

**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  
 834072

Everything2go.com  
 250 E Wisconsin Ave  
 Ste 925  
 Milwaukee WI 53202

DATE  
 10/25/2011  
 F.O.B. POINT

PURCHASE ORDER NO.  
**178629 - 000- OP**  
 REQUISITION NO.  
 00099888 OR

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

**SHIP TO** Cook Cty Sec to Board of Commissioners  
 118 N Clark St  
 Room 567  
 Chicago IL 60602

**DELIVERY INSTRUCTIONS**

Sec. To The Board M. DeLeon Paula R.  
 Henley 312/603-6398

|         |             |
|---------|-------------|
| DEPT NO |             |
| 0181440 | Page 1 of 1 |

| LINE                    | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE  | QUANTITY/<br>UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|--|------------------|------------|----------------|----------------|
| 1.00                    | Bestar Office Furniture<br>Shaped Computer Desk<br>Bestar Office Furniture U Shaped Item Number3<br>110-HJA140.<br>Computer Desk Boardeaux/Charcoal<br>PLEASE NOTIFY THE DEPARTMENT ON DELIVERY DATE<br>AND TIME OF DELIVERY( 48 HOURS BEFORE DELIVERY)<br>CONTACT NAME: PAULA R. HENLEY<br>PHONE # 312/603-6398<br>For The Office Of<br>MATTHEW B. DeLEON<br>SECRETARY TO THE BOARD<br>COOK COUNTY BOARD OF COMMISSIONERS<br>118 N. CLARK ST.<br>ROOM 436<br>CHICAGO, IL. 60602 | 3.00 EA          | 568.0000   | 1,704.00       | 0181440.531930 |
| ***** Total Order ***** |  |                  |            | 1,704.00       |                |

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

Date:

*Paula R. Henley*  
 10/27/11

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

178629

Buyer Number 374244 BEARD, BRENDA

Bid/Sole Src Code EMR

Business Unit 0181440

Internal Req Number Requisition# 10180095

Board Apr Date & Item

Requisition Date 10/18/2011

Date Needed 10/18/2011

Requisition # **OR 99888** Contract #

Open Date

Ship To: 465983 Cook City Sec To The Board Of C  
118 N Clark St  
Room 567  
Chicago IL 60602

Supplier: 299999 TEAM LEAD MAIL BOX

Delivery Instructions:  
Sec. To The Board M. DeLeon  
Paula R. Henley 312/603-6398

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

1,000 962 Bestar Office Furniture

Shaped Computer Desk

< >

3.00 EA

568.0000

1,704.00

0181440.531930

~~PHONE BID~~

Bestar Office Furniture U Shaped

Computer Desk Boardeaux/Charcoal

PLEASE NOTIFY THE DEPARTMENT ON DELIVERY DATE

AND TIME OF DELIVERY( 48 HOURS BEFORE DELIVERY)

CONTACT NAME: PAULA R. HENLEY

PHONE # 312/603-6398

For The Office Of

MATTHEW B. DELEON

SECRETARY TO THE BOARD

COOK COUNTY BOARD OF COMMISSIONERS

118 N. CLARK ST.

ROOM 436

CHICAGO, IL 60602

Total of Items Ordered

1,704.00

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2011 OCT 19 AM 11:39

### 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 unexpended balance in the account to grant same.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

*[Handwritten signatures and initials]*

*New 81 Bk Request*

COMMISSIONERS

|                      |              |
|----------------------|--------------|
| EARLEAN COLLINS      | 1st DISTRICT |
| ROBERT STEELE        | 2nd DISTRICT |
| JERRY BUTLER         | 3rd DISTRICT |
| WILLIAM M. BEAVERS   | 4th DISTRICT |
| DEBORAH SIMS         | 5th DISTRICT |
| JOAN PATRICIA MURPHY | 6th DISTRICT |
| JESUS G. GARCIA      | 7th DISTRICT |
| EDWIN REYES          | 8th DISTRICT |



COMMISSIONERS

|                              |               |
|------------------------------|---------------|
| PETER N. SILVESTRI           | 9TH DISTRICT  |
| BRIDGET GAINER               | 10TH DISTRICT |
| JOHN P. DALEY                | 11TH DISTRICT |
| JOHN A. FRITCHEY             | 12TH DISTRICT |
| LARRY SUFFREDIN              | 13TH DISTRICT |
| GREGG GOSLIN                 | 14TH DISTRICT |
| TIMOTHY O. SCHNEIDER         | 15TH DISTRICT |
| JEFFREY R. TOBOLSKI          | 16TH DISTRICT |
| ELIZABETH "LIZ" DOODY GORMAN | 17TH DISTRICT |

OFFICE OF THE  
**BOARD OF COMMISSIONERS OF COOK COUNTY**

118 NORTH CLARK STREET #567  
 CHICAGO, ILLINOIS 60602  
 (312) 603-6398  
[www.cookcountygov.com/secretary](http://www.cookcountygov.com/secretary)

TONI PRECKWINKLE  
 PRESIDENT

MATTHEW B. DELEON  
 SECRETARY TO THE BOARD

October 18, 2011

Maria de Lourdes Coss  
 Purchasing Agent  
 County of Cook  
 118 North Clark Street – Room 1018  
 Chicago, Illinois 60602  
 Reference: System Requisition# 99888

Dear Mrs. Coss:

Please accept this letter of explanation as to why I am requesting the above referenced requisition be procured outside the normal procurement method.

Some staff members of my office will be relocating to another floor in an expeditious manner. In order to accommodate the move and continue the workflow operation with minimal interruptions, we need to have the referenced items in place as soon as possible.

We have obtained three phone quotations. Attached, please find all three quotes and requisition.

Thank you in advance for your assistance.

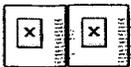
Sincerely,

Matthew B. DeLeon  
 Secretary to the Board



**Rosaura Ortiz (Secretary to the Board)**

**From:** confirmation@quill.com  
**Sent:** Tuesday, October 11, 2011 12:34 PM  
**To:** Rosaura Ortiz (Secretary to the Board)  
**Subject:** Quill Quote Confirmation



**Thank you for shopping at Quill.com, Rose Ortiz!**

Here is the quote you requested. When you are ready to place your order or if you have any questions, you can reach us by email at [info@quill.com](mailto:info@quill.com), by phone at 800-789-1331 or by fax at 800-789-8955. Please note: The prices on this quote will be honored for 30 days.

**1) Quote Details:**

|                               |                              |                              |
|-------------------------------|------------------------------|------------------------------|
| <b>Quote Date:</b> 10/07/2011 | <b>Billing Address:</b>      | <b>Delivery Address:</b>     |
| <b>Account #:</b> 4110918     | Secretary Cook Cty Board Com | Secretary Cook Cty Board Com |
| <b>Purchase #:</b> QUOTE      | Matthew Deleon               | Matthew Deleon               |
|                               | 118 N Clark St #700          | 118 N Clark St Ste 567       |
|                               | Chicago, IL , 60602          | Chicago, IL , 60602          |

**2) Quote Summary:**

**Merchandise Total:** \$1469.97 For great savings on office essentials, visit [Quill.com specials](#).

**Delivery Charge:** \$267.42

**Estimated Tax:** \$0.00

**Quote Total:** \$1737.39

**3) Quote Details:**

**Shipment#:** 1  
**Quote #:** 38109477      **Expected Delivery:** 10/21/2011 – 10/25/2011

Ship from QC

| Item No.     | Product Description  | Color | Qty. | Unit | Price    | Total     |
|--------------|--|-------|------|------|----------|-----------|
| 901-52411BCH | Bestar® Harmony U-Shaped Computer Workstation; Bordeaux/Charcoal | Brch  | 3.00 | EA   | \$489.99 | \$1469.97 |

**Sub Total:** \$1469.97

**Delivery Charge:** \$267.42

**Quote Total:** \$1737.39

If you need further assistance, please contact Customer Service. You can contact us by Email at [info@quill.com](mailto:info@quill.com), by phone at 800-789-1331, or by fax at 800-789-8955. Thank you for your order and as always, we appreciate your business!

**Thanks again for shopping at Quill.com!**

If we can do anything to increase your satisfaction, please reply to this email or call us at 800-789-1331 .

We reserve the right to revise prices, limit qty. correct printing/price errors & refuse orders from distributors, dealers, warehouse stores, individuals or entities outside the scope of specific offers whether made in print or electronically. Instant Coupon Code offers cannot be combined with any other offer, discount, or sale item. Coupons are non-transferable. Quill may refuse to redeem any Instant Coupon which it believes in good faith to be fraudulently or improperly obtained. Premiums are subject to availability, a substitution of equal or greater value may be made.

**[Reorder](#) | [Order Tracking](#) | [My Account](#) | [Return](#) | [Contact Us](#)**

**Paula Henley (Secretary to the Board)**

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**From:** Abbey W <Abbey.W@cymax.com>  
**Sent:** Friday, October 14, 2011 11:44 AM  
**To:** Paula Henley (Secretary to the Board)  
**Subject:** Price Quote

Bestar Harmony U-Shape Wood Home Office Set in Bordeaux

Shipping: Truck Freight - Back of Truck (Free!)

3 \$659.00 \$1,977.00 We would like to let you know that, due to the quantity you are ordering, we will upgrade your order to ship by truck freight. This is done, at no additional cost to you, to help reduce the possibility of damage during shipping. However, this does mean that you will have to be on hand to sign for your item. Please read here about our truck freight procedures or call us toll-free at 1-866-740-9830.

**Coupon Code:** staff5

|                        |                   |
|------------------------|-------------------|
| <b>Sub Total</b>       | <b>\$1,977.00</b> |
| Shipping               | Free!             |
| <b>Coupon Discount</b> | <b>- \$98.85</b>  |
| Sales Tax              | \$0.00            |
| <b>Total</b>           | <b>\$1,878.15</b> |

Abbey W. | Sales Agent | cymaxstores | T: 1-866-740-9830 x 467 | F: 604.637.8452 | E: [abbey.w@cymax.com](mailto:abbey.w@cymax.com)