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.

DATE
8/20/2012

F.O.B. POINT

PURCHASE ORDER NO.
182596 - 000- OP

REQUISITION NO.
00105180 OR

PURCHASE ORDERED ISSUED TO

838963

Addison Electric Inc.
502 Factory Rd
Addison IL 60101

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
Bob Rassano 312-603-7719

DEPT NO	
2001113	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Relay, 120v ac #a311xbxpr-120a As per Quotation No. 0010977 dated 7/27/12 Req# 22000565	1.00 EA	166.7700	166.77	2001113.530275
	*******	Total Order *******		166.77	

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: 8/23/12

105180-OR

REQ2

RFP/CONTRACT REVIEW LOG

al Reviewer _____ Final Reviewer _____

ract #:	Project Description: Relay
isition #: 105180-OR	
rtment: acilities Management	Dept. Contact: Bob Rassano
act Phone: 2-603-7719	Contact Email:

Req. Rec'd: 8/15/12	Bid Opening:	Bids Report:
to Spec. Engineer:	Pre-Bid Meeting:	Board Meeting: Item#
o U.D. for Review:	Award Letter Rec'd:	Contracts & Bonds:
ign-off Rec'd:	Compliance Letter Rec'd:	Board Meeting: Item#
tisement Date:	Forwarded for Award:	

tion Notice Sent: Date scanned in ViewWise: _____

Notes:

	Initials	Notes:
12	CJ	Gave to Brenda.

Ok

K

Purchase Requisition

Office of the Purchasing Agent

Purchase Order N

182

182

81 BR new

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

182596

Requisition # OR 105180 Contract #

Open Date

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSP
Business Unit 2001113
Internal Req Number 22000565
Board Apr Date & Item
Requisition Date 8/10/2012
Date Needed 8/10/2012

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

Delivery Instructions:
Bob Rassano
312-603-7719

Supplier: 838963 Addison Electric Inc.
502 Factory Rd
Addison IL 60101

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	Relay, 120v ac #a311xbxpr-120a Relay, 120v ac #a311xbxpr-120a As per attached quote# 0010977 Req# 22000565	< >	1.00	EA	166.7700	166.77	2001113.530275

Total of Items Ordered 166.77

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.

K Botica 8/10/12

REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

2012 AUG 13 AM 11:02

PURCHASING USE ONLY

ACCT # _____

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

August 10, 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 #22000565, System #105180, Addison Electric, Addison, IL, for a relay.

Reason: This relay is needed to run the pumps that pump the water through-out the Forensic Institute. If this relay is not purchased the likely hood of a flood is very possible.

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

Fiscal Impact: $166.77 Account: 2001113.530275

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson BH 8/10/12

Belinda Henderson
Business Manager
Facilities Management

BH:tmh
attachments

ADDISON ELECTRIC
MOTION CONTROL SPECIALISTS
502 FACTORY RD. ADDISON, IL. 60101
BUS.(630) 628-8080 FAX (630) 628-8097

QUOTATION

TO:
COOK COUNTIES FACILITIES MNGT
118 N CLARK
CHICAGO, IL 60602

FAX: 3126036991 ATTN: JIM ETHELL JR

SHIP TO:
COOK COUNTIES FACILITIES MNGT
118 N CLARK
CHICAGO, IL 60602

ATTN: JIM ETHELL JR

Quote No.	Date	Cust No	SALES REP	Your Referenced Inquiry	F.O.B.	Expiration
0010977	07/27/12	COOKC	MARIBEL VELAZQUEZ	YOUR RFQ	ORIGIN	30 DAYS

Item	Quantity	UM	Part	Description	Price $	Extension $
				STOCK IN TX		
				INSIDE SALES PERSON: MARIBEL VELAZQUEZ		
001	1.00		A311XBXPR-120A	RELAY 120V AC	166.77	166.77
				Total for Quote $		**166.77**

By: Maribel Velazquez

EVERGREEN SUPPLY COMPANY

CHICAGOLAND'S ELECTRICAL SUPPLIER OF CHOICE SINCE 1946

Quotation

QUOTE DATE	QUOTE NUMBER
07/27/2012	S100083329

EVERGREEN SUPPLY CO
9901 SOUTH TORRENCE AVENUE
CHICAGO, IL 60617
773-375-4750
Fax 773-375-4765

PAGE NO.
1 of 1

EVERGREEN SUPPLY CO
9901 SOUTH TORRENCE AVENUE
CHICAGO, IL 60617
773-375-4750
Fax 773-375-4765

QUOTE TO:

DEPARTMENT OF FACILITIES MGMT
JUVENILE CENTER WEST ADD
2245 W OGDEN AVENUE 5TH FLOOR
CHICAGO, IL 60612

SHIP TO:

COOK COUNTY BUILDING
C/O DEPT OF FACILITIES MGMT
118 N. CLARK STREET
CHICAGO, IL 60602

CUSTOMER NUMBER	CUSTOMER PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON
16564	JEJ		PATRICIA GALLAGHER

WRITER	SHIP VIA	TERMS	FRT ALLOW	EXPIRATION DATE
LESLIE WOOD	OUR TRUCK	NET 10 DAYS	Yes	08/14/2012

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	A311XBXPR-120A ALLIED	179.253/ea	179.25

PIPE AND WIRE PRICING SUBJECT TO MARKET CONDITIONS.

Subtotal	179.25
S&H Charges	0.00
Tax	0.00
Amount Due	179.25

Printed By: LWOOD on 7/27/2012 3:13:57 PM

[redacted]

QUOTATION

S1892477
Page 1

Forensic ATTN: BOB PASSANO

Bid To:

COOK COUNTY FACILITIES MGMT
ACCOUNTS PAYABLE, CHUCK
2245 W OGDEN AVE 5TH FL WEST
CHICAGO, IL 60612

Ship To:

COOK COUNTY JAIL
2650 S. CALIFORNIA
CHICAGO, IL 60608

Bid-Date	Expires	Writer	Quoted For	Ship Via	Tax Jur
07/26/12	07/27/12	HARDY	BOB R.	OTLS-LOCAL	SOUT EXEMPT

Purchase Order#------Job Name----------
STRUT DUNN A311XBXPR

Bid Qty	Description	Unit Price	
1	STRUTHERS-DUNN A311XBXPR-120A RELAY **ABOVE ITEM NOT RETURNABLE**	255.00ea	255.00

ADVANCE
ELECTRICAL SUPPLY CO., INC.

HARDY JOHNSON

263 N. Oakley Blvd
Chicago, IL 60612
e-mail: hjohnson@advanceelectrical.com
Phone (312) 421-2300
Fax (312) 421-0926
Cell (312) 446-8859
Nextel ID# 111-17-8592

DISTRIBUTORS OF QUALITY PRODUCTS

Net Amount 255.00

Hardy M. Johnson II 7/26/2012

Total Amount 255.00

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: Relay		
Vendor: Addison Elec.	Award Amount: 1660.77	One-Time ☒ Term Agreement ☐
Contract No.:	Award Type: ☒ Single ☐ Multiple	Renewals:
Requisition No.: (if known) 1051 PO	Start Date:	End Date:
PO No.: (if known)	Contact Person: MARIBEL	Department:
Telephone: 630 628 8080	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*

☐ Board's Permission to Advertise	☒ Detailed Bid Tabulation	☒ 3 Vendor Signed Contracts
☒ Requisition /Bid Specifications	☒ Inventory Checklist	☒ Legal Review
☒ Sealed Bid Document	☐ Surety Statement	☐ Child Support Verification
☐ Legal Ad (if applicable)	☐ Insurance Certificate/Waiver	☐ OIG/EPLS/IL Secretary State
☐ M/WBE Vendor Outreach List	☐ Payment /Performance Bond	☐ Fee Collecting Agencies Approval
☐ Bid Notification Letters/Email	☐ Unconditional Price Reduction	☐ Ethics Verification
☐ Addendum #1☐ #2 ☐ #3☐ #____☐	☐ Recommended Awardees' Bid	☐ Economic Disclosure Statement
☐ Bid Deposit/Bid Bond	☐ Department Recommendation Letter	☐ Bids Report and Contracts and Bonds Approval
☐ Preliminary Bid Tabulation	☐ Contract Compliance Letter	

☐ *REQUEST FOR PROPOSALS*

☐ Scope of Services	☐ Bid Deposit/Bid Bond	☐ Payment Bond/Performance Bond
☐ RFP Document	☐ Preliminary RFP Tabulation	☐ Legal Review
☐ Appendix: Scope of Services	☐ Inventory Checklist	☐ 3 Vendor Signed Contracts
☐ Appendix: Schedule of Compensation	☐ RFP Evaluation Matrix	☐ Contract Compliance Letter
☐ Appendix: EDS	☐ RFP Pricing Analysis Matrix: Pre-BAFO☐ Post-BAFO☐	☐ Child Support Verification
☐ Appendix: Misc. Attachments	☐RFP Best and Final Offer (BAFO) Letters #1☐ #2☐ #3☐ #____☐	☐ OIG/EPLS/IL Secretary State
☐ Appendix: Contract	☐ Committee Recommendation Letter	☐ Fee Collecting Agencies Approval
☐ Appendix: Board Approval	☐ Dept. Recommendation Letter	☐ Ethics Verification
☐ M/WBE Vendor Outreach List	☐ Economic Disclosure Statement	☐ Economic Disclosure Statement
☐RFP Notification Letters/Email	☐ Recommended Awardees' Technical and Pricing Proposal	☐ Bids Report and Contracts and Bonds Approval
☐ Addendum #1☐ #2☐ #3☐ #____☐	☐ Insurance Certificate/Waiver	

Spec. Engineer: BB Date: 8/20/12 Deputy P.A.: _____ Date: _____

Rev. [6/3/2011]

BID TABULATION

BID NAME: RELAY
BID NUMBER: 105180
BID OPENING DATE: Monday, August 20, 2012
BID OPENING TIME: 10:00AM
BUYER NAME: BRENDA BEARD

				VENDOR #1:		VENDOR #2:		VENDOR #3:	
				ADDISION ELECTRIC MATERIALS, INC.		EVERGREEN SUPPLY COMPANY		ADVANCE ELECTRICAL SUPPLY COMPANY, INC.	
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Relay, 120v ac #a311 xbxpr - 120a	1.00	EACH	$166.77	$166.77	$179.25	$179.25	$255.00	$255.00
					$166.77		$179.25		$255.00