



**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
78577

Action Flag Company
1900 Egerton Ct
Woodridge IL 60517

DATE
8/6/2012
F.O.B. POINT

PURCHASE ORDER NO.
182422 - 000- OP
REQUISITION NO.
00104631 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
Juvenile Court
2245 W. Ogden Ave
CHICAGO IL 60612-3785

DELIVERY INSTRUCTIONS
Matt Landek
5651 312-433-

DEPT NO	
2001134	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Flag, nylon usa 6'x10' Outdoor Sewn	20.00 EA	45.0000	900.00	2001134.530165
2.00	Flag, nylon Outdoor Flag	20.00 EA	69.0000	1,380.00	2001134.530165
3.00	Flag, nylon Outdoor flag Req# 22000529	20.00 EA	73.5000	1,470.00	2001134.530165
***** Total Order *****				3,750.00	

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: _____

Maria de la Cruz

8/10/12 BA

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

182425

Requisition # **OR 104631** Contract #

Open Date

Ship To: 8000407 Facilities Management
Juvenile Court
2245 W. Ogden Ave
CHICAGO IL 60612-3785

Delivery Instructions:
Matt Landek
312-433-5651

Supplier: 78577
Action Flag Company
1900 Egerton Ct
Woodridge IL 60517

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSP
Business Unit 2001134
Internal Req Number 22000529
Board Apr Date & Item
Requisition Date 7/9/2012
Date Needed 7/9/2012

One Time Purchase Yes No Covers Needed 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 Flag, nylon usa 6'x10'	<	20.00	EA	45.0000	900.00	2001134.530165	
	Flag, nylon usa 6'x10'	>						
2,000	578 Flag, nylon illinois 6'x10'	<	20.00	EA	69.0000	1,380.00	2001134.530165	
	Flag, nylon illinois 6'x10'	>						
3,000	578 Flag, nylon icook count 6'x10'	<	20.00	EA	73.5000	1,470.00	2001134.530165	
	Flag, nylon icook county 6'x10'	>						
	Req# 22000529							
Total of Items Ordered							3,750.00	

CERTIFICATION
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the depl. 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

APPROVED PURCHASING USE ONLY

ACCT #

DATE

BY

BUREAU or DEPARTMENT HEAD

REQUISITIONER
7/9/12

CO:2 MD 5-7MP 2/107

91 BR

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

July 9, 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 "**Small Purchase Request**" for Requisition #22000529, System #104631 for Action Flag., Woodridge, IL, for flags.

Reason: These flags need to be replaced on a semi-Annual basis at all Cook County Courthouses and other buildings Facility Management manages.

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

Fiscal Impact: \$3,750.00

Account: 2001134.530165

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson 7/9/12

Belinda Henderson
Business Manager
Facilities Management

BH:tmh
attachments

FROM ACTION FLAG CO.

FAX NO. :630-985-0773

Jun. 26 2012 10:04AM P1

312-433-5481
6-26-12

FAX QUOTATION

DATE: 6/26/2012

ACTION FLAG CO.
1900 EGERTON COURT
WOODRIDGE, IL 60517
SERVING OUR CUSTOMERS SINCE 1989
PHONE 630-985-0770
FAX 630-985-0773

QUOTE FOR:

COOK COUNTY FACILITY MGT.
ATTN: YVETTE PICKETT

CHICAGO, IL

	QTY	PRICE EACH	TOTAL
USA NYLON 6 FT X 10 FT FLAG OUTDOOR SEWN	20	\$45.00	\$900
ILLINOIS NYLON 6 FT X 10 FT OUTDOOR FLAG	20	\$69.00	\$1,380
COOK COUNTY NYLON 6 FT X 10 FT OUTDOOR FLAG	20	\$73.50	\$1,470
TOTAL			\$3,750

lms

THANK YOU,
GEORGE
ACTION FLAG CO.

George Mena 6-26-12



ADVERTISING FLAG COMPANY, INC.
3801 S. Ashland Avenue
Chicago, IL 60609-2192
Phone: (800) 352-4776 | Fax: (773) 523-3897 | randy@flagpro.com

June 25, 2012

CODK COUNTY FACILITY MANAGEMENT DEPT.
ATTN: Yvette Pickett
<Via facsimile> 312-433-5481

QUOTE:

Nylon Flags; 100% SolarMax Nylon made in USA; fully double lock-stitch hemmed with 4-row lock-stitched and back-stitched 'fly' hem; double folded canvas header with brass spur grommets -

Item 1.

United States Flag, 6x10 ft. - embroidered stars with sewn stripes
20 @ \$53.15 each net

Item total \$1063.00

Item 2.

State of Illinois Flag, 6x10 ft. - full 8-color emblem acid dyed back reverse
20 @ \$99.71 each net

Item total \$1994.20

Item 3.

Cock County Flag, 6x10 ft. - screen printed back reverse
20 @ \$74.75 each, net

Item total \$1495.00

Grand Total
FOE Delivered

\$4552.20

WDD

Manufacturing lead-time approx 2 weeks

Randy Smith,
President

Invoice #
35123
Date
7/6/2012

W. G. N. FLAG & DECORATING CO.



7984 SOUTH CHICAGO AVE. CHICAGO, IL 60617
773/768-8076 FAX: 773/768-3138
Email: Sales@WGNFlag.com

PLEASE RETURN
ONE COPY WITH
PAYMENT

POSTAGE
(non-posting)

BILL TO

Cook County Facilities Management
2245 W. Ogden
5th Floor - Juvenile Detention Center
Chicago, IL 60612

SHIP TO

Phone #
FAX # 312-433-5481

Phone #
FAX #

P.O. # Ordered By Yvette Terms Net 30 Days

QTY	DESCRIPTION	PRICE	AMOUNT
20	6'x10' Nylon US Flag	64.50	1,290.00
20	6'x10' Nylon Illinois Flag	116.25	2,325.00
20	6'x10' Nylon Cook County Flag	123.75	2,475.00
	UPS-ESTIMATE	50.00	50.00

[Handwritten Signature]
7-6-2012
Dustin Veal

Service Charge at the Rate of 1.5% per Month, or 18% per Annum Will be Assesed on ALL Past Due Items. Customer is Responsible for all Collection Costs

Received in Good Order
X

Subtotal	\$6,140.00
TAX (0.0%)	\$0.00
TOTAL	\$6,140.00

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
Permission to Negotiate Date
Contracts and Bonds Date

Project Description: FLABS

Vendor: <u>ACTION FLABS</u>	Award Amount: <u>3,750.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>104631</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>George</u>	Department:
Telephone: <u>630 985 0770</u>	Fax #:	Email:

Funding Type: Institutional State Federal Grant 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 checked="" type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input checked="" 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"/> # <u> </u> <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"/> # <u> </u> <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"/> # <u> </u> <input type="checkbox"/>	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: AB Date: 8/7/12 Deputy P.A.: Prudence V. Krapp Date: 8/10/12