



**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
839063

The Office Leader
285 Lee Avenue
Brooklyn NY 11206

DATE
8/20/2012
F.O.B. POINT

PURCHASE ORDER NO.
182586 - 000- OP
REQUISITION NO.
00104385 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 Burea
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 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	DESKS DESK - WITH LOCKING FILE AND BOX DRAWER - SIZE: 66 X 30 X 29-1/2 - COLOR: LIGHT GRAY / LIGHT GRAY - FOR "L" WORKSTATION - "ONE KEY" CORE REMOVABLE LOCK - CORD MANAGEMENT GROMMENTS - MFG.: HON - MFG. # HON-38292LQQ	7.00 EA	464.0000	3,248.00	71700335.560511.8300
2.00	RIGHT RETURN RETURN - FOR RIGHT RETURN - SIZE: 48 X 24 X 29-12- PEDESTALS HAVE LOCKING FILE AND BOX DRAWER - FOR "L" WORKSTATION - COLOR: LIGHT GRAY / LIGHT GRAY - "ONE KEY" CORE REMOVABLE LOCKS - CORD MANAGEMENT GROMMENTS - MFG.: HON - MFG. # HON-38215RQQ	7.00 EA	344.0000	2,408.00	71700335.560511.8300
3.00	DESKS DOUBLE PEDESTAL DESKS - SIZE: 60 X 30 - 6" CONFERENCE OVERHANG - LOCKING BOX, FILE DRAWER IN EACH PEDESTAL - "ONE KEY" CORE REMOVABLE LOCKS - CORD MANAGEMENT GROMMENTS - COLOR: LIGHT GRAY / LIGHT GRAY - MFG.: HON - MFG. # HON-38155QQ	8.00 EA	577.0000	4,616.00	71700335.560511.8300
4.00	INSTALLATION & DELIVERY INSTALLATION AND SET-UP MUST BE INSIDE DELIVERY VENDOR MUST MEET ALL DOCK / DELIVERY REQUIREMENTS FOR THE R.J. DALEY CENTER. DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT CIVIL DIVISION 50 WEST WASHINGTON, ROOM 602 CHICAGO, ILLINOIS 60602 VENDOR MUST NOTIFY THE REQUESTING DEBARMENT AT LEAST ONE (1) WEEK PRIOR TO DELIVERY AND WILL REQUIRE A APPOINTMENT. CONTACT PERSON: SHERRI KUSEK 312-603-5015 REQUISITION NUMBER: 23350060	1.00 JB	700.0000	700.00	71700335.560511.8300

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: 8/20/12

Handwritten signature of Maria de la Cruz

Report: R5RREQ2

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

182582

Requisition # 07 104385 Contract #

Ship To: 80000085 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: 299999 TEAM LEAD MAIL BOX
Buyer Number: 724149 Supervisor 80
Bid/Sole Src Code
Business Unit: 71700335
Internal Req Number: 23350060
Board Apr Date & Item: CEPM 7/27/11, FY2011, ID#3520
Requestion Date: 6/18/2012
Date Needed: 6/18/2012

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____
Bal. on Hand _____ Quantity UOM _____ Est. Unit Cost _____ Expiration Date _____
Priority Contract No. _____ Extended Cost _____ Business Unit and Object Account _____

1,000 615 DESKS < > 7.00 EA 500.0000 3,500.00 71700335.560511.8300

2,000 615 DESKS < > 7.00 EA 300.0000 2,100.00 71700335.560511.8300
RETURN - FOR RIGHT RETURN - SIZE: 48 X 24 X 29-1/2 - PEDESTALS HAVE
LOCKING FILE AND BOX DRAWER - FOR "L" WORKSTATION - COLOR: LIGHT GRAY
/ LIGHT GRAY - "ONE KEY" CORE REMOVABLE LOCKS - CORD MANAGEMENT
GROMMETS - MFG.: HON - MFG. # HON-38215F50Q

4,000 615 DESKS < > 1.00 JB 700.0000 700.00 71700335.560511.8300
DOUBLE PEDESTAL DESKS - SIZE: 60 X 30 - 6" CONFERENCE OVERHANG -
LOCKING BOX, FILE DRAWER IN EACH PEDESTAL - "ONE KEY" CORE REMOVABLE
LOCKS - CORD MANAGEMENT GROMMETS - COLOR: LIGHT GRAY / LIGHT GRAY -
MFG.: HON - MFG. # HON-381550Q
INSTALLATION & DELIVERY
INSTALLATION AND SET-UP
MUST BE INSIDE DELIVERY
VENDOR MUST MEET ALL DOCK / DELIVERY REQUIREMENTS FOR THE R.J. DALEY
CENTER
DELIVERY LOCATION:
CLERK OF THE CIRCUIT COURT
CIVIL DIVISION

CERTIFICATION
I hereby certify that the items and/or services above are necessary to the 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.

REQUESTIONER
BUREAU DEPARTMENT HEAD
[Signature]
6/25/12

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT # _____ DATE _____ BY _____

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **07 104385**

Contract #

Open Date

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: 299999 TEAM LEAD MAILBOX
Buyer Number: 724149 Supervisor 80
Bid/Sole Src Code
Business Unit: 71700335
Internal Req Number: 23350060
Board App Date & Item: CEFM 727/11, FY2011, ID#3520
Requisition Date: 6/18/2012
Date Needed: 6/18/2012

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____

Prior Contract No. _____

Expiration Date _____

Emergency No. _____

Balance on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account:

50 WEST WASHINGTON, ROOM 602
CHICAGO, ILLINOIS 60602
VENDOR MUST NOTIFY THE REQUESTING DEPARTMENT AT LEAST ONE (1) WEEK PRIOR TO DELIVERY AND WILL REQUIRE A APPOINTMENT.
CONTACT PERSON:
SHERRI KUSEK
~~312-093-5015~~
REQUISITION NUMBER: 23350060
CEFM 727/11, FY2011, ID#3520

Total of Items Ordered: 10,300.00

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 fairly 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

REQUISITIONER _____ BUREAU or DEPARTMENT HEAD _____

ACCT # _____

DATE _____

BY _____

BID TABULATION

BID NAME: DESKS

BID NUMBER: 104385

BID OPENING DATE: Wednesday, August 08, 2012

BID OPENING TIME: 10:00AM

BUYER NAME: BRENDA BEARD

VENDOR #1:

VENDOR #2:

VENDOR #3:

THE OFFICE LEADER

INTERIORS FOR BUSINESS INC.

COMMERCIAL CONCEPTS AND FURNISHINGS

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	DESK- With locking file and box drawer - size: 66 x 30 x 29 1/2 - color: Light gray / light gray - for L work station - one key core removable lock - cord management garments - mfg. : hon - Mfg. # HON - 38292L0Q	7.00	EACH	\$464.00	\$3,248.00	\$467.17	\$3,270.19	\$507.79	\$3,554.53
2	RIGHT RETURN - Return - For right return size - 48 x 24 x 29 1/2 - pedestals have locking file and box drawer - for L workstation color: Light gray / light gray - one key core removable locks - core management garments - mfg. HON - Mfg. # 38215R0Q.	7	EACH	\$344.00	\$2,408.00	\$383.20	\$2,682.40	\$332.28	\$2,325.96
3	DESK - Double Pedestal Desks - size: 60 x 30 - 6 Conference overhang - locking box. File drawer in each pedestal - one key core removable locks - cord management grommets - color light gray / light gray mfg. : HON Mfg. # 38155Q0	8	EACH	\$577.00	\$4,616.00	\$520.40	\$4,163.20	\$528.24	\$4,225.92
4	Installation, delivery and Set - up Must be inside delivery. Vendor must meet all dock / delivery requirements. The vendor must notify the requesting department at least one (1) week prior to delivery and will require an appointment.	1.00	JB	\$700.00	\$700.00	\$1,610.00	\$1,610.00	\$1,675.00	\$1,675.00
					\$10,972.00		\$11,725.79		\$11,781.41

ITEM #	DESCRIPTION	QUANTITY	UNIT	CORPORATE SOURCE INC.		BEBON OFFICE MACHINES		OFFICE FURNITURE SOLUTION	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	DESK - With locking file and box drawer - size: 66 x 30 x 29 1/2 - color: Light gray / light gray - for L work station - one key core removable lock - cord management garments - mfg : hon - Mfg. # HON - 38292LQQ	7.00	EACH	\$524.00	\$3,668.00	\$635.00	\$4,445.00	\$630.00	\$4,410.00
2	RIGHT RETURN -	7	EACH	\$343.00	\$2,401.00	\$421.00	\$2,947.00	\$413.00	\$2,891.00
3	DESK - Double Pedestal Desks - size: 60 x 30 - 6 Conference overhang - locking box. File drawer in each pedestal - one key core removable locks - cord management grommets - color light gray / light gray mfg.: HON Mfg. # 38155QQ	8	EACH	\$545.00	\$4,360.00	\$669.00	\$5,352.00	\$656.00	\$5,248.00
4	Installation, delivery and Set - up Must be inside delivery. Vendor must meet all dock / delivery requirements. The vendor must notify the requesting department at least one (1) week prior to delivery and will require an appointment.	1.00	JB	\$1,600.00	\$1,600.00	\$0.00	\$0.00	\$909.80	\$909.80
					\$12,029.00		\$12,744.00		\$13,458.80

ITEM #	DESCRIPTION	QUANTITY	UNIT	VENDOR #7: S. STEIN & COMPANY		VENDOR #8: B L DIST., INC. AND FURNISHINGS		VENDOR #9: RIGHT SIZE FACILITY PERFORMANCE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	DESK- With locking file and box drawer - size: 66 x 30 x 29 1/2 - color: Light gray / light gray - for L work station - one key core removable lock - cord management garments - mfg : hon - Mfg. # HON - 38292L0Q	7.00	EACH	\$635.00	\$4,445.00	\$725.00	\$5,075.00	\$586.46	\$4,105.22
2	RIGHT RETURN - Return - For right return size - 48 x 24 x 29 12 - pedestals have locking file and box drawer - for L workstation color: Light gray / light gray - one key core removable locks - core management garments - mfg. HON - Mfg. # 38215R0Q.	7	EACH	\$417.00	\$2,919.00	\$525.00	\$3,675.00	\$383.76	\$2,686.32
3	DESK - Double Pedestal Desks - size: 60 x 30 - 6 Conference overhang - locking box. File drawer in each pedestal - one key core Removable locks - cord management grommets - color light gray / light gray mfg.: HON Mfg. # 381550Q	8	EACH	\$661.00	\$5,288.00	\$707.00	\$5,656.00	\$610.15	\$4,881.20
4	Installation, delivery and Set - up Must be inside delivery. Vendor must meet all dock / delivery requirements. The vendor must notify the requesting department at least one (1) week prior to delivery and will require an appointment.	1.00	JB	\$915.00	\$915.00	\$0.00	\$0.00	\$3,423.21	\$3,423.21
					\$13,567.00		\$14,406.00		\$15,095.96

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
VENDOR #10: INDI ENTERPRISES, INC.					
1	DESK- With locking file and box drawer - size: 66 X 30 X 29 1/2 - color: Light gray / light gray - for L work station - one key core removable lock - cord management garments - mfg: hon - Mfg. # HON - 38292LQQ	7.00	EACH	\$699.79	\$4,898.53
2	RIGHT RETURN - Return - For right return size - 48 x 24 x 29 12 - pedestals have locking file and box drawer - for L workstation color: Light gray / light gray - one key core removable locks - core management garments - mfg. HON - Mfg. # 38215RQQ	7	EACH	\$479.79	\$3,358.53
3	DESK - Double Pedestal Desks - size: 60 X 30 - 6 Conference overhang - locking box. File drawer in each pedestal - one key core removable locks - cord management grommets - color light gray / light gray mfg: HON Mfg. # 38155QQ	8	EACH	\$719.79	\$5,758.32
4	Installation, delivery and Set - up Must be inside delivery. Vendor must meet all dock / delivery requirements. The vendor must notify the requesting department at least one (1) week prior to delivery and will require an appointment.	1.00	JB	\$1,889.79	\$1,889.79
<p>NOTES: Office Furniture Options, Inc.: Partial 2nd Page missing School Specialty: No Bid</p>					
					\$15,905.17



RETURN THIS QUOTATION TO:

OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375
SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION

This is not an order - submit all quotations on this form.

DATE 8/20/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 104385 07	RESPOND BY 8/8/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 2
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Vendor Address

839063

TERMS AND CONDITIONS

The office Leader
235 Lee Avenue
Brooklyn Ny 11206

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agr to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, subject t all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or cla: Bidders cannot limit the acceptance of bid to less than 30 days.

Product Delivery Point

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or cha after it has been opened. In case of error in extension, unit price will govern.

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

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occpator Tax and all Service Taxes.

In General: The prices quoted herin shall agree with all Federal Laws and Regulations.

DELIVERY IN WORKING DAYS approx 3 weeks A20

Brand Names: Where brand names, model or part numbers are employed in the description, it is not intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

PHONE NUMBER 866-800-0028

INSTRUCTIONS ON MARKING BID ENVELOPE

SIGNED BY E. Schwartz
(PLEASE PRINT) Esther Schwartz

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
SKS SK - WITH LOCKING FILE AND BOX DRAWER - SIZE: 66 X 30 X -1/2 - COLOR: LIGHT GRAY / LIGHT GRAY - FOR "L" RKSTATION - "ONE KEY" CORE REMOVABLE LOCK - CORD NAGEMENT GROMMENTS - MFG.: HON - MFG. # HON-38292LQQ	7.00	EA	\$ 464.00	\$ 3,248.00
GHT RETURN TURN - FOR RIGHT RETURN -SIZE: 48 X 24 X 29-12- PEDESTALS VE LOCKING FILE AND BOX DRAWER - FOR "L" WORKSTATION - LOR: LIGHT GRAY / LIGHT GRAY - "ONE KEY" CORE REMOVABLE CKS - CORD MANAGEMENT GROMMENTS - MFG.: HON - MFG. # N-38215RQQ	7.00	EA	\$ 344.00	\$ 2,408.00
SKS UBLE PEDESTAL DESKS - SIZE: 60 X 30 - 6" CONFERENCE ERHANG - LOCKING BOX, FILE DRAWER IN EACH PEDESTAL - "ONE Y" CORE REMOVABLE LOCKS - CORD MANAGEMENT GROMMENTS - LOR: LIGHT GRAY / LIGHT GRAY - MFG.: HON - MFG. # N-38155QQ	8.00	EA	\$ 577.00	\$ 4,616.00
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	TOTAL 10,972.00 8/13/18	



RETURN THIS QUOTATION TO:

**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES WILL BE
ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION

This is not an order -
submit all quotations
on this form.

DATE 8/20/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 10438507	RESPOND BY 8/8/2012	Page 2 of 2
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
STALLATION & DELIVERY STALLATION AND SET-UP ST BE INSIDE DELIVERY NDOR MUST MEET ALL DOCK / DELIVERY REQUIREMENTS FOR THE J. DALEY CENTER. LIVERY LOCATION: ERK OF THE CIRCUIT COURT VIL DIVISION WEST WASHINGTON, ROOM 602 ICAGO, ILLINOIS 60602 NDOR MUST NOTIFY THE REQUESTING DEBARMENT AT LEAST ONE (1) EK PRIOR TO DELIVERY AND WILL REQUIRE A APPOINTMENT. NTRACT PERSON: ERRI KUSEK 2-603-5015 QUISITION NUMBER: 23350060 PM 7/27/11, FY2011, ID#3520	1.00	JB	\$ 700.00	\$ 700.00 \$ 10,972.00

OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE
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THE OFFICE LEADER - PRODUCT SPECS

DESKS

DESK – WITH LOCKING FILE AND BOX DRAWER – SIZE: 66 X 30 X 29-1/2 – COLOR: LIGHT GRAY / LIGHT GRAY – FOR “L” WORKSTATION – “ONE KEY” CORE REMOVABLE LOCK – CORD MANAGEMENT GROMMENTS – MFG: GREAT OPENINGS

RIGHT RETURN

RETURN – FOR RIGHT RETURN – SIZE: 48 X 24 X 29-12- PEDESTALS HAVE LOCKING FILE AND BOX DRAWER – FOR “L” WORKSTATION – COLOR: LIGHT GRAY / LIGHT GRAY – “ONE KEY” CORE REMOVABLE LOCKS – CORD MANAGEMENT GROMMENTS – MFG: GREAT OPENINGS

DESKS

DOUBLE PEDESTAL DESKS – SIZE: 60 X 30 - 6” CONFERENCE OVERHANG – LOCKING BOX, FILE DRAWER IN EACH PEDESTAL – “ONE KEY” CORE REMOVABLE LOCKS – CORD MANAGEMENT GROMMENTS – COLOR: LIGHT GRAY / LIGHT GRAY – MFG: GREAT OPENINGS