Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

73 neki sole source

Purchase Order Number 184238

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code SSP
Business Unit 2111097
Internal Req Number 32110801
Board Apr Date & Item
Requisition Date 12/19/2012
Date Needed 12/19/2012

Open Date

Requisition # OR 107015 Contract #

Ship To: 461554 Sheriff - Training Institute
10900 S. 88th Ave
Building A - Room 140
Palos Heights IL 60465

Delivery Instructions:
SCOTT KURTOVICH
708-974-5700

Supplier: 739687 Training Concepts Inc
473 E 161st Pl
South Holland IL 60473

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	578	HEARTSAVER FA/CPR/AED	CERTIFICATION CARDS	< >	6000.00	EA	3.0000	18,000.00	2111097.501865
2.000	578	HEARTSAVER FA/CPR/AED DVD	FOR THE COOK COUNTY SHERIFF'S	< >	4.00	EA	165.0000	660.00	2111097.501865
		TRAINING INSTITUTE CLASSES.					Total of Items Ordered	18,660.00	

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

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.

Alexis Herrera

REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT # _____

DATE _____ BY _____

Cook County
Office of the Purchasing Agent

Sole Source Justification

General Information	Date: 11/27/12
Unit/Department: Sheriff's Training Institute	Phone No.: (708) 974-5700
Contact Name: Loretta Cunningham	Email: Loretta.Cunningham@cookcountyil.gov

Vendor Information	Requisition No. #107016
Name: Training Concepts, Inc.	Purchase Order No.
Address: 473 East 161st Place South Holland, IL 60463	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.

Cards for FA/CPR/AED Training and DVD's are needed to continue providing this class at the Sheriff's Training Institute. They should be delivered to Sheriff's Training Institute, 9000 W. College Pkwy A-140, Palos Hills, IL 60465

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

x☐ Single Source
x☐ 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)?
American Heart Association requires that the purchase of CPR cards be through affiliated Training Center.

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

Training Concepts, Inc. is the sole provider of the American Heart Association CPR cards for the Cook County Training Institute. Training Concepts, Inc. is the training center affiliated and required to provide the cards to the Training Institute.

Department Recommendation	
Requestor: Loretta Cunningham	Date 11/27/12
Department Head: Scott Kurtovich C.A. Herrera	Date: 11/27/12

Purchasing Agent Approval	
Signature:	Date:

6/21/11

COOK COUNTY PROCUREMENT REQUEST

Please read and follow the instructions for completing the project checklist. All information should be completed. Attached all required materials and submit for handling to the Office of the Chief Procurement Officer, Room 1018, 118 N. Clark Street, Chicago, IL 60602

FUNDING:

☒County	☐General Fund	☐Capital
☐State	☐IDOT	☐MFT
☐Federal	☐Grant*	*Attach copy of the approved grant.

FUND NO. 2111097- 5018605

SCOPE OF SERVICES OR DETAILED SPECIFICATIONS

☒ A copy of the scope of services or detailed specifications is attached.

IMPORTANT: This is a critical portion of your request. The OCPO will not be able to develop the solicitation document or a schedule for the procurement without scope or specifications. Please refer to the "Quick Reference Guide for Scope of Services and Detailed Specifications".

The Scope of Services or Specification shall include:A clear description of all anticipated services and products, including the time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable County ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

New Request	Change to Existing Contract
☐Term Agreement	☐Time Extension
☒One-time Purchase	☐Vendor Limit Increase
☐Small Order	☐Scope Change
☒Sole Source	☐Price Increase
☐Emergency	☐Additional Line Items

☒ Additional Encumbrance to existing contract

FORMS: ☒Requisition ☒Sole Source ☐Emergency ☐Special Approvals

Contract Period: Number of Months _____ Desired start date: _____

PRE-BID/SUBMITTAL REQUIREMENTS:

Pre-Bid/Proposal/Submittal Conference: ☐ Yes ☐No Site Visit:☐Yes ☐No

(Please refer to the appropriate section of the Procurement Request Checklist for additional information.)

Quotation

Training Concepts, Inc.
473 E. 161st Place
South Holland, IL 60473

Office: 708.596.3155 FAX: 708.596.1818
FEIN: 75-2972264

Quote Number
304

Quote Date:
Nov 19, 2012

Page:
1

Quoted to: Cook County Sheriff Inst., Ed & Trning
%Moraine Valley Comm. College
10900 S. 88th Avenue
Palos Hills, IL 60465

Customer ID	Good Thru	Payment Terms	Sales Rep
CookCS100	12/19/12		

Quantity	Item	Description	Unit Price	Extension
6,000.00		6,000 HS FA/CPR/AED cards	3.00	18,000.00
4.00		4 HS FA/CPR/AED DVD	165.00	660.00
1.00		free delivery		

Subtotal	18,660.00
Sales Tax	
Total	18,660.00

Thank you for the opportunity to provide the above quote.
I look forward to working with you.

Training Concepts

November 27, 2012

Cook County Sheriff Training Institute
C/O Moraine Valley Community College
10900 S. 88th Ave.
Palos Hills, IL 60465

To Whom It May Concern:

This letter is to verify that Training Concepts, Inc. is the sole provider of American Heart Association CPR cards for the Cook County Sheriff Training Institute. It is required by American Heart Association that instructors purchase their CPR cards through the Training Center they are affiliated with and Cook County Sheriff Training Institute is affiliated with Training Concepts, Inc.

Please contact our office with any questions you may have.

Sincerely,

Marcia Bosma

Marcia Bosma
Training Concepts, Inc.

Training Concepts, Inc.
473 East 161st Place
South Holland, IL 60473

Phone: 708-596-3155
FAX: 708-596-1818
www.LRNCPR.com

Training Concepts, Inc.
473 E. 161st Place
South Holland, IL 60473

Office: 708.596.3155 FAX: 708.596.1818
FEIN: 75-2972264

Quotation

Quote Number:
304

Quote Date:
Jan 24, 2013

Page:
1

Quoted to: Cook County Sheriff Inst., Ed & Trning
%Moraine Valley Comm. College
10900 S. 88th Avenue
Palos Hills, IL 60465

Customer ID	Good Thru	Payment Terms	Sales Rep
CookCS100	2/23/13		

Quantity	Item	Description	Unit Price	Extension
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