

**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
 841307

CareerBuilder Government Solutions
 16674 COLLECTIONS CENTER DRIVE
 CHICAGO IL 60693

DATE
 12/21/2012
 F.O.B. POINT

PURCHASE ORDER NO.
183840 - 000- OP
 REQUISITION NO.
 00107044 OR

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

SHIP TO Purchasing Agent - Administration
 Cook County Building
 118 N. Clark Street - RM 1018
 Chicago IL 60602-1304

DELIVERY INSTRUCTIONS

Nicki A. Cannatello 312-603-2378

DEPT NO	
0301293	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Purchased Services Job Postings on CareerBuilder Government Solutions Website Contract Period: December 24, 2012 through December 23, 2013. Please direct all Inquiries to Nicki A. Cannatello @ 312-603-2378 or nicki.cannatello@cookcountyil.gov.	4.00 EA	350.0000	1,400.00	0301293.520675
***** Total Order *****				1,400.00	

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 Date: _____

Nicki Cannatello
 12/21/12 BR

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # OR 107044 Contract #

Ship To: 8000881 Purchasing Agent - Administrat
 Cook County Building
 118 N. Clark Street - RM 1018
 Chicago IL 60602-1304

Supplier: 841307 CareerBuilder Government Solut
 16674 COLLECTIONS CENTER DRIVE
 CHICAGO IL 60693

Buyer Number 724151 Supervisor 50
 Bid/Sole Src Code SSV
 Business Unit 0301293
 Internal Req Number 030013001
 Board Apr Date & Item 12/20/2012
 Requisition Date 12/20/2012
 Date Needed 12/20/2012

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____

Expiration Date _____ Emergency No. _____

Line #	Commodity	Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
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1.000	961	Purchased Services	<	4.00	EA	350.0000	1,400.00	0301293.520675
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Job Postings on CareerBuilder Government Solutions Website

Contract Period: December 24, 2012 through December 23, 2013.

Please direct all inquiries to Nicki A. Cannatello @ 312-603-2378 or nicki.cannatello@cookcountyil.gov.

Total of Items Ordered 1,400.00

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 this account to grant same.

REQUISITIONER Nicki Cannatello 12-20-12
 BUREAU or DEPARTMENT HEAD Nicki Cannatello 12/20/12

CCA

APPROVED BUDGETARY ACCOUNT

ACCT #

DATE

BY

PURCHASING USE ONLY

Nicki Cannatello (Procurement)

From: Joe Batterman <Joe.Batterman@careerbuilder.com>
Sent: Friday, December 21, 2012 3:16 PM
To: Nicki Cannatello (Procurement)
Cc: Lourdes Coss (Procurement)
Subject: Price Quote

Here is the pricing you requested.

4 CareerBuilder Job Postings (\$350 each)
Total: \$1400

Joe Batterman

Sr. Account Executive, State and Local Government
CareerBuilder | Empowering Employment
200 N. LaSalle Street, Suite 1100, Chicago, IL 60601
Direct: 773.353.3950 | Fax: 1.800.819.1436
Email: Joe.Batterman@CareerBuilder.com

Maggie Ramirez (Procurement)

From: Joe Batterman <Joe.Batterman@careerbuilder.com>
Sent: Wednesday, December 19, 2012 3:47 PM
To: Lourdes Coss (Procurement)
Subject: CareerBuilder Vendor Info
Attachments: CB Government Solutions - W-9.pdf

Lourdes,

Here's the info so you can generate a PO.

CareerBuilder Government Solutions

Our contact address is in my signature. Our remit address is:

16674 Collections Center Drive
Chicago, IL 60693

Our w9 is attached.

Thanks,

Joe

Joe Batterman
Sr. Account Executive, State and Local Government
CareerBuilder | Empowering Employment
200 N. LaSalle Street, Suite 1100, Chicago, IL 60601
Direct: 773.353.3950 | Fax: 1.800.819.1436
Email: Joe.Batterman@CareerBuilder.com

**Request for Taxpayer
 Identification Number and Certification**

Give form to the
 requester. Do not
 send to the IRS.

Name (as shown on your income tax return)
CareerBuilder Government Solutions, LLC

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ **LLC**. Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
1050 Connecticut Avenue, NW, 10th Floor

City, state, and ZIP code
Washington, D.C. 20036

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

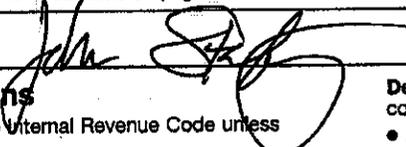
Social security number	
or	
Employer identification number	
61	1516426

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶  Date ▶ **5/15/09**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).
2. The United States or any of its agencies or instrumentalities.
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities.
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,
7. A foreign central bank of issue,
8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
9. A futures commission merchant registered with the Commodity Futures Trading Commission,
10. A real estate investment trust,
11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
12. A common trust fund operated by a bank under section 584(a),
13. A financial institution,
14. A middleman known in the investment community as a nominee or custodian, or
15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000	Generally, exempt payees 1 through 7

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

²However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS Individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt payees, see *Exempt Payee* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

Nicki Cannatello (Procurement)

From: Nicki Cannatello (Procurement)
Sent: Friday, December 21, 2012 3:30 PM
To: 'Joe Batterman'
Cc: Lourdes Coss (Procurement); Elvia Fernandez (Procurement)
Subject: RE: Price Quote
Attachments: CareerBuilder P.O. 183840 12-21-12.pdf

Joe,

Good afternoon.

Pursuant to our conversation, attached is Purchase Order #183840 in the amount of \$1,400.00 for four (4) Job Postings.

Please email Lourdes the User ID and Password that will be created for the Cook County Office of the Chief Procurement Officer.

Happy Holidays.

Respectfully,

Nicki

Nicki A. Cannatello

Office of the Chief Procurement Officer/118 North Clark Street, Room 1018/Chicago, Illinois 60602
312-603-2378 Direct Line/312-603-3063 Fax Number/ nicki.cannatello@cookcountyil.gov

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Sent: Friday, December 21, 2012 3:16 PM

To: Nicki Cannatello (Procurement)

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Sr. Account Executive, State and Local Government

CareerBuilder | Empowering Employment

200 N. LaSalle Street, Suite 1100, Chicago, IL 60601

Direct: 773.353.3950 | Fax: 1.800.819.1436

Email: Joe.Batterman@CareerBuilder.com



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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:**

Nicki A. Cannatello
12/21/12 BKL