



**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  
10/11/2011  
F.O.B. POINT

**PURCHASE ORDER NO.**  
**178476 - 000- OP**  
**REQUISITION NO.**  
00097788 OR

**PURCHASE ORDERED ISSUED TO**  
833789  
Cicero Mfg & Supply Co Inc  
1849 Elmdale Ave  
Glenview IL 60026

**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> Cook County Highway Dept 69 W Washington St Rm 2307 Chicago IL 60602	<b>DELIVERY INSTRUCTIONS</b> Terry Matthews 708.387.4068	DEPT NO	
		5011881	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Mailboxes, rural ribbed design Galvanized Steel, USPS Approved UPC:046462100025 Dimensions: 19.5" x 9" x 7" Weight: 4.126lbs Model: ST100000 Color: Gray Features a Heavy -Duty Ribbed Construction, Includes Plastic Latches And Flag.	300.00 EA	11.2500	3,375.00	5011881.530590
2.00	4" x 4" x 8" post, treated (Wood)	200.00 EA	9.7500	1,950.00	5011881.530590
3.00	1" x 8" x 12" board, treated (Cedar) 501 MFT ILLINOIS FIRST SECTION 11-IFRRM-11-GM	50.00 EA	1.7500	87.50	5011881.530590
***** Total Order *****				5,412.50	

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> <i>Maria de la Cruz</i> Date: _____ OK OK 10/11
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Purchase Requisition  
Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

178476

81 BR

Requisition # OR 97788 Contract #

Open Date

Ship To: 96493 Cook County Highway Dept  
69 W Washington St Rm 2307  
Chicago IL 60602

Delivery Instructions:  
Terry Matthews  
708.387.4068

Supplier: 299999 TEAM LEAD MAIL BOX

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code SSP  
Business Unit 5011881  
Internal Req Number 11501021  
Board App Date & Item  
Requisition Date 5/23/2011  
Date Needed 5/23/2011

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	578 Mailboxes, rural ribbed design	<	>	300.00	EA	9.0600	2,718.00 5011881.530590
2,000	910 4" x 4" x 8" post, treated	<	>	200.00	EA	7.1800	1,436.00 5011881.530590
3,000	910 1" x 8" x 12" board, treated 501 MFT ILLINOIS FIRST SECTION: 11-FRRM-11-GM	<	>	50.00	EA	6.3400	317.00 5011881.530590
Total of Items Ordered							4,471.00

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.

*[Signature]*  
BUREAU or DEPARTMENT HEAD

CCA  
APPROVED BUDGETARY ACCOUNT  
RECEIVED  
OFFICE OF THE PURCHASING AGENT

PURCHASING USE ONLY

12:21 PM 03 JUN 1102

DATE \_\_\_\_\_ BY \_\_\_\_\_

## **Ericka White (Purchasing)**

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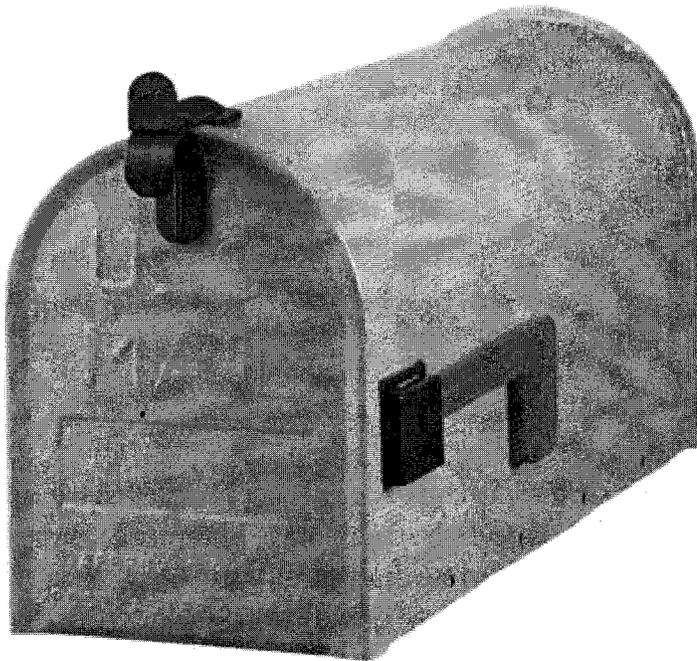
**From:** Terry Matthews (Highway)  
**Sent:** Monday, July 18, 2011 10:29 AM  
**To:** Ericka White (Purchasing)  
**Subject:** RE: 97788 OR - Mailboxes

Erica,

I'm hoping that these Specification will be sufficient. This is all I have been able to come up with at this point. Please let me know if there is more information you need or if this is adequate.

Thank you,  
Terry Matthews

## **Standard**



- This galvanized steel rural mailbox features a heavy-duty ribbed construction. Includes plastic latches and flag. Some assembly is required.

### **Product Specifications**

- **Product Type:** Mailboxes

**Ericka White (Purchasing)**

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**From:** Ericka White (Purchasing)  
**Sent:** Wednesday, July 13, 2011 11:50 AM  
**To:** Terry Matthews (Highway)  
**Subject:** 97788 OR - Mailboxes

The Office of the Purchasing Agent is in receipt of the above referenced requisition.

Please submit more detailed specifications in order to continue the procurement process.

If you have any questions, please contact Brandie Knazze or myself.

Thanks.

*Ericka L. White* MBA, MCA  
Cook County Office of the Purchasing Agent  
118 N. Clark Street - Room 1018  
Chicago, IL 60602  
(312) 603-5380 (office)  
(312) 603-3179 (fax)  
[ericka.white@cookcountyil.gov](mailto:ericka.white@cookcountyil.gov)

*New Specs  
Attached  
7/13/11*

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Thank you.



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. 97788 OR	RESPOND BY 9/28/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address

*36-215 7715*

CICERO MFG. + SUPPLY COMPANY, INC  
1649 ELMDALE AVENUE  
GLENVIEW, IL. 60026

Product Delivery Point

Cook County Highway Dept  
 69 W Washington St Rm 2307  
 Chicago IL 60602

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.

DELIVERY IN WORKING DAYS 30  
 PHONE NUMBER 847-724-8088  
 SIGNED BY Michael D. Horn  
 (PLEASE PRINT) MICHAEL D. HORN

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
Mailboxes, rural ribbed design. Galvanized Steel, USPS Approved UPC: 046462100025 Dimensions: 19.5" x 9" x 7" Weight: 4.126lbs Model: ST100000 Color: Gray Features a Heavy -Duty Ribbed Construction, Includes Plastic Latches And Flag.	300.00	EA	\$11.25	\$3375.00
4" x 4" x 8" post, treated (Wood)	200.00	EA	\$9.75	\$1950.00
1" x 8" x 12" board, treated (Cedar)	50.00	EA	\$1.75	\$87.50
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL
				\$5412.50

**BID TABULATION**

BID NAME: MAILBOXES

BID NUMBER: 97788

BID OPENING DATE: Wednesday, September 28, 2011

BID OPENING TIME: 10:00 AM

BUYER NAME: BRENDA BEARD

VENDOR #1:

CICERO MFG

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	MAILBOXES, RURAL RIBBED DESIGN. GALVANIZED STEEL USPS APPROVED. UPC:046462100025 DIMENSIONS: 19.5" X 9" X 7" WEIGHT: 4.126 LBS MODEL: ST100000 COLOR:GRAY FEATURES A HEAVY DUTY RIBBED CONSTRUCTION. INCLUDES PLASTIC LATCHES AND FLAG.	300	EA	\$11.25	\$3,375.00
2	4" X 4" X 8" POST, TREATED (WOOD)	200	EA	\$9.75	\$1,950.00
3	1" X 8" X 12" BOARD, TREATED (CEDAR)	50	EA	\$1.75	\$87.50
					\$5,412.50

NOTES:

INDI ENTERPRISE, INC. SUBMITTED A LATE BID AND WAS DEEMED NON-RESPONSIVE.

MAILBOXES AND POSTS

HIGHWAY DEPARTMENT

DUE DATE: Wednesday Sept. 28, 2011 AT 10:00AM Quote Q-97788-OR- B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
Cicero Manf. Sply	1849 Elmdale Ave Glenview, IL 60025	5,412.50
2 INDI Enterprise	535 Cyle Penn CAROL STREET	WATE
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