



**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**  
817224  
DS WATERS OF AMERICA INC dba  
Hinckley Springs  
5660 New Northside Dr Ste 500  
Atlanta GA 30328

**DATE**  
10/18/2012  
F.O.B. POINT

**PURCHASE ORDER NO.**  
**183288 - 000- OP**  
**REQUISITION NO.**  
00106215 OR

**COOK COUNTY FEIN: 36-6006541**  
**ILLINOIS SALES TAX EXEMPT: E-9998-2013-04**  
**FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K**

**SHIP TO** Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Victoria LaCalamita (312) 603-  
7514

DEPT NO  
0401422 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Water 5 gallon drinking water Water delivery service to be used for 3 - 4 months	896.00 EA	2.7900	2,499.84	0401422.530605
***** Total Order *****				2,499.84	

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: \_\_\_\_\_

*Maia de la Cruz*

10/23/12

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

183788

Requisition # **OR 106215** Contract #

Open Date

Ship To: 8000188 Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

Delivery Instructions:  
Victoria LaCalamita  
(312) 603-7514

Supplier: 817224 DS WATERS OF AMERICA INC  
Hinckley Springs  
5560 New Northside Dr Ste 500

Buyer Number: 299999 TEAM LEAD MAILBOX  
Bid/Sale Src Code: SSV  
Business Unit: 0401422  
Internal Req Number: 2040 0029  
Board Apr Date & Item: 10/16/2012  
Requisition Date: 10/16/2012  
Date Needed: 10/16/2012

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	966	For 5 gallon drinking water	<	>	896.00	EA	2,7900	2,499.84 0401422.530605
Water delivery service to be used for 3 - 4 months								
Total of Items Ordered							2,499.84	

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 present 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

*Victoria LaCalamita*  
BUREAU or DEPARTMENT HEAD

ACCT #

DATE

BY

JOSEPH BERRIOS  
ASSESSOR



COOK COUNTY  
ASSESSOR'S OFFICE  
VICTORIA LACALAMITA  
DEPUTY OF HUMAN RESOURCES

118 NORTH CLARK STREET  
ROOM 320, COUNTY BUILDING  
CHICAGO, ILLINOIS 60602  
TEL: (312) 603-7514  
FAX: (312) 603-2494  
vlacalamita@cookcountyassessor.com

October 16, 2012

Ms. Maria De Lourdes Coss  
Chief Procurement Officer  
118 N. Clark – Room 1018  
Chicago, IL 60602

Dear Ms. Coss:

The Cook County Assessor's Office is submitting the attached Requisition 2040 0059, System Requisition No. 106215, for the purpose of continuing water delivery service with DS Waters.

The Assessor's Office submitted a small bid requisition so that our water delivery would not be interrupted. The small bid was only intended for 3 - 4 months of water delivery service until a countywide contract for water was resolved. Purchase order number 181115, which resulted from the small water bid, has expired and the funds have been depleted. When DS Waters originally submitted their quote for the small water bid, they priced the 5 gallon water bottles at the lowest rate per bottle. Prior to that, DS Waters has been the Assessor's Office provider of water for many years. Therefore, we are requesting to renew our water delivery service with DS Waters. We ask that this renewal be sole sourced to DS Waters because we had a previous contract with them and they offered the lowest rate.

DS Waters is proposing the delivery of 896 of the 5 gallon water bottles at \$2.79 per bottle, not to exceed \$2,499.84. The amount proposed on the quotation is intended to be used for 3-4 months until there is a countywide contract for water.

Please see attached a requisition, sole source justification form, and quotation from DS Waters. If you should need more information, please contact me at (312) 603-7514. Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Victoria LaCalamita".

Victoria LaCalamita  
Deputy of Human Resources





**Cook County  
Office of the Purchasing Agent**

**Sole Source Justification**

<b>General Information</b>	Date: 10/16/2012
Unit/Department: Cook County Assessor's Office	Phone No: (312) 603-7514
Contact Name: Victoria LaCalamita Deputy of Human Resources	Email: vlacalamita@cookcountyassessor.com

<b>Vendor Information</b>	Requisition No. 106215
Name: DS Waters	Purchase Order No.
Address: 5660 New Northside Dr. Ste. 500 Atlanta, GA 30328	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.

For the delivery of 896 of the 5 gallon water bottles at \$2.79 per bottle, not to exceed \$2,499.84. The amount proposed on the quotation is intended to be used for 3-4 months until there is a countywide contract for water.

**Type.** Please select one of the options and explain below.

Single Source       Proprietary/Copyright Restrictions       Equipment Compatibility  
 Patented Product       Exclusive or Unique Capability       Other, please explain

**Explanation:** Why is this product or service the only one that would satisfy the requirement(s)?

The Assessor's Office submitted a small bid requisition so that our water delivery would not be interrupted. The small bid was only intended for 3 - 4 months of water delivery service until a countywide contract for water was resolved. Purchase order 181115, which resulted from the small water bid, has expired and the funds have been depleted. Therefore, we are requesting to renew our water delivery service with DS Waters.

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

When DS Waters originally submitted their quote for the small water bid, they priced the 5 gallon water bottles at the lowest rate per bottle. Prior to that, DS Waters has been the Assessor's Office provider of water for many years. We ask that this renewal be sole sourced to DS Waters because we had a previous contract with them and they offered the lowest rate.

<b>Department Recommendation</b>	
Requestor:	Date:
Department Head: <i>Victoria LaCalamita</i>	Date:

<b>Purchasing Agent Approval</b>	
Signature: <i>Maria de la Cruz</i>	Date: 10/23/12



5660 New Northside Drive NW, Atlanta, Georgia 30328  
770.933.1400 | fax: 770.956.9495

October 11, 2012

Price Quote -Cook County Assessor Office

Attn: Isalia Tull

It is my pleasure to provide you with a quote for your bottled water needs; In response to your request. DS Waters would be pleased to provide your location our bottled water service at the following special rates, for Southwest Elementary School.

**Quotation**  
**Confidential Pricing**

**1. Quote Pricing for a 4 month time-period.**

<u>Item</u>	<u>Quantity</u>	<u>Unit</u>	<u>Description</u>	<u>Unit Price</u>	<u>Extension</u>
Item 1:	896	Each	5 Gallon Drinking Water	\$ 2.79	\$ 2,499.84

Additionally, we always offer you the following services free of charge.

1. Our company's commitment to outstanding service.
2. Delivery service tailored to suit the specific needs.
3. Service within a couple days of order.
4. No tax on dispenser rental.
5. Highest quality of products and service available.
6. Billing Net 30 days.

Since 1925 DS Waters has been providing customers with clean, fresh, great tasting water and excellent service you can depend on. DS Waters have upheld meticulous standards of quality, taste, purity, service and value. All of our waters exceed all Federal, State and County water quality standards.

Our bottling facilities have consistently scored 100% on the NSF annual quality assurance and sanitation audits. NSF, the National Sanitation Foundation International, is a recognized independent third party organization that annually inspects bottling facilities.

We appreciate your business and the opportunity to serve you. Should you have any addition questions please feel free to call me direct. 678-486-3448.

We sincerely thank you for your interest in DS Waters products and services; we look forward to hearing from you soon

Cordially,

*Jennifer Spralding*

Government Bid Manager  
DS Waters of America, Inc  
5660 New Northside Dr.  
Atlanta, GA 30328  
678-486-3448 Office  
770-329-4280 Cell  
[jspralding@water.com](mailto:jspralding@water.com)