



**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
769460

MB Real Estate
50 W Washington St Ste 1203
Chicago IL 60602

DATE
1/15/2013
F.O.B. POINT

PURCHASE ORDER NO.
184046 - 000- OP
REQUISITION NO.
00107299 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 the Circuit Court -Civil Burea
Richard J. Daley Center
50 W. Washington Street RM 602
Chicago IL 60602-3002

DELIVERY INSTRUCTIONS
69 W. Washington, 25th floor Danna
E. Hall 312.603.7265

DEPT NO
3350406 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Carpentry Labor for sixteen (16) man hours to install shelving in room 1403	1.00 LT	1,803.6800	1,803.68	3350406.530605
2.00	Cleaning Labor room 1403 Installation of Shelving Units in Room 1403 Location of Project: Richard J. Daley Center 50 W. Washington Civil Department - Courtroom 1403 Chicago, IL 60602 Vendor must remove all debris upon completion of job	1.00 LT	789.6000	789.60	3350406.530605
3.00	Management Cost Requisition #33350002	1.00 LT	77.7900	77.79	3350406.530605
***** Total Order *****				2,671.07	

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: _____

Shu G. D. 18 January 2013
EK5

Report: R56REQ2

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

#1 DEH PA

Purchase Order Number

184046

Requisition # **OR 107299** Contract #

Open Date

Ship To: 8000085

Clerk of the Circuit Court - CI
Richard J. Daley Center
50 W. Washington Street RM 602
Chicago IL 60602-3002

Delivery Instructions:
69 W. Washington, 25th floor
Danna E. Hall 312.603.7265

Supplier: 769460

MB Real Estate
50 W Washington St
Chicago IL 60602

Site

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code SOLE
Business Unit 3350406

Internal Req Number 33350002

Board App Date & Item

Requisition Date 1/7/2013

Date Needed 1/7/2013

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 Carpentry Labor

2,000 962 Cleaning Labor

for sixteen (16) man hours to install shelving in room 1403
for sixteen (16) man hours to install shelving in room 1403
Installation of Shelving Units in Room 1403

< > 1,00 LT 1,803.6800

1,803.68 3350406.530605

< > 1,00 LT 789.6000

789.60 3350406.530805

Location of Project:

Richard J. Daley Center

50 W. Washington

Civil Department - Courtroom 1403

Chicago, IL 60602

3,000 962 Vendor must remove all debris upon completion of job
Management Cost

< > 1,00 LT 77.7900

77.79 3350406.530605

Requisition #33350002

Total of Items Ordered 2,671.07

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the department account & activity numbers indicated above accurately reflect the specific line item budget appropriation. This certification is required by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT #

DATE

BY

1/8/13

1/9/13

January 14, 2013

Angela Russell
Cook County Clerk
69 West Washington
Chicago, Illinois 60602

RE: 1403 Installation of Shelving

Dear Angela:

Per your request for a quote, see below the prospective costs associated with the installation of shelving units in Room 1403. The cost summary for this work is as follows:

Carpentry Labor for 16 Man Hours to Install 1403 Shelving	\$1,803.68
Cleaning Labor for 16 Man Hours to Install 1403 Shelving	\$789.60
Construction Management Cost of 3%.....	\$77.79
Total cost of work.....	\$2,671.07

Please review this proposal and indicate your acceptance by signing below. I will move forward with scheduling the work once I have received the signed acceptance letter. Let me know if you have any further questions. Thank you.

Sincerely,
MB REAL ESTATE



Andre Wiggins
Assistant General Manager

REVIEWED AND ACCEPTED BY:

_____ Name

_____ Date



Cook County Office of the Purchasing Agent

Sole Source Justification

General Information	Date: 1/7/2013
Unit/Department: Clerk of the Circuit Court	Phone No. 312-603-7265
Contact Name: Danna E. Hall	Email: dehall@cookcountycourt.com

Vendor Information	Requisition No. 107299(#3/3350002)
Name: MB Real Estate	Purchase Order No.
Address: 50 W. Washington St. Suite 1203 Chicago, IL 60602	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.

MB Real Estate will manage the installation of shelving units in Civil Department's Courtroom 1403 located on the 14th floor of the Richard J. Daley Center, 50 W. Washington, Chicago, IL 60602.

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

Single Source
 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)?

MB Real Estate is the building management company. They have exclusive authorization in regards to any construction that is needed within the confines of the Richard J. Daley Center.

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

Vendor is the property owner; therefore, research was not required. All work orders have to be handled by MB Real Estate.

Department Recommendation	
Requestor: Danna E. Hall	Date: 1/7/2013
Department Head: Phyllis Adams <i>Phyllis Adams</i>	Date: 1/7/2013

Purchasing Agent Approval	
Signature:	Date:

Carolynn Jones (Procurement)

From: CC Procurement (Procurement)
Sent: Thursday, January 10, 2013 5:17 PM
To: Carolynn Jones (Procurement)
Cc: Brenda Beard (Procurement); Nikki R. Hutson (nrhutson@cookcountycourt.com)
Subject: FW: Resubmitted Requisition #33350002-Installation of Shelving
Attachments: scan0001.pdf

Hello Carolynn,
Please assign the attached requisition to Brenda Beard. Thanks,
Ed

From: Nikki R. Hutson [<mailto:nrhutson@cookcountycourt.com>]
Sent: Thursday, January 10, 2013 4:48 PM
To: CC Procurement (Procurement)
Cc: Phyllis Z. Adams; Tony Z. Vainikos; Clifford I. Osuji; Bindu M. Kadakia
Subject: Resubmitted Requisition #33350002-Installation of Shelving

Attached is a requisition of installation of shelving

Nikki Hutson, Administrative Assistant
Financial Planning & Control
69 W. Washington, Room 2500
Chicago, IL 60602
312-603-5386 Phone
312-603-5013 Fax
nrhutson@cookcountycourt.com



COOK COUNTY AWARD CHECKLIST FOR BIDS/RFP's

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE AWARD CHECKLIST AND CONTACT THE APPROPRIATE DEPUTY P.A. IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED AND RETAINED IN THE PROCUREMENT FILE.

Bids Report Date
Permission to Negotiate Date
Contracts and Bonds Date

Project Description: SHelving

Vendor: <u>MB Real Estate</u>	Award Amount: <u>2,671.07</u>	One-Time <input type="checkbox"/> Term Agreement <input checked="" type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>107299</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>Andre</u>	Department:
Telephone:	Fax #:	Email:

Funding Type: Institutional State Federal Grant Other:

*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE COMMITTED OR SPENT BY DEADLINE: (DATE)

COMPETITIVE SEALED BIDS sole source

<input type="checkbox"/> Board's Permission to Advertise	<input type="checkbox"/> Detailed Bid Tabulation	<input type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input checked="" type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Sealed Bid Document	<input type="checkbox"/> Surety Statement	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Legal Ad (if applicable)	<input type="checkbox"/> Insurance Certificate/Waiver	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Payment /Performance Bond	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Bid Notification Letters/Email	<input type="checkbox"/> Unconditional Price Reduction	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # <u> </u> <input type="checkbox"/>	<input type="checkbox"/> Recommended Awardees' Bid	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Department Recommendation Letter	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Preliminary Bid Tabulation	<input type="checkbox"/> Contract Compliance Letter	

REQUEST FOR PROPOSALS

<input type="checkbox"/> Scope of Services	<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Payment Bond/Performance Bond
<input type="checkbox"/> RFP Document	<input type="checkbox"/> Preliminary RFP Tabulation	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Appendix: Scope of Services	<input type="checkbox"/> Inventory Checklist	<input type="checkbox"/> 3 Vendor Signed Contracts
<input type="checkbox"/> Appendix: Schedule of Compensation	<input type="checkbox"/> RFP Evaluation Matrix	<input type="checkbox"/> Contract Compliance Letter
<input type="checkbox"/> Appendix: EDS	<input type="checkbox"/> RFP Pricing Analysis Matrix: Pre-BAFO <input type="checkbox"/> Post-BAFO <input type="checkbox"/>	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Appendix: Misc. Attachments	<input type="checkbox"/> RFP Best and Final Offer (BAFO) Letters #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # <u> </u> <input type="checkbox"/>	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> Appendix: Contract	<input type="checkbox"/> Committee Recommendation Letter	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Appendix: Board Approval	<input type="checkbox"/> Dept. Recommendation Letter	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Economic Disclosure Statement	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> RFP Notification Letters/Email	<input type="checkbox"/> Recommended Awardees' Technical and Pricing Proposal	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # <u> </u> <input type="checkbox"/>	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: RB Date: 1-15-13 Deputy P.A.: _____ Date: _____