



**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
742661

International Sanitary Supply Assn
7373 N Lincoln Ave
Lincolnwood IL 60712

DATE
9/5/2012
F.O.B. POINT

PURCHASE ORDER NO.
182765 - 000- OP
REQUISITION NO.
00105404 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 Detention Complex and Court
1100 S. Hamilton Avenue
CHICAGO IL 60612-4284

DELIVERY INSTRUCTIONS
Matt Landek 312-433-
5240

DEPT NO	
2001108	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	MISCELLANEOUS PRODUCTS In-house service provider United States (corporate) Subscription service provided By ISSA (International Sanitary Supply Assoc.) for Improvement of operations, make connections, Develop employees, enhance Credibility and Industry updates Req# 22000608	1.00 EA	370.0000	370.00	2001108.520840
***** Total Order *****				370.00	

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
9/10/12 BSA

AK new
 182765
 Purchase Order Number

Purchase Requisition
 Office of the Purchasing Agent
 Cook County of Illinois

Report: R56REQ2

Requisition # **OR 105404** Contract # _____ Open Date _____

Ship To: 8000411 Facilities Management
 Juvenile Detention Complex and
 1100 S. Hamilton Avenue
 CHICAGO IL 60612-4284

Delivery Instructions:
 Matt Landek
 312-433-5240

Supplier: 742661
 International Sanitary Supply
 7373 N Lincoln Ave
 Lincolnwood IL 60712

Buyer Number 724151 Supervisor 50
 Bid/Sole Src Code SSP
 Business Unit 2001108
 Internal Req Number 22000608
 Board Apr Date & Item 8/23/2012
 Requisition Date 8/23/2012
 Date Needed 8/23/2012

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

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000 578	MISCELLANEOUS PRODUCTS In-house service provider United States (corporate) Subscription service provided By ISSA (International Sanitary Supply Assoc.) for improvement of operations. make connections. Develop employees, enhance Credibility and industry updates Req# 22000608	<	1.00	EA	370.00000	370.00	2001108.520840
Total of Items Ordered						370.00	

APPROVED BUDGETARY ACCOUNT ID 42 50V PURCHASING USE ONLY

CCA

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 number checked above accurately reflect the specific line item budget appropriated and approved by the Board of County Commissioners and there is a sufficient line number available in the account to grant same.

REQUISITIONER *[Signature]* BUREAU or DEPARTMENT HEAD *[Signature]*
 CS 8/24/12

ACCT # _____
 DATE _____ BY _____



**Cook County
Office of the Chief Procurement Officer**

Sole Source Justification

General Information	Date: 08/31/12
Unit/Department: Facilities Management	Phone No. 312-603-4175
Contact Name: Matt Landek/Kathy Botica	Email matt.landek@cookcountyil.gov

Vendor Information	Requisition No.22000608/105404
Name: International ISSA	Purchase Order No.
Address: 7373 N. Lincoln Ave. Lincolnwood, IL 60712	Contract No.

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.
Yearly membership to the ISSA (International Sanitary Supply Association).

Type. Please select one of the options and explain below.
<input checked="" type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain
Explanation: Why is this product or service the only one that would satisfy the requirement(s)? Membership to the ISSA allows our Facility Managers access to the latest in standards across the sanitary field. Membership will provide us with the latest information, advances, technologies, and procedures that are being used throughout the world thus allowing us to better manage our facilities.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Department Recommendation	Date: 08/31/12
Requestor: Matt Landek/Kathy Botica	Date: 08/31/12
Department Head: Belinda Henderson <i>Belinda Henderson</i>	8/31/12

Chief Procurement Officer Approval	Date: 9/10/12
Signature: <i>Kathy Botica</i>	

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TONI PRECKWINKLE

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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 24, 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 a request to issue Purchase Order for Requisition #22000698, System # 105424, International Sanitary Supply Association, Lincolnwood, Illinois, for membership fees.

Reason: This is needed to allow our custodial department be stay abreast of the most current custodial improvements in operations.

Fiscal Impact: \$370.00

Account: 2001108.530275

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson
Business Manager
Facilities Management



ISSA®
7373 N. Lincoln Ave., Lincolnwood, IL 60712-1799 USA
800-225-4772 (North America) or 847-982-1012
E-mail: info@issa.com • Website: www.issa.com

22000608 / 105404

2012 Annual Dues Invoice

337875
Attention: Matt Landek
Cook County Department of Facilities Management
2245 W Ogden Ave
5th Fl West
Chicago, IL 60612-4266

8/16/2012

E-mail:

Date	Description	Quantity	Price	Amount
08/16/2012	In-House Service Provider United States (Corporate)	1		\$370.00
Total Amount Due:				\$370.00

TERMS: Dues are payable upon receipt. Dues remitted are non-refundable.

Visit issa.com/lounge for exclusive member services and resource libraries.

