

**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  
 506219

Tee Jay Service Co  
 P O Box 369  
 Batavia IL 60510-0369

DATE  
 10/4/2012  
 F.O.B. POINT

PURCHASE ORDER NO.  
**183122 - 000- OP**  
 REQUISITION NO.  
 00106039 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  
 Maywood Court Bldg - 4th District Court  
 1500 S. Maybrook Drive  
 Maywood IL 60153-2410

**DELIVERY INSTRUCTIONS**

Dan O'rourke 708-865-4855

DEPT NO

2001127

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Diagnose, system Exit Doors - Maywood Courthouse Diagnose, system	8.00 HR	98.0000	784.00	2001127.540360
2.00	Repair, system Exit Doors - Maywood Courthouse Repair, system As per attached quote from Tee Jay Services 9/27/12 Req# 22000656	8.00 HR	98.0000	784.00	2001127.540360
***** Total Order *****				1,568.00	

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: \_\_\_\_\_

*Yanis de la Cruz*  
 10/10/12

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number *183122* *OP*

*new 8/18/12*

Requisition # **OR 106039** Contract # \_\_\_\_\_

Open Date \_\_\_\_\_

Ship To: 8000416 Facilities Management  
Maywood Court Bldg - 4th Distr  
1500 S. Maybrook Drive  
Maywood IL 60153-2410

Delivery Instructions:  
Dan O'Rourke  
708-865-4855

Supplier: 506219 Tee Jay Service Company  
P O Box 369  
Batavia IL 60510-0369

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code QSV  
Business Unit 2001127  
Internal Req Number 2200065 6  
Board Apr Date & Item  
Requisition Date 9/28/2012  
Date Needed 9/28/2012

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
1,000	961	Diagnose, system	<	8.00	HR	98.0000	784.00	2001127.540360
2,000	961	Repair, system	<	8.00	HR	98.0000	784.00	2001127.540360
Repair, system As per attached quote from Tee Jay Services 9/27/12 Req# 22000656								Total of Items Ordered
								1,568.00

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the purchase of these items and/or services has been accurately reflected in 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

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 OCT -2 AM 8:38  
TIME KEEPER

*[Signature]*  
REQUISITIONER  
9/11/12

BUREAU or DEPARTMENT HEAD

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

September 28, 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 #22000656 System #106039, Tee Jay Service Company, Batavia, IL, for the repair of exit doors.

Reason: The exit doors at the Maywood Court House are in need of repair. Doors are not securing properly and this is becoming a Life Safety Issue.

Fiscal Impact: \$1,568.00

Account: 2001127.540360

Your assistance in processing this request is appreciated.

Sincerely,

Belinda Henderson  
Business Manager  
Facilities Management

BH:tmh  
attachments



# TEE JAY SERVICE COMPANY

AUTOMATIC PEDERIAN DOOR EQUIPMENT  
SALES • SERVICE • INSTALLATION

## TEE JAY SERVICE COMPANY SERVICE RATES - 4/1/12 through 3/31/13

- Regular hourly rate for scheduled service Monday through Friday
  - 7:00 A.M. to 3:30 P.M. - \$98.00 per serviceman hour - First hour is 2 hour charge
- Scheduled overtime service hourly rate Monday through Friday
  - 3:30 P.M. to 7:00 A.M. - \$147.00 per serviceman hour - First hour is 2 hour charge
- Emergency service is available on a pre-approved contract basis. Please call Tee Jay Service Company for more details on this program.
- Non-scheduled emergency service hourly rate Monday through Saturday.
  - \$147.00 per serviceman hour with portal to portal travel
- Sunday and holiday emergency service hourly rate (2 hour minimum) -
  - \$196.00 per serviceman hour with portal to portal travel
- Regular service response times average from 1 hour to 24 hours if the service is called in before 12:00 P.M. except on Fridays. This is an average and not a guarantee.

• List Pricing

• 8hrs Diagnose @ 98.00 -	784.00
• 8 hrs Repair @ 98.00 -	784.00
	<hr/>
	1,568.00

*Michael*

09/27/2012

Sep 24 12:02:20p Tune

6306371492

p.1

AMERICAN BUILDING SERVICES, LLC  
M-D BUILDING MATERIAL \* F&H DOOR AND HARDWARE \* DOOR WORKS  
M-D WHOLESALE HARDWARE \* INTEGRATED SECURITY GROUP

953 Seton Court, Wheeling, IL 60093, Tel: 847-541-0002 FAX: 847-541-0020

*Dan O'Roarke*

QUOTATION

Quotation No : 302995  
Date : 27 AUG 2012  
Account : 18681  
Page No. : 1

Customer:  
COOK COUNTY DEPARTMENT OF  
FACILITIES MANAGEMENT -5TH FL  
2245 WEST OGDEN  
CHICAGO, IL 60612

Ship to:  
Maywood Courthouse  
2400 Maybrook Drive  
Maywood, IL  
Dan O'Roarke

*708-865-4861*

Phone 773-674-3111 Fax 773-869-5957

Salesperson : DT Freight : FOB SHIPPING PO Terms : NET 30 DAY  
Doris Tune Ship Via :

Qty	Description	Unit Price	Extension
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WE ARE PROPOSING LABOR RATES TO  
DIAGNOSIS THE SLIDE DOORS ON EAST ENTRY  
OF BUILDING

2 Days of labor - for diagnosing and  
possible repairs of the East Entry ( Sliding Doors)  
CERTIFIED PAYROLL REQUIRED  
OUR RATES ARE \$ 125.00 / HOUR

THIS DOES NOT INCLUDE PARTS THAT MAY BE  
NECESSARY AND ADDITIONAL ON SITE TIME

ABS DOES NOT CHARGE FOR TRAVEL TIMES -  
BUT DOES HAVE A (2) HOURS MIN. CHARGE -  
\$ 125.00 / HOUR

PARTS REQUIRED WILL BE INVOICED AT COSTS  
+ 35% Y/U

\*\*\*\*\* Continued on page 2 \*\*\*\*\*

Sep 24 12:02:21p Tune

6306371492

p.2

AMERICAN BUILDING SERVICES, LLC  
M-D BUILDING MATERIAL \* F&H DOOR AND HARDWARE \* DOOR WORKS  
M-D WHOLESALE HARDWARE \* INTEGRATED SECURITY GROUP

933 Seton Court, Wheeling, IL 60090, Tel: 847-541-0002 FAX: 847-541-0020

QUOTATION

Quotation No : 302995  
Date : 27 AUG 2012  
Account : 18681  
Page No. : 2

Customer:  
COOK COUNTY DEPARTMENT OF  
FACILITIES MANAGEMENT -5TH FL  
2245 WEST OGDEN  
CHICAGO, IL 60612

Ship to:  
Maywood Courthouse  
2400 Maybrook Drive  
Maywood, IL  
Dan O'Roarke

Phone 773-674-3111 Fax 773-869-5957

Salesperson : DT Freight : FOB SHIPPING PO Terms : NET 30 DAY  
Doris Tune Ship Via :

Qty Description Unit Price Extension

\*\*\*\*\* Continued from page 1 \*\*\*\*\*

proposal for the repairs of automatic doors on east side

Product Sub-total 2,500.00  
ILLINOIS EXEMPT

Total 2,500.00 *WDD*

Salesperson: *Caris Tune* Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\* Continued on page 3 \*\*\*\*\*

Sep 24 12:02:21p Tune

6306371492

p.3

AMERICAN BUILDING SERVICES, LLC  
M-D BUILDING MATERIAL \* F&H DOOR AND HARDWARE \* DOOR WORKS  
M-D WHOLESALE HARDWARE \* INTEGRATED SECURITY GROUP

953 Seton Court, Wheeling, IL 60090, Tel: 847-541-0002 Fax: 847-541-0020

QUOTATION

Quotation No : 302995  
Date : 27 AUG 2012  
Account : 18681  
Page No. : 3

Customer:  
COOK COUNTY DEPARTMENT OF  
FACILITIES MANAGEMENT -5TH FL  
2245 WEST OGDEN  
CHICAGO, IL 60612

Ship to:  
Maywood Courthouse  
2400 Maybrook Drive  
Maywood, IL  
Dan O'Roarke

Phone 773-674-3111 Fax 773-869-5957

Salesperson : DT Freight : FOB SHIPPING PO Terms : NET 30 DAY  
Doris Tune Ship Via :

Qty	Description	Unit Price	Extension
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\*\*\*\*\* Continued from page 2 \*\*\*\*\*

THIS QUOTATION IS SUBJECT TO AMERICAN BUILDING SERVICES STANDARD TERMS AND CONDITIONS WHICH ARE AVAILABLE ON REQUEST. The above prices are quoted subject to acceptance within 60 days and credit approval by an officer of our company. State and local taxes are not included unless specifically noted. Material will be billed proportionately as shipped. Full amount of invoice due when rendered--retainage not acceptable. On shipments made by common carrier consigned to the customer, all claims for damages in transit must be filed by consignee. We do not include cost of unloading, storage or protection of material at jobsite. The following applies for installation contracts: (1) Not responsible for wall, floor or floor covering damage and/or repair (2) Not responsible for condition of hardware to be re-used. If hardware cannot be re-used, you will need to purchase new hardware not included in this proposal (3) Finishing / painting not included unless otherwise noted (4) Adequate support / framing to anchor new door and frame assembly is required. If none available once existing opening is removed there will be additional charges for material and labor as required (5) We exclude any masonry, siding, roofing, plaster, drywall etc. repair (6) Door contacts will be removed and reinstalled as necessary; we are not responsible for proper working condition after completion of work (7) 120 volt main power - 3 wire grounded and terminated at automatic operator header by others (8) All low voltage wiring by others (9) Boxes, piping and wiring from push button locations terminated at header by others (10) Conduit, piping and wiring from exterior bollard locations and terminated at our header by others (11) Permits, bonds and licenses if required, unless specifically listed on the face of our quote are specifically excluded.

**BID TABULATION**

**BID NAME:** Diagnose/Repair Exit Doors  
**BID NUMBER:** 183122  
**BID OPENING DATE:** Thursday, October 4, 2012  
**BID OPENING TIME:** 1:00 PM  
**READER:**  
**RECORDER:**  
**WITNESS:**

<b>VENDOR #1:</b>	<b>VENDOR #2:</b>	<b>VENDOR #3:</b>
Tee Jay Service Company	American Building Services, LLC	Automated Pedestrian Access, Inc.

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS
1	Diagnose System	?	Hrs	98.00	\$784.00		125.00	\$1,250.00		165.00	\$1,320.00	
2	Repair System	?	Hrs	98.00	\$784.00		125.00	\$1,250.00		165.00	\$1,320.00	
				<b>\$1,668.00</b>			<b>\$2,500.00</b>			<b>\$2,640.00</b>		

**NOTES**

Each vendor gave their own estimation of how long the job would take them. These are based on their estimates.