



**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  
822348

School Specialty Inc  
100 Paragon Parkway  
Mansfield OH 44903

DATE  
1/5/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**179560 - 000- OP**  
REQUISITION NO.  
00098929 07

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

**SHIP TO** Administrative Hearings  
118 N Clark St Ste 1140  
Chicago IL 60602

**DELIVERY INSTRUCTIONS**

118 n. clark room 1140 ellen  
barnes 312-603-2120

DEPT NO	
71700026	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	4 drawer legal size FILE CABINETS COLOR GRAY HON 320 SERIES 28IN DEEP FULL SUSPENSION FILE CABINETS 4 DRAWER LEGAL SIZE COLOR: GRAY WITH WARRANTY SIZE : 52*18 1/4 * 28 1/2	3.00 EA	231.1200	693.36	71700026.560511.8300
2.00	4DRAWER LETTER SIZE FILE CABINETS COLOR GRAY HON 320 SERIES 28IN DEEP SUSPENSION FILE CABINETS 4 DRAWER SIZE : 52*15*28 1/2 LETTER SIZE COLOR : GRAY WITH WARRANTY	3.00 EA	202.5200	607.56	71700026.560511.8300
***** Total Order *****				1,300.92	

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

*Maria de Jesus Lopez*  
Date: 2/6/12 BA

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

81

BLK

News

Purchase Order Number

179560

Requisition # 07 98929 Contract #

Open Date

10/7

Ship To: 8002129 Administrative Hearings  
118 N Clark St Ste 1140  
Chicago IL 60602

Supplier: 299999 TEAM LEAD MAILBOX  
118 n. clark room 1140  
ellen barnes 312-603-2120

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code BSP  
Business Unit 71700026  
Internal Req Number 0261136  
Board Apr Date & Item 8/22/2011  
Requisition Date 8/26/2011  
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	530 4 drawer legal size HON 320 SERIES 28IN DEEP FULL SUSPENSION FILE CABINETS 4 DRAWER LEGAL SIZE COLOR: GRAY WITH WARRANTY	<	>	3.00	EA	350.0000	1,050.00 71700026:560511:8300
2.000	530 4DRAWER LETTER SIZE HON 320 SERIES 28IN DEEP SUSPENSION FILE CABINETS 4 DRAWER SIZE : 52*15*28 1/2 LETTER SIZE COLOR : GRAY WITH WARRANTY	<	>	3.00	EA	300.0000	900.00 71700026:560511:8300
						Total of Items Ordered	1,950.00

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't. 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

PROCUREMENT

71:01:14 25 NOV 11 02

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_  
RECEIVED  
PURCHASING DEPT  
1100 S. WASHINGTON  
CHICAGO, IL 60607

These are the specs for the Req. 98929 for the Department of Administrative Hearings 026. We are purchasing 4 file cabinets. The total cost we are willing to pay for them is \$ 1950.00. Here is an example of a company with those specs. Any questions please forward to Ellen or Lisa at 312-603-2120.

## **Warehouse Direct**

HON 210 Series Vertical Files

Extra – deep files for Maximum Storage Space

Spring – loaded follows black keeps files upright

High drawer sides accommodate hanging file folders

HON “one Key” care removable locks

Steel ball bearing suspension

28 ½ deep

The HON limited lifetime warranty

Color: light gray

Description: (2) 4 drawer legal size	18 ¼ *28 ½ *52	price \$ 425.99
(2) 4 drawer letter size	15*28 ½ *52	price \$ 400.99



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 11/23/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 98929 07	RESPOND BY 12/1/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address 822348  
School Specialty, Inc.  
100 Paragon Parkway  
Mansfield, Ohio 44903

**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  
 Administrative Hearings  
 118 N Clark St Ste 1140  
 Chicago IL 60602

DELIVERY IN WORKING DAYS 6-8 weeks ARO  
 PHONE NUMBER 419-589-1900 / 800-305-0174  
 SIGNED BY Douglas A. Beard  
 (PLEASE PRINT) Douglas A. Beard

**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
4 drawer legal size FILE CABINETS COLOR GRAY HON 320 SERIES 28IN DEEP FULL SUSPENSION FILE CABINETS 4 DRAWER LEGAL SIZE COLOR: GRAY WITH WARRANTY SIZE : 52*18 1/4 * 28 1/2	3.00	EA	231.12	\$693.36
4DRAWER LETTER SIZE FILE CABINETS COLOR GRAY HON 320 SERIES 28IN DEEP SUSPENSION FILE CABINETS 4 DRAWER SIZE : 52*15*28 1/2 LETTER SIZE COLOR : GRAY WITH WARRANTY	3.00	EA	202.52	\$607.56

OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	Note: This <u>does not</u> include any installation	TOTAL \$1,300.92
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# COOK COUNTY AFFIDAVIT OF CHILD SUPPORT OBLIGATIONS

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support Order before such applicant is entitled to receive a County Privilege. When Delinquent Child Support Exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealers' licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property license or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan, and contracts exceeding the value of \$10,000.00.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

**Privilege Information:**

*Not Applicable*

County Quotation Number: \_\_\_\_\_

County Department: \_\_\_\_\_

**Applicant Information:**

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

SS# (Last Four Digits): \_\_\_\_ \_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Drivers License No: \_\_\_\_\_

**Child Support Obligation Information:**

The Undersigned applicant, being duly sworn on oath or affirmation hereby states that to the best of my knowledge (place an "X" next to "A", "B", "C", or "D").

- \_\_\_\_\_ A. The Applicant has no judicially or administratively ordered child support obligations.
- \_\_\_\_\_ B. The Applicant has an outstanding judicially or administratively ordered obligation, but is paying in accordance with the terms of the order.
- \_\_\_\_\_ C. The Applicant is delinquent in paying judicially or administratively ordered child support obligations
- \_\_\_\_\_ D. The Applicant is not a substantial owner as defined above.

The Undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

Signature: *Douglas A. Bar* Date: 12/6/11

Subscribed and sworn to before me this 6<sup>th</sup> day of December, 2011

x *Lori J. Zolman*  
Notary Public Signature

**LORI J. ZOLMAN**  
NOTARY PUBLIC, STATE OF OHIO  
My Commission Expires 10-19-2014  
Notary Seal



**File Cabinets, HON 320 Series- Revenue Department**  
**DUE DATE: December 7, 2001 at 10:00A.M**  
**QUOTE NUMBER -Q-98929-07-OR—BRENDA BEARD**

VENDOR NAME	VENDOR ADDRESS	BID AMOUNT
01. Indi Enterprise	Carol Stream, IL 535 Chippewh Trail	\$1,591. <sup>74</sup> (Late)
02. K-Log Inc.	Zion, IL 1224 West 27th Street	\$1,489. <sup>24</sup>
03. Business Services	Longboat Key, FL P.O BOX 8102	\$1,209. <sup>88</sup>
04. School Speciality	mansfield, Ohio 100 Paradain Parkway	\$1,300. <sup>92</sup>
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