



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
840115

Crystal Overhead Door Inc
5030 W Lawrence
Chicago IL 60630

DATE
11/2/2012
F.O.B. POINT

PURCHASE ORDER NO.
183424 - 000- OP
REQUISITION NO.
00106421 OR

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

SHIP TO Highways - Maintenance Bureau
Highway Department (Dist. 3- La Grange)
26th & Beach Avenue
La Grange Park IL 60525-1268

DELIVERY INSTRUCTIONS

DEPT NO	
5001437	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Parts (5)Overhead Doors Emergency work order Repair of Five (5) Overhead Doors at District 2 & 5	.00 JB	.0000	600.00	5001437.540260
2.00	Labor	.00 JB	.0000	705.00	5001437.540260
***** Total Order *****				1,305.00	

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

Maria de la Cruz
Date: 11/2/12

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code EMR
Business Unit 5001437

183424
Purchase Order Number

Requisition # OR 106421 Contract #

Open Date

Ship To: 8000440 Highways - Maintenance Bureau
Highway Department (Dist. 3- L
26th & Beach Avenue
La Grange Park, IL 60525-1268

Delivery Instructions: Supplier: 840115 Crystal Overhead Door Inc
5030 W Lawrence
Chicago IL 60630

Internal Req Number
Board Apr Date & Item Emergency small order
Requestion Date 10/31/2012
Date Needed 10/31/2012

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	962	Emergency repair Dist 2 & 5 Emergency work order Repair of Five (5) Overhead Doors at District 2 & 5	<	>	1.00	JB	1,305.0000	5001437.540260
Total of Items Ordered							1,305.00	

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 NOV -2 PM 12:58
PROCUREMENT

*Add unit price
& price breaks
to proposal.*

CERTIFICATION
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & quantity 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.

REQUISITIONER
BUREAU or DEPARTMENT HEAD
[Signature]
11/2/12

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____
DATE _____ BY _____

THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE
PRESIDENT

EARLEAN COLLINS	1 st Dist.	PETER N. SILVESTRI	9 th Dist.
ROBERT STEELE	2 nd Dist.	BRIDGET GAINER	10 th Dist.
JERRY BUTLER	3 rd Dist.	JOHN P. DALEY	11 th Dist.
WILLIAM M. BEAVERS	4 th Dist.	JOHN A. FRITCHEY	12 th Dist.
DEBORAH SIMS	5 th Dist.	LAWRENCE SUFFREDIN	13 th Dist.
JOAN PATRICIA MURPHY	6 th Dist.	GREGG GOSLIN	14 th Dist.
JESUS G. GARCIA	7 th Dist.	TIMOTHY O. SCHNEIDER	15 th Dist.
EDWIN REYES	8 th Dist.	JEFFREY R. TOBOLSKI	16 th Dist.
		ELIZABETH ANN DOODY GORMAN	17 th Dist.



COOK COUNTY
BUREAU OF ADMINISTRATION
DEPARTMENT OF HIGHWAYS
John Yonan, P.E.
Superintendent
George W. Dunne Cook County Office Building
69 West Washington Street 23rd Floor
Chicago, Illinois 60602-3007
Telephone (312) 603-1601
Fax (312) 603-9945

October 31, 2012

Ms. Maria De Lourdes Coss
Purchasing Agent
Purchasing Department
118 N. Clark Street – Room 1018
Chicago, IL 60602

Re: Small Amount
Emergency Request Authorization
Business Unit: 5001437
Account No. 540260
Requisition No.: 106421
Internal Requisition No.: 125008397
Fiscal Impact: \$ 1,305.00

Dear Ms. Coss:

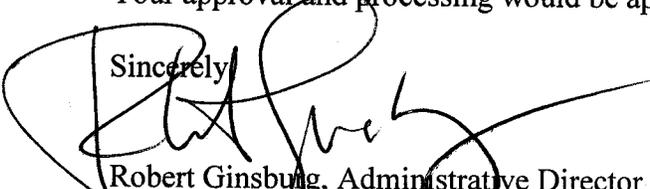
Please allow this letter to serve as justification for a Small Amount Emergency Request Authorization for our Requisition No. 125008397 to be issued to the lowest vendor, Crystal Overhead Doors, Inc., in the amount of \$ 1,305.00 for repair of five (5) Overhead doors at District # 2 & 5 of the Cook County Highway Maintenance Division.

The proper operation of these Overhead Doors are necessary to maintain the safety and security at each District.

The only remedy is to authorize a small amount emergency work order request for repair on these Overhead Doors to the lowest vendor, as listed above.

Your approval and processing would be appreciated.

Sincerely,


Robert Ginsburg, Administrative Director
Department of Highways

For: John Yonan, P.E.
Superintendent of Highways
Cook County, Illinois

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 NOV -2 PM 12:56
TIME KEEPER

EMERGENCY NUMBER REQUEST FORM

Date: October 16, 2012 Req. No. 106421 E# _____

Requester: Cook County Highway Dept. Phone: (708) 387-4080

Location: District # 2 and 5, Des Plaines and Blue Island/Riverdale, IL-

Material/Service: Repair five (5) Overhead doors at District # 2 and 5

Is this purchase \$ 1,000.00 or more per item? Yes (x) No ()

Why is this emergency?

For safety and security it is necessary to have all Overhead doors operational

Is there an existing requisition for this material or service? Yes () No (x)

Req. No. _____ Date Submitted: Oct. 16, 2012 Amount: \$ 1,305.00

1. Vendor Crystal Overhead Door Co., Inc. Amount: 1,305.00

2. Vendor Acrosstown Door Service Inc. Amount: 3,655.00

3. Vendor Builders Chicago Corporation Amount: 6,400.00

Approved: _____

Date: 11/1/12

REQUEST FOR BID

Cook County Highway Maintenance Bureau
EMERGENCY WORK REQUEST

Location: Cook County Highway Department

Maintenance District # 2
9801 Ballard Road
Des Plaines, IL 60016

Maintenance District # 5
13600 S. Ashland Ave.
Riverdale, IL 60406

Scope of Work

JOB DESCRIPTION

- District # 2 and # 5 – Des Plaines and Riverdale/ Blue Island, IL**
- Fix any crooks, dents or damage hindering opening or closing of door.
- Reset torsion assembly.
- Check spring tension on door and realign for proper operation.
- Replace any broken/bent hinges, rollers and cables. Replace and drive belts and test limits. Straighten RT track and adjust doors.
- Perform all necessary tasks to fix doors and insure proper working order.

All doors must be inspected prior to bidding. District #2 site inspection will be on Thursday, October 11, 2012 at 9:00 am-10:45 am and District # 5 will be at 12 (noon) – 1:45 pm on the same day. It is mandatory that all Overhead door vendors bidding on this quote appear at the above Districts for site inspections. At the inspections you can review, diagnose or evaluated repair in order to place a proper bid. Thank you.

Repair of all five doors: \$ 600⁰⁰
District # 2 Doors 11 and 12
District # 5 Westside Overhead Door and
Tire Bay Overhead Doors 1 and 2

Labor \$ 705⁰⁰

Grand Total **\$ 1,305⁰⁰**

Company Name Crystal Over Head Door
Contact Person DAVID BAS
Telephone 773 283-76677
Date 10/11/12

Please return this work request through fax to: Gloria Smith
Cook County Highway Maintenance Bureau
708) 387- 4080 telephone/ (708) 387- 4070 fax number
(This is a BID and all BID submittal are final and must be faxed
back by Monday, October 15, 2012 at (12) noon. (NO EXCEPTIONS).
Thank you.

REQUEST FOR BID
Cook County Highway Maintenance Bureau
EMERGENCY WORK REQUEST

Location: Cook County Highway Department

Maintenance District # 2
9801 Ballard Road
Des Plaines, IL 60016

Maintenance District # 5
13600 S. Ashland Ave.
Riverdale, IL 60406

Scope of Work

JOB DESCRIPTION

District # 2 and # 5 – Des Plaines and Riverdale/ Blue Island, IL

- Fix any crooks, dents or damage hindering opening or closing of door.
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Repair of all five doors:
District # 2 Doors 11 and 12
District # 5 Westside Overhead Door and
Tire Bay Overhead Doors 1 and 2

(Parts) \$ 795⁰⁰

Labor

\$ 2,860⁰⁰

Grand Total

\$ 3,655⁰⁰

Company Name Acrosstown Door Service Inc.
Contact Person Steve Fabbi
Telephone 708-562-8298
Date 10/11/12

Please return this work request through fax to: Gloria Smith
Cook County Highway Maintenance Bureau
708) 387- 4080 telephone/ (708) 387- 4070 fax number
(This is a BID and all BID submittal are final and must be faxed
back by Monday, October 15, 2012 at (12) noon. (NO EXCEPTIONS).
Thank you.

Oct 05 2012 9:32AM CCHD

p. 2

REQUEST FOR BID

**Cook County Highway Maintenance Bureau
EMERGENCY WORK REQUEST**

Location: Cook County Highway Department

**Maintenance District # 2
801 Ballard Road
Des Plaines, IL 60016**

**Maintenance District # 5
13600 S. Ashland Ave.
Riverdale, IL 60406**

Scope of Work

JOB DESCRIPTION

District # 2 and # 5 - Des Plaines and Riverdale/ Blue Island, IL

- Fix any crooks, dents or damage hindering opening or closing of door.
- Reset torsion assembly.
- Check spring tension on door and realign for proper operation.
- Replace any broken/bent hinges, rollers and cables. Replace and drive belts and test limits. Straighten RT track and adjust doors.
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Repair of all five doors \$ 1135⁰⁰

District # 2 Doors 1 and 2

District # 3 Westside Overhead Door and

The Bay Overhead Doors 1 and 2

Door \$ 5265⁰⁰

Grand Total \$ 6400⁰⁰

Company Name Builders Chicago Corporation

Contact Person Craig Herzig

Telephone 773-249-4521

Date 10/11/2012

Please return this work request through fax to: Gloria Smith
Cook County Highway Maintenance Bureau
720 787-4080 telephone / (708) 387-4070 fax number
This is a BID and all BID submittal are final and must be faxed
Back by Monday, October 15, 2012 at (12) noon (NO EXCEPTIONS)
Thank you.

