

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

38

*Market place*

Purchase Order Number

184158

Requisition # **O8 106680** Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Ship To: 8000742 Planning And Development Admin Delivery Instructions: Supplier: 299999 TEAM LEAD MAILBOX  
Cook County Administration Off Aris Kotsioris  
69 W Washington St. RM 2900 (312) 603-1024  
Chicago IL 60602-3007

Buyer Number: 724151 Supervisor 50  
Bid/Sole Src Code: BSP  
Business Unit: 7530901  
Internal Req Number: 12753001  
Board Apr Date & Item:  
Requisition Date: 11/20/2012  
Date Needed: 11/26/2012

One Time Purchase  Yes  No Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_ Prior Contract No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Emergency No. \_\_\_\_\_

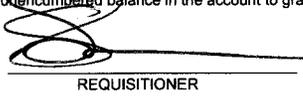
Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	425 Lateral File Cabinet Hon	794LQ Gray 42".	< >	3.00	EA	545.0000	1,635.00 7531101.530605.100
Total of Items Ordered						1,635.00	

Recommended Supplier List: A/B Number \_\_\_\_\_ Supplier Name  
81137 Warehouse Direct

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 DEC 19 PM 3:29  
TIME KEEPER

### 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.

 REQUISITIONER  
 BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_



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

**Purchase Justification**

<b>General Information</b>	Date: 12/18/2012
Unit/Department: Bureau of Economic Development	Phone No. 312-603-1005
Contact Name: Sheila Jackson	Email Sheila.jackson@cookcountyil.gov

<b>Vendors Solicited</b>	Requisition No. 106680
1. Grainger	Purchase Order No.
2. Staples	Contract No.
3. Warehouse Direct	

**Description.** Please provide a description of the situation that is causing the emergency purchase.  
 One-Time purchase. For Payment Only. Time constraints prohibited normal procurement methods. Currently the County Market Place does not have vendors for this type of purchase.

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

Threat to Health       Damage to County Property       Other, please explain  
 Threat to Safety       Serious Operational Disruption

**Explanation:** How will the County be damaged/affected by the situation? What are the possible consequences of not acting on the purchase quickly?  
 N/A

**Other:** Is there a contract that can prevent this type of emergency purchase in the future?  
 Please explain. N/A

<b>Department Recommendation</b>	
Requestor: <i>A. Jackson</i>	Date: 11-18-12
Department Head: <i>Maria Chessa Urban</i>	Date: 12/18/12

<b>Chief Procurement Officer's Approval</b>	
Signature:	Date:

# WAREHOUSE DIRECT®

**BUSINESS PRODUCTS & SERVICES**

2001 S Mt. Prospect Rd  
Des Plaines, Illinois 60018  
Phone: (847) 952-1925  
Fax: (847) 956-5815  
www.warehousedirect.com

11/08/12

PRICE QUOTE:

COOK COUNTY BUREAU OF ECONOMIC DEVELOPMENT  
ATTN. ARIS KOTSIORIS

3 EA LATERAL FILES HON-794LQ \$545.00 EA EXT. ~~\$4,360.00~~ 1,635.00  
FREIGHT FOR INSIDE DELIVERY TO 29<sup>TH</sup> FL - ~~\$ 350.00~~  
Total ~~\$4,710.00~~ 1,635.00

2 to 3 week delivey

Thank you  
Marty Heller  
Acct. Exec.

- Office Supplies
- Janitorial Supplies
- Computer Supplies
- Commercial Printing
- Contract Furniture
- Promotional Products



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### My Shopping Cart – FREE delivery on this order.

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#### Currently In Your Cart



Item 890303  
Model HON794LQ

HON® Brigade™ 700 Series Lateral  
File Cabinet, 42" Wide, 4-Drawer, Light  
Gray

- Letter or legal size
- Four drawer
- Light gray

Recycled Indoor Advantage Gold certified

Expected business-day  
delivery:  
Fri 12/21

View recommended  
items

3EA

Qty:   
at \$879.99 File  
Cabinet

~~\$7,039.92~~

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[Remove Item](#)

[Update Totals](#)

Your Order Confirmation Email will include the estimated sales tax.

An additional email containing download instructions, software link(s) and activation code(s) will be sent for all Software Downloads.

Subtotal: ~~\$7,039.92~~

Delivery: **Free**

Pre-Tax Subtotal: ~~\$7,039.92~~

2,439.97

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[Secure checkout information](#)

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Checkout: Order Review

Thank You

Order Form

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When can I get it? Use your Zip Code to estimate availability. Choose your preferred shipping method or pick-up branch during checkout. Zip Code: [ ] Update Availability

QUICK ITEM ENTRY

Qty. [ ] Grainger Item [ ] Item # [ ] Add to Order Bulk Order Pad

Item #	Qty.	Description	Brand Mfr. Model #	Ship Qty.	Availability	Price	Extended Price	Remove
 16V235 <a href="#">View Larger</a>	3	Lateral File Cabinet, 4 Dwr, Lt Gray, 42 In >More Details... Country of Origin: USA	HON HON794LQ	1	Item ships within 21 business days from manufacturer	\$1,453.00	<del>\$11,624.00</del> 4,359.00	<a href="#">3EA</a>

If you changed quantities, click to [Update](#)

Subtotal: ~~\$11,624.00~~

PERSONAL LISTS

Select items, then add to a Personal List. Most users find lists of 60 items or less to be the most efficient.

Select a List

OR

Enter New List Name

Add to Personal List

SHIPPING LABEL / PACKING LIST INFORMATION

\*Required Information

P.O. #

P.O. Release #

Project / Job #

Requisition Name

Department #

Phone Extension

Attention / Delivery Instructions: Optional - Select One

Promotion Code

American Recovery and Reinvestment Act of 2009

Yes, I am paying for this order with ARRA/Stimulus funds.

Checkout

Top Sellers

1 of 4