



**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.

DATE  
10/1/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
**178364 - 000- OP**  
REQUISITION NO.  
00097785 OR

PURCHASE ORDERED ISSUED TO  
800733  
Green Valley Distributors Inc  
475 Bramble St  
Manteno IL 60950

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

**SHIP TO** Social Casework Dept - Circuit Court Ad  
Criminal Justice Administration Bldg.  
2650 S. California Ave RM 901  
CHICAGO IL 60608-5146

**DELIVERY INSTRUCTIONS**  
Mary Rose Heffernan 773 869-  
6027

DEPT NO 5411827	Page 1 of 2
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LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>WATER 5 gallon pure drinking water ****NO SUBSTITUTIONS**** GE GXCF05D Hot And Cold Free -Standing Water Cooler. Size 39"H x 14" D 12 1/5" W Used For Each Office Coupons will not be used. Invoices will be paid monthly. No Initial deposit required for bottles. See below for delivery locations &amp; number of bottles of water for initial delivery: SOCIAL SERVICE DEPARTMENT (13 locations) CHILDREN'S ROOM (1 Locations) 2650 S. California, Chgo., IL 60608 Room 901 (25) EA 2452 W. Belmont Ave. 1st FL Chgo, IL 60618 (5) EA 10220 S. 76th Ave. Room 139, Bridgeview, IL 60455 (15) EA 5555 W. Grand Ave. 1st FL, Chgo, IL 60639 (5) EA 3150 W. Flournoy, Concourse Level, Chgo, IL 60612 (5) EA 16501 S. Kedzie Parkway, RM 235, Markham, IL 60428 (15) EA 1500 Maybrook Drive, Maywood, IL 60153 Room 209 (15) EA 727 E. 111th St. 1st Floor Chicago, IL 60628 (5) EA 2121 Euclid Ave., Rolling Meadows, IL 60008 Room 139 (15) EA 5600 Old Orchard Road, Skokie, IL 60077 RM 253 (5) EA 50 W. Washington (Daley Center), Chgo, IL 60601 RM LL09 (5) EA 155 W. 51st St. Chicago, IL 60609 1st FL (5) EA 555 W. Harrison, Chicago, IL 60607 Room 3300A (5) EA CHILDREN'S ROOM 555 W. Harrison St. Chicago, IL 60607 Room 1800</p>	1,500.00 EA	2.6900	4,035.00	5411827.530605

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.

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date:

*Maria de Jesus*  
10/4/11 BK

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**OFFICE OF THE PURCHASING AGENT  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

PURCHASE ORDERED ISSUED TO

800733  
Green Valley Distributors Inc  
475 Bramble St  
Manteno IL 60950

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

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Page 2 of 2

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

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
(5) EA					
***** Total Order *****				4,035.00	

Purchase Requisition  
Office of the Purchasing Agent  
Cook County of Illinois

50  
Purchase Order Number  
178364  
AK

Requisition # OR 97785 Contract #

Ship To: 8001052 Social Casework Dept - Circuit Delivery Instructions: Mary Rose Heffernan  
2650 S. California Ave RM 9 773 869-6027  
CHICAGO IL 60608-5146

Supplier: 299999 TEAM LEAD MAILBOX  
Open Date: 7/26/11  
Buyer Number: 724149 Supervisor 80  
Bid/Sole Src Code: BSP  
Business Unit: 5411827  
Internal Req Number: 15410041  
Board Apr Date & Item: 5/23/2011  
Requisition Date: 5/23/2011  
Date Needed: 5/23/2011

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

1,000 578 WATER 5 gallon pure drinking water < > 1500.00 EA 4.0000 6,000.00 5411827 530605  
\*\*\*\*\*NO SUBSTITUTIONS\*\*\*\*  
Coupons will not be used. Invoices will be paid monthly. No initial deposit required for bottles. See below for delivery locations for:  
SOCIAL SERVICE DEPARTMENT (13 locations)  
CHILDREN'S ROOM (1 Locations)  
2650 S. California, Chgo., IL 60608 Room 901-25  
2452 W. Belmont Ave. 1st FL Chgo. IL 60618  
10220 S. 76th Ave. Room 139, Bridgeway, IL 60455 15  
5555 W. Grand Ave. 1st FL, Chgo. IL 60639  
3150 W. Flournoy, Concourse Level, Chgo. IL 60612 5  
16501 S. Kedzie Parkway, RM 235, Markham, IL 60428 15  
1500 Maybrook Drive, Maywood, IL 60153 Room 209 15  
727 E. 111th St. 1st Floor Chicago, IL 60628 5  
2121 Euclid Ave., Rolling Meadows, IL 60008 Room 139 15  
5600 Old Orchard Road, Skokie, IL 60077 RM 253 5  
50 W. Washington (Daley Center), Chgo. IL 60601 RM LL09 5  
155 W. 51st St. Chicago, IL 60609 1st FL 5  
555 W. Harrison, Chicago, IL 60607 Room 3300A 5  
CHILDREN'S ROOM  
555 W. Harrison St. Chicago, IL 60607 Room 1800

CERTIFICATION  
I hereby certify that the items and/or services above are necessary for the operation of this institution (or institution) and that the dept. no., account & activity numbers indicated above are correct. I certify that the specific line item budget appropriation approved by the Board of County Commissioners is sufficient to pay for this requisition. There is a sufficient unencumbered balance in the account to grant same.

to E C O F O S D NOT Audits & Free Standing  
CCA APPROVED BUDGETARY ACCOUNT  
394119 Disburse used for EA office  
ACCT # \_\_\_\_\_

Total of Items Ordered 6,000.00  
PURCHASING USE ONLY

REQUISITIONER \_\_\_\_\_  
BUREAU or DEPARTMENT HEAD \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_  
4/27

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2011 JUN 17 AM 10:37  
BOOKKEEPING

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # OR 97785 Contract #**

Open Date

Ship To: 8001052 Social Casework Dept - Circuit Criminal Justice Administrato  
2650 S. California Ave RM 9 CHICAGO IL 60608-5146

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 374244 BEARD, BRENDA  
 Bid/Sale Src Code BSP  
 Business Unit 5411827  
 Internal Req Number 15410041  
 Board App Date & Item 5/23/2011  
 Requisition Date 7/29/2011  
 Date Needed

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	WATER	<	>	1500.00	EA	4,000.00	6,000.00 5411827.530605

\*\*\*\*NO SUBSTITUTIONS\*\*\*\*

Coupons will not be used. Invoices will be paid monthly. No initial deposit required for bottles. See below for delivery locations & number of bottles of water for initial delivery:

- SOCIAL SERVICE DEPARTMENT (13 locations)
- CHILDREN'S ROOM (1 Locations)
- 2650 S. California, Chgo., IL 60608 Room 901 (25) EA
- 2452 W. Belmont Ave, 1st Fl. Chgo., IL 60618 (5) EA
- 10220 S. 76th Ave. Room 139, Bridgeview, IL 60455 (15) EA
- 5555 W. Grand Ave. 1st Fl. Chgo., IL 60639 (5) EA
- 3150 W. Flournoy, Concourse Level, Chgo., IL 60612 (5) EA
- 16501 S. Kedzie Parkway, RM 235, Markham, IL 60428 (15) EA
- 1500 Maybrook Drive, Maywood, IL 60153 Room 209 (15) EA
- 727 E. 111th St. 1st Floor Chicago, IL 60628 (5) EA
- 2121 Euclid Ave., Rolling Meadows, IL 60008 Room 139 (15) EA
- 5600 Old Orchard Road, Skokie, IL 60077 RM 253 (5) EA
- 50 W. Washington (Daley Center), Chgo., IL 60601 RM LLO9 (5) EA
- 155 W. 51st St. Chicago, IL 60609 1st Fl. (5) EA
- 555 W. Harrison, Chicago, IL 60607 Room 3300A (5) EA
- CHILDREN'S ROOM
- 555 W. Harrison St. Chicago, IL 60607 Room 1800 (5) EA
- GE GXCF05D Hot and Cold Free-Standing Water Cooler

**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 guarantee

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU OF DEPARTMENT HEAD



# 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: 9/19/11  
 Permission to Negotiate Date: \_\_\_\_\_  
 Contracts and Bonds Date: \_\_\_\_\_

Project Description: WATER

Vendor: <u>GREENVAILE</u>	Award Amount: <u>4,035,000</u>	One-Time <input 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>97785</u>	Start Date:	End Date:
PO No.: (if known) <u>178364</u>	Contact Person:	Department:
Telephone: <u>815 468 2227</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 type="checkbox"/> 3 Vendor Signed Contracts
<input 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"/> # _____ <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"/> # _____ <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: BB Date: 10/1/11 Deputy P.A.: \_\_\_\_\_ Date: \_\_\_\_\_

**BID TABULATION**

BID NAME: WATER  
 BID NUMBER: 97785  
 BID OPENING DATE: Monday, September 19, 2011  
 BID OPENING TIME: 10:00 AM  
 BUYER NAME: BRENDA BEARD

VENDOR #1:  
 GREEN VALLEY DIST

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE														
1	5 GALLON PURE DRINKING WATER***NO SUBSTITUTIONS*** GE GXCF05D HOT AND COLD FREE- STANDING WATER COOLER. SIZE 39"Hx14"D 12 1/5" W USED FOR EACH OFFICE COUPONS WILL NOT BE USED. INVOICES WILL BE PAID MONTHLY. NO INITIAL DEPOSIT REQUIRED FOR BOTTLES.	1500	EA	\$2.69	\$4,035.00														
					\$4,035.00														

Water, 8 Gallon Pure Drinking Water, \*\*No Substitutions\*\*\*GE GxCFO5D Hot and Cold  
Fee – Standing Water Cooler – Clerk of the Circuit Court

DUE DATE: Monday Sept. 19, 2011 AT 10:00AM Quote- #Q-97785-OR-B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 GREEN Valley	475 Bramble MANTENO, IL	4,035.00
2		
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22		



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 8/31/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 97785 OR	RESPOND BY 9/19/2011	<b>Quotes must be in Bid Box by 10:00 A.M.</b>
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Vendor Address 800733  
Green Valley Distributors, Inc  
475 Bramble Street  
Manteno, IL 60950

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  
**Social Casework Dept - Circuit Court Adm**  
**Criminal Justice Administration Bldg.**  
**2650 S. California Ave RM 901**  
**CHICAGO IL 60608-5146**

DELIVERY IN WORKING DAYS 2  
 PHONE NUMBER 815-468-7227  
 SIGNED BY David Bias  
 (PLEASE PRINT) David Bias

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
WATER 5 gallon pure drinking water *****NO SUBSTITUTIONS***** GE GXCF05D Hot And Cold Free -Standing Water Cooler. Size 39"H x 14" D 12 1/5" W Used For Each Office Coupons will not be used. Invoices will be paid monthly. No initial deposit required for bottles. See below for delivery locations & number of bottles of water for initial delivery: SOCIAL SERVICE DEPARTMENT (13 locations) CHILDREN'S ROOM (1 Locations) 2650 S. California, Chgo., IL 60608 Room 901 (25) EA 2452 W. Belmont Ave. 1st FL Chgo, IL 60618 (5) EA 10220 S. 76th Ave. Room 139, Bridgeview, IL 60455 (15) EA 5555 W. Grand Ave. 1st FL, Chgo, IL 60639 (5) EA 3150 W. Flournoy, Concourse Level, Chgo, IL 60612 (5) EA 16501 S. Kedzie Parkway, RM 235, Markham, IL 60428 (15) EA 1500 Maybrook Drive, Maywood, IL 60153 Room 209 (15) EA 727 E. 111th St. 1st Floor Chicago, IL 60628 (5) EA 2121 Euclid Ave., Rolling Meadows, IL 60008 Room 139 (15) EA 5600 Old Orchard Road, Skokie, IL 60077 RM 253 (5) EA 50 W. Washington (Daley Center), Chgo, IL 60601 RM LL09 (5) EA 155 W. 51st St. Chicago, IL 60609 1st FL (5) EA 555 W. Harrison, Chicago, IL 60607 Room 3300A (5) EA CHILDREN'S ROOM 555 W. Harrison St. Chicago, IL 60607 Room 1800 (5) EA	1500.00	EA	\$ 2.69	\$ 4035.00
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			<b>TOTAL</b> \$ 4035.00