



**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
76168

Digbys Detective & Security Agency
2630 S Wabash
Chicago IL 60616

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

PURCHASE ORDER NO.
183272 - 000- OP
REQUISITION NO.
00106255 OR

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

SHIP TO Clerk of Circuit Court - Admn Rcrd Cntr
Ck Cty Government Facility Warehouse
2323 S. Rockwell Street RM 4th Fl
Chicago IL 60608-3712

DELIVERY INSTRUCTIONS

69 W. WASHINGTON RM 2500
COMAKIYA SMITH 312-603-5123

DEPT NO

5290567

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	UNARMED SECURITY OCTOBER UNARMED SECURITY AS PER OFFER TO THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY FOR SECURITY SERVICES AT THE HAWTHORNE WAREHOUSE DATED: 10-16-2012	346.00 HR	16.4700	5,698.62	5290567.550140
2.00	UNARMED SECURITY NOVEMBER SERVICE TO BEGIN AT 2:00P.M. ON WEDNESDAY, OCTOBER 17, 2012 AND CONTINUE THROUGH 6:00A.M. ON FRIDAY, NOVEMBER 16, 2012 AT A RATE OF \$16.47 PER HOUR. SERVICE TO BE PERFORMED AT THE FOLLOWING ADDRESS: HAWTHORNE DISTRIBUTION CENTER 4545 WEST CERMAK CHICAGO, IL 60623 REQUISITION # 25290055	366.00 HR	16.4700	6,028.02	5290567.550140
***** Total Order *****				11,726.64	

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

Mano de...
Date: _____

10/18/12 BK

81

#340

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

183272

Requisition # OR 106255 Contract #

Ship To: 8000081 Clerk of Circuit Court - Admin
69 W. WASHINGTON RM 2500
2323 S. Rockwell Street RM 4th
Chicago IL 60608-3712

Supplier: 76168 Digbys Detective & Security Ag
2630 S Wabash
Chicago IL 60616

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code SOLE
Business Unit 5290567
Internal Req Number 25290055
Board Apr Date & Item 10/17/2012
Requisition Date 10/17/2012
Date Needed 10/17/2012

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	UNARMED SECURITY	<	>	LO	11,726.0000	11,726.00	5290567.550140

UNARMED SECURITY AS PER OFFER
TO THE CLERK OF THE CIRCUIT COURT OF
COOK COUNTY FOR SECURITY SERVICES
AT THE HAWTHORNE WAREHOUSE
DATED: 10-16-2012

SERVICE TO BEGIN AT 2:00P.M. ON WEDNESDAY,
OCTOBER 17, 2012 AND CONTINUE THROUGH 6:00A.M.
ON FRIDAY, NOVEMBER 16, 2012 AT A RATE OF
\$16.47 PER HOUR.

SERVICE TO BE PERFORMED AT THE FOLLOWING ADDRESS:
HAWTHORNE DISTRIBUTION CENTER
4545 WEST CERMAK
CHICAGO, IL 60623

REQUISITION # 25290055

Total of Items Ordered 11,726.00

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.

[Signature]
BUREAU or DEPARTMENT HEAD

REQUISITIONER

APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

CCA _____
ACCT # _____
DATE _____ BY _____

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT



Richard J. Daley Center
Room 1001
Chicago, Illinois 60602
(312) 603-5030
FAX (312) 603-4557
www.cookcountyclerkofcourt.org

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

October 17, 2012

Maria de Lourdes Coss
Chief Procurement Officer
118 North Clark Street, Room 1018
Chicago, IL 60602

Dear Ms. Coss:

The Clerk of the Circuit Court is submitting the attached "Emergency Request" Requisition #25290055 (System Requisition #106255) in the amount of \$11,726.00 for issuance to Digby's Detective & Security Agency for 24hour security services at the Hawthorne warehouse location, at 4545 West Cermak, Chicago, Illinois 60603.

The emergency request is being submitted in order to secure court records being maintained at the warehouse location that will no longer be secured under the Cook County Capital Planning security contract. The Clerk of the Circuit Court received notification on October 16, 2012 that the Capital Planning security contract will not be extended beyond October 17, 2012, at 5:30 am.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Brown", with a long horizontal flourish extending to the right.

Dorothy Brown
Clerk of the Circuit Court



Detective & Security Agency, Inc.
Real Service · Real Security · Real Professionals

October 16, 2012

County of Cook
 Office of the Chief Procurement Officer
 69 West Washington Street
 25th Floor
 Chicago, IL 60602
 Attn: Ms. Phyllis Z. Adams, Chief Deputy Clerk of Procurement

RE: Offer to the Clerk of the Circuit Court of the County of Cook for Security Services at the Hawthorne Warehouse

Dear Ms. Adams:

Per our conversation, Digby's is willing to extend the above referenced contract at the current hourly rate of \$16.47 beginning 2pm Wednesday October 17, 2012 continuously until 6am Friday November 16, 2012 as outlined on the attached pricing sheet. In consideration of the work performed for the County of Cook at the Hawthorne Warehouse since 2006, we hope you are agreeable to and will therefore accept our offer. Please feel free to contact me to discuss this matter further.

<u>Item No.</u>	<u>Unit of Measure</u>	<u>QTY</u>	<u>Description</u>
1. Oct. 2012	Hours	346	Security Services at the Hawthorne Warehouse of Cook County as per specifications (security posts 1-8) \$5,698.12 <i>Li2</i>
2. Nov. 2012	Hours	366	Security Services at the Hawthorne Warehouse of Cook County as per specifications (security posts 1 - 8) \$6,028.02
			\$11,726.64

Sincerely,

Joseph Lee, Ph.D., CIPM
 Director for Marketing/Business Development/Client Services
 312.326.1100 ext. 21
 312.326.4991 Fax

2630 South Wabash Avenue Chicago, IL 60616
 Office: 312.326.1100 ext. 21 Facsimile: 312.326.4991 Electronic Mail: jlee@digbysecurity.com

