



**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  
 81029

Power Equipment Leasing Co  
 605 Anderson Dr  
 Romeoville IL 60446

DATE  
 9/29/2011  
 F.O.B. POINT

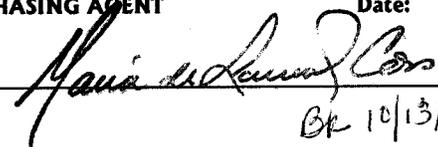
PURCHASE ORDER NO.  
**178261 - 000- OP**  
 REQUISITION NO.  
 00097210 OR

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

<b>SHIP TO</b> Facilities Management Juvenile Court 2245 W. Ogden Ave CHICAGO IL 60612-3785	<b>DELIVERY INSTRUCTIONS</b> Sam Menton 6311	708-865-	DEPT NO	Page 1 of 1
			2001108	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Rental, bucket van Rental, bucket van/truck with side reach of 21' to 34'H Armlif Modet AV-Tel134,bucket van Unit # 3035N Capacity:350 lbs. Hydraulic levelling system.two speed hydraulic operation Heavy duty hydraulic pump and motor. Manual emergency bleed down valve at bucket. working height 21" side reach 720 "non-continuous rotation 300# bucket capacity,side hung bucket ,vnyl bucket cover .square fiberglass bucket with access opening. Hydraulic levelling system .two speed hydraulic operation. 4 speed auto transmission vortec 6000 v-8 engine,300 hp engine power steering. Rental for two(2) Consecutive months Must be an aerial unit Req. #12000151	2.00 MO	1,800.0000	3,600.00	2001108.550110
***** Total Order *****				3,600.00	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

<b>RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)</b> 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. <b>PURCHASING AGENT</b>	Date: _____  OR 10/13/11
--	---	---

**RENTAL BUCKET VAN  
FACILITIES MANAGEMENT**

**DUE DATE: Wednesday Sept. 28, 2011 AT 10:00AM Quote Q-97210-OR- B. Beard**

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 Power Equipment	605 Anderson Drive Romeville, IL 60446	3,600.00
2 Nesco Sales & Rentals	31121 E. State Road Bluffton, IN 46714	4,200.00
3 City Utility Equip.	22414 W. 143rd P. Plainfield, IL 60544	3,800.00
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

81  
178261

Requisition # **OR 97210** Contract #

Ship To: 8000407 Facilities Management

Juvenile Court  
2245 W. Ogden Ave  
CHICAGO IL 60612-3785

Delivery Instructions:  
Sam Merton  
708-865-6311

Supplier: 299999

TEAM LEAD MAIL BOX

Open Date  
*5/10*

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code GSP  
Business Unit 2001108

Internal Req Number 12000151  
Board Apr Date & Item 4/18/2011  
Requisition Date 4/18/2011  
Date Needed 4/18/2011

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	981	Rental, bucket truck	<	2.00	MO	1,850.0000	3,700.00	2001108 550110
Rental, bucket van/truck with reach of 29' to 34' To be used in the months of <del>April</del> <i>April</i> and <del>September</del> <i>September</i> Must be an aerial unit Req. #12000151 <i>Nov. 7 exact bus?</i>								
Total of Items Ordered							3,700.00	

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 the account to grant same.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

*Richard S. Bues*  
*OKL em*

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
COOK COUNTY ILLINOIS

2011 APR 25 PM 2:47

PROCUREMENT

DATE

BY

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

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



DEPARTMENT OF FACILITIES MANAGEMENT

**JIM D'AMICO - DIRECTOR**  
 DEPARTMENT OF FACILITIES MANAGEMENT  
 George W. Dunne Cook County Office Building  
 69 W. Washington, Suite 3015  
 Chicago, Illinois 60602-4053  
 TEL: 312-603-0340  
 FAX: 312-603-8990

October 5, 2011

Maria de Lourdes Coss, MPA, CPPO  
 Purchasing Agent  
 Room 1018  
 Cook County Building

Attn: Brenda Beard

Re: 97210  
 Rental, Bucket Van/Truck

Dear Mrs. Coss,

We have reviewed the tabulations for requisition # 97210 and recommend award to the lowest qualified bidder meeting specification, Power Equipment Leasing Co., Inc., in the amount of \$3,600.00.

Sincerely,

A handwritten signature in cursive script that reads "Michael S. Rusco".

Michael S. Rusco  
 Business Manager  
 Facilities Management

MSR:kwb

# 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 9/28/11  
 Permission to Negotiate Date \_\_\_\_\_  
 Contracts and Bonds Date \_\_\_\_\_

Project Description: Bucket Truck

Vendor: <u>POWER EQUIP.</u>	Award Amount: <u>3,600.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>97210</u>	Start Date:	End Date:
PO No.: (if known) <u>178261</u>	Contact Person: <u>TRACEY</u>	Department:
Telephone: <u>815-886-1776</u>	Fax #:	Email:
Cost Savings:	Funding Type: <input checked="" type="checkbox"/> Institutional <input type="checkbox"/> State <input type="checkbox"/> Federal Grant <input type="checkbox"/> 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**

<input type="checkbox"/> Board's Permission to Advertise	<input checked="" type="checkbox"/> Detailed Bid Tabulation	<input checked="" type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input checked="" 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"/> # _____ <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 checked="" 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"/> # _____ <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"/> # _____ <input type="checkbox"/>	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: Brenda Bede Date: 9/29/11 Deputy P.A.: Branilee V. Krug Date: 10/13/11  
 Rev. [6/3/2011]





RETURN THIS QUOTATION TO:  
**OFFICE OF THE PURCHASING AGENT**  
**COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375  
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES  
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**

This is not an order - submit all quotations on this form.

DATE 9/21/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 97210 OR	RESPOND BY 9/28/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
-------------------	------------------------	----------------------------	-----------------------	-------------------------	--	-------------

Vendor Address 81029  
POWER EQUIPMENT LEASING Co.  
605 ANDERSON DRIVE  
ROMEDEVILLE, IL 60446

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agrees to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, subject to all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or class. Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or changed after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

Product Delivery Point

Facilities Management  
 Juvenile Court  
 2245 W. Ogden Ave  
 CHICAGO IL 60612-3785

DELIVERY IN WORKING DAYS IN STOCK FAB. ROMEDEVILLE, IL  
 PHONE NUMBER 815-886-1776

SIGNED BY Trazy Schroeder  
 (PLEASE PRINT) TRAZY SCHROEDER

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Rental, bucket van Rental, bucket van/truck with side reach of 21' to 34'H Armlif Modet AV-Tel134.bucket van Unit # 3035N Capacity:350 lbs. Hydraulic leveling system.two speed hydraulic operation Heavy duty hydraulic pump and motor. Manual emergency bleed down valve at bucket. working height 21" side reach 720 "non-continuous rotation 300# bucket capacity.side hung bucket ,vinyl bucket cover .square fiberglass bucket with access opening. Hydraulic leveling system .two speed hydraulic operation. 4 speed auto transmission vortec 6000 v-8 engine,300 hp engine power steering. Rental for two(2) Consecutive months Must be an aerial unit Req. #12000151	2.00	MO	1,800.-	\$3600 <sup>00</sup>
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	<b>TOTAL</b> \$3,600 <sup>00</sup>	

## INSTRUCTIONS FOR DELIVERY AND FOR INVOICING OF GOODS

1. Clearly mark every package with the name of the institution, department or agency to which goods are to be delivered. **MARK ALL PACKAGES WITH THE COOK COUNTY PURCHASE ORDER NUMBER.**
2. Stencil on or attach a tag to every package that bears your own names so the receiving clerk will know from whom the order was shipped.
3. Delivery time, unless otherwise stipulated, is Monday through Friday between 9:00 a.m. and 3:00 p.m.
4. Charge all goods to Cook County.
5. Direct all inquiries and send the original and all appropriate copies of the invoice with the proper Cook County invoice forms (i.e., 29A voucher form) to the following address:  
  
Cook County Department of Purchasing  
118 North Clark Street – Room 1018  
Chicago, Illinois 60602
6. Never include goods furnished on two or more purchase orders on a single invoice.
7. All prices must be in compliance with federal, state, and local regulations.
8. Partial shipments or partial pay warrants will not be considered unless authorized or requested by the Purchasing Agent.
9. The law provides that every person selling goods to Cook County must make invoice form with certification as to the correctness of the bill.
10. Execute certification on the bottom of the invoice before mailing.
11. All pay warrants will be mailed to you by the Cook County Comptroller.
12. **INDEMNITY** – The contractor shall indemnify, keep and save harmless the County, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the County in consequence of the granting of this contract of which may in anywise result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, or of the County of Cook or its employees, and the Contractor shall, at his own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses, arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the County in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. If this purchase order covers services, a Certificate of Insurance must be submitted before performance of service.
13. Compliance with the above will help avoid errors and delays.