



**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  
81431

Unitex Industries Inc  
1024 North Boulevard, Ste 208  
Oak Park IL 60301

DATE  
12/8/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
**179169 - 000- OP**  
REQUISITION NO.  
00098069 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> County Clerk - Office of the Clerk Finance and Operations 69 W Washington Blvd Ste 1418 Chicago IL 60602-3007	<b>DELIVERY INSTRUCTIONS</b>		DEPT NO	
	Rose Farella 0927	(312) 603-	5240583	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Blinds, White, Aluminum 57 1/2" wide by 44" height	1.00 EA	79.8000	79.80	5240583.530605
2.00	Blinds, White, Aluminum 54 3/8" wide by 53 1/2" height Blinds, White Aluminum 1" blades 6 gauge Headrail with light blocking lip and curved headrail face 1" x 1 1/2" steel headrail Lift cord rollers Clutch tilter Lifetime warranty NO SUBSTITUTIONS. INSIDE DELIVERY, FREIGHT, AND INSTALLATION CHARGES MUST BE INCLUDED IN THE BID. VENDOR WILL DO MEASUREMENT BEFORE INSTALLATION. DELIVER TO: COOK COUNTY CLERK'S OFFICE 1311 MAYBROOK SQUARE, WHITCOMB BUILDING, ROOM #109 MAYWOOD, IL 60153 NOTE: ABSOLUTELY NO DELIVERY IS TO BE MADE WITHOUT NOTIFYING THE OFFICE OF THE COUNTY CLERK.	6.00 EA	84.1500	504.90	5240583.530605
***** Total Order *****				584.70	

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

*Maura L. Lewis*  
Date: 12/9/11

BR 12/9/11

*posted 10/11/11*

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

**179159**

*81 BR*

Requisition # **OR 98069** Contract #

Ship To: 8000173 County Clerk - Finance & Opera  
Finance and Operations  
69 W Washington Blvd Ste 1418  
Chicago IL 60602-3007

Supplier: 299999 TEAM LEAD MAILBOX

Open Date *10/30*  
*[Signature]*

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSP  
Business Unit 5240583  
Internal Req Number 15240023  
Board Apr Date & Item  
Requisition Date 6/17/2011  
Date Needed 6/17/2011

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

1.000 015 Blinds, White, Aluminum 57 1/2" wide by 44" height < > 1.00 EA 134.0000 134.00 5240583.530605

2.000 015 Blinds, White, Aluminum 54 3/8" wide by 53 1/2" height < > 6.00 EA 122.0000 732.00 5240583.530605

Blinds, White Aluminum 1" blades 6 gauge  
NO SUBSTITUTIONS.  
INSIDE DELIVERY, FREIGHT, AND INSTALLATION CHARGES MUST BE INCLUDED IN THE BID.

DELIVER TO:  
COOK COUNTY CLERK'S OFFICE  
1311 MAYBROOK SQUARE, WHITCOMB BUILDING,  
ROOM #109  
MAYWOOD, IL 60153

ATTN: GEORGE TSEROTAS

NOTE: ABSOLUTELY NO DELIVERY IS TO BE MADE WITHOUT NOTIFYING THE OFFICE OF THE COUNTY CLERK.

Total of Items Ordered 866.00

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2011 JUN 21 AM 9:15  
PROCUREMENT

### 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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

ACCT #



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 10/7/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 98069 OR	RESPOND BY 10/20/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address 81431  
UNITEX INDUSTRIES, INC.  
1024 NORTH BOULEVARD, STE. 208  
OAK PARK, IL 60301

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  
 County Clerk - Office of the Clerk  
 Finance and Operations  
 69 W Washington Blvd Ste 1418  
 Chicago IL 60602-3007

DELIVERY IN WORKING DAYS 12  
 PHONE NUMBER (708) 524-0664  
 SIGNED BY [Signature]  
 (PLEASE PRINT) ROBERT J. SASSETTI

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
Blinds, White, Aluminum 57 1/2" wide by 44" height	1.00	EA	\$79.00	\$79.00
Blinds, White, Aluminum 54 3/8" wide by 53 1/2" height Blinds, White Aluminum 1" blades 6 gauge Headrail with light blocking lip and curved headrail face 1" x 1 1/2" steel headrail Lift cord rollers Clutch tilter Lifetime warranty NO SUBSTITUTIONS. INSIDE DELIVERY, FREIGHT, AND INSTALLATION CHARGES MUST BE INCLUDED IN THE BID. VENDOR WILL DO MEASUREMENT BEFORE INSTALLATION. DELIVER TO: COOK COUNTY CLERK'S OFFICE 1311 MAYBROOK SQUARE, WHITCOMB BUILDING, ROOM #109 MAYWOOD, IL 60153 NOTE: ABSOLUTELY NO DELIVERY IS TO BE MADE WITHOUT NOTIFYING THE OFFICE OF THE COUNTY CLERK.	6.00	EA	\$84.15	\$504.90
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL \$504.70

**BID TABULATION**

**BID NAME:** BLINDS  
**BID NUMBER:** 98069  
**BID OPENING DATE:** Thursday, October 20, 2011  
**BID OPENING TIME:** 10:00 AM  
**BUYER NAME:** BRENDA BEARD

**VENDOR #1:**  
**UNITEX INDUSTRIES**

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	BLINDS, WHITE, ALUMINUM 57 1/2" WIDE BY 44" HEIGHT	1	EA	\$79.80	\$79.80
2	BLINDS, WHITE, ALUMINUM 54 3/8" WIDE BY 53 1/2" HEIGHT 1" BLADES, 6 GAUGE HEADRAIL WITH LIGHT BLOCKING LIP AND CURVED HEADRAIL FACE 1" X 1 1/2" STEEL HEADRAIL LIFT CORD ROLLERS CLUTCH TILTER LIFETIME WARRANTY NO SUBSTITUTIONS. INSIDE DELIVERY, FREIGHT, AND INSTALLATION CHARGES MUST BE INCLUDED IN THE BID. VENDOR WILL DO MEASUREMENT BEFORE INSTALLATION.	6	EA	\$84.15	\$504.90
					<b>\$584.70</b>

Blinds, White Aluminum 1" Blades, 6 Gauge Headrail With Light Blocking LIP and Curved Headrail

Cook County Clerk Department

DUE DATE: Thursday October 20<sup>th</sup>, 2011 AT 10:00 AM QUOTE -Q-98069-OR B. BEARD

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
Unitek Industries	1024 NORTH BIRD ST 208 OAK PARK, IL 60301	.584.70 ?
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