HOURS PRIOR TO DELIVERY. REQUISITION NUMBER: 23350059 CEPM 2011 #3529 TRIBUNE PRODUCTS QUOTE#Q3103	4.00 EA	32.3500	129.40	71700335.560511.8300
***** Total Order *****				1,623.00	

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 Jesus Cor*  
8/2/12 BA

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

Purchase Order Number

**182296**

CO

2/5/12

Requisition # **07 104376** Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code \_\_\_\_\_  
 Business Unit 71700335  
 Internal Req Number 23350059  
 Board Apr Date & Item CEPM/2011/ITEM# 3529  
 Requisition Date 8/18/2012  
 Date Needed 6/18/2012

Ship To: 8000085 Clerk of the Circuit Court -CJ  
 Richard J. Daley Center  
 50 W. Washington Street RM 602  
 Chicago IL 60602-3002

Delivery Instructions: 50 W. WASHINGTON, ROOM 602  
 ATTN: SHERRI KUSEK 603-5015

Supplier: 77481 Tribune Products Co  
 PO Box 21  
 Kenilworth IL 60043

764  
313

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	615 HEIGHT CHAIR SCULPTED FOAM SEAT AND BACK CUSHION - WATERFALL SEAT EDGE - EASY-CARE BLACK VINYL UPHOLSTERY - DURABLE, BLACK FIVE-STAR BASE HAS DUAL WHEEL HOODED CASTERS - SEAT: 20-1/2W X 19D - BACK: 18-1/2W X 19H - MFG: SAFCO - MFG. #SAF-7084BL	< >	4.00	EA	219.6000	878.40	71700335.560511.8300
2.000	615 ARMREST EASY PUSH BUTTON HEIGHT ADJUSTMENT - BLACK FOAM - TO BE USED WITH PRODUCT SAF-7084BL - MFG. SAFCO - MFG. # SAF-6689BL	< >	4.00	EA	49.8000	199.20	71700335.560511.8300
3.000	615 TASK CHAIR TASK CHAIR - MID BACK - TILT - TILT TENSION - TILT LOCK - STAIN RESISTANT UPHOLSTERY - COLOR: BLACK - VOLT SERIES CHAIR - MFG: HON - MFG. #HON-5703GA10T	< >	4.00	EA	104.0000	416.00	71700335.560511.8300
4.000	615 ADJUSTABLE ARMS ADJUSTABLE HEIGHT T-ARMS - FOR VOLT SERIES CHAIR - MFG. HON - MFG. # HON-57957 ALL SHIPPING AND INSTALLATION CHARGES INCLUDED. VENDOR MUST MEET THE R. J. DALEY CENTER DOCK / DELIVERY REQUIREMENTS. MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT R. J. DALEY CENTER 50 W. WASHINGTON, ROOM 602 CHICAGO, ILLINOIS 60602	< >	4.00	EA	32.3500	129.40	71700335.560511.8300

**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

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

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

REQUISITIONER

BUREAU or DEPARTMENT HEAD

81

Report: R56REQ2

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **07 104376** Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code \_\_\_\_\_  
Business Unit 71700335  
Internal Req Number 23350059  
Board Apr Date & Item CEPM/2011/ITEM# 3529  
Requisition Date 6/18/2012  
Date Needed 6/18/2012

Ship To: 8000085 Clerk of the Circuit Court-CI  
Richard J. Daley Center  
50 W. Washington Street RM 602  
Chicago IL 60602-3002  
Delivery Instructions: 50 W. WASHINGTON, ROOM 602  
ATTN: SHERRI KUSEK 603-5015  
Supplier: 77481 Tribune Products Co  
PO Box 21  
Kenilworth IL 60043

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
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ATTENTION: FELICIA WORSHAM  
VENDOR MUST CONTACT DEPARTMENT 48 HOURS PRIOR TO DELIVERY.  
REQUISITION NUMBER: 23350059  
CEPM 2011 #3529

Total of Items Ordered 1,623.00

### 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.

OCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

*[Handwritten Signature]*  
7/5/12  
*[Handwritten Initials]*

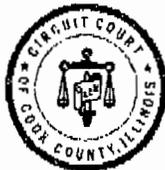
ACCT # \_\_\_\_\_

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

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DOROTHY BROWN  
CLERK OF THE CIRCUIT COURT



FINANCIAL PLANNING & CONTROL  
69 W. Washington  
Room 2500  
Chicago, Illinois 60602  
(312) 603-5386  
FAX (312) 603-5013  
www.cookcountyclerkofcourt.org

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

July 23, 2012

Ms. Maria de Lourdes Coss  
Chief Procurement Officer  
118 North Clark Street – Room 1018  
Chicago, IL 60602

Dear Ms. Coss:

We are requesting for a purchase order to be issued for System Requisition #104376 (Internal Requisition #23350059) to Tribune Products Co., Kenilworth, IL, for the purchase of height chairs and task chairs. Of the three vendors that were solicited, Tribune Products Co. submitted the lowest responsible quote in the amount of \$1,623.00.

The purchase of new chairs is needed to replace old and inoperative ones. The current chairs are a hazard and may cause unnecessary injury to the Clerk of the Circuit Courts staff if not replaced.

Thank you for your consideration in this matter.

Sincerely,

Dorothy Brown  
Clerk of the Circuit Court

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 JUL 24 PM 3:42  
BOOKKEEPING

## BID TABULATION

<b>BID NAME:</b>	HEIGHT CHAIRS TASK CHAIRS
<b>BID NUMBER:</b>	104376
<b>BID OPENING DATE:</b>	Thursday, July 26, 2012
<b>BID OPENING TIME:</b>	10:00AM
<b>BUYER NAME:</b>	BRENDA BEARD

	<b>VENDOR #1:</b>	<b>VENDOR #2:</b>
	<b>TRIBUNE PRODUCTS CO.</b>	<b>WAREHOUSE DIRECT</b>
		<b>OFFICE PRODUCTS</b>

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Height Chair	4.00	EACH	\$219.60	\$878.40	\$200.00	\$800.00
	Sculpted foam seat and back cushion - waterfall seat edge - easy care black vinyl upholstery durable, black five-star base has dual wheel hooded casters - seat: 20- 1/2 W x 19 D - black: 18-1/2W X 19H - MFG.: Safco - MFG. # SAF-7084BL.						
2	Arm rest easy plush button height adjustment - black foam to be used with product SAF -7084BL - MFG.: SAFECO - MFG. #SAF-6689BL	4.00	EACH	\$49.80	\$199.20	\$45.00	\$180.00
3	Task Chair - Mid Black - Tilt - Tilt tension - Tilt Lock - Stain resistant upholstery - color black - volt series chair - MFG.: Hon - 5703GA10T	4.00	EACH	\$104.00	\$416.00	\$115.00	\$460.00
4	Adjustable arms height t-arms - for volt series chair MFG. HON - MFG. # HON - 57957	4.00	EACH	\$32.35	\$129.40	\$30.00	\$120.00
5	Delivery	0.00	EACH	\$0.00	\$0.00	\$350.00	\$350.00
					\$1,623.00		\$1,910.00

**NOTES:**  
Ibuy Office Supply: Did not bid per specs.