



**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  
463633

Sidwell Company  
675 Sidwell Court  
St Charles IL 60174

DATE  
4/24/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**181082 - 000- OP**  
REQUISITION NO.  
00102195 OR

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

**SHIP TO** Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Victoria LaCalamita (312) 603-  
7514

DEPT NO	
0401422	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	SIDWELL MAPS Full set of Sidwell Maps This will not exceed \$3,195.00	1.00 EA	3,195.0000	3,195.00	0401422.520560
***** Total Order *****				3,195.00	

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**

*Mauro de Araujo*  
Date: 4/25/12 AM

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

*181083*

*New 8/18/12 Nick*

Requisition # **OR 102195** Contract #

Open Date

Ship To: 8000188  
Assessor - Administration  
Cook County Building  
118 N. Clark Street - RM 314  
Chicago IL 60602-1304

Delivery Instructions:  
Victoria LaCalamita  
(312) 603-7514

Supplier: 463633  
*465/80*  
*465370*

Sidwell Company  
675 Sidwell Court  
St Charles IL 60174

Buyer Number 299999 TEAM LEAD MAILBOX  
Bid/Sole Src Code SSP  
Business Unit 0401422  
Internal Req Number 2040 0017  
Board Apr Date & Item  
Requisition Date 3/7/2012  
Date Needed 3/7/2012

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	985 SIDWELL MAPS	<	1.00	EA	3,195.0000	3,195.00	0401422.520560
	Full set of Sidwell Maps	>					
Total of Items Ordered						3,195.00	

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 sufficient unencumbered balance in the account to grant same.

REQUISITIONER *Victoria LaCalamita*  
BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

*11/13/12*

JOSEPH BERRIOS  
ASSESSOR



COOK COUNTY  
ASSESSOR'S OFFICE  
VICTORIA LACALAMITA  
DIRECTOR OF HUMAN RESOURCES  
118 NORTH CLARK STREET  
ROOM 320, COUNTY BUILDING  
CHICAGO, ILLINOIS 60602  
TEL: (312) 603-7514  
FAX: (312) 603-2494  
vlacalamita@cookcountyassessor.com

March 7, 2012

Maria De Lourdes Coss  
Purchasing Agent  
118 N. Clark Street – Room 1018  
Chicago, Illinois 60602

Dear Ms. Coss,

The Cook County Assessor's Office is submitting the attached requisition 2040 0017 (system requisition no. 102195) for the lease renewal of one full bound set of the 44th edition Sidwell maps from the Sidwell Company. This will not exceed \$3,195.00 and will commit to 2012 fiscal year funds.

The atlases are produced by the Cook County Clerk's Office. However, the Clerk's Office does not bind the books or lease them out to buyers. The Clerk's Office submits the maps to the Sidwell Company for binding. Sidwell binds the maps at the highest level of durability for high-volume usage throughout the assessment cycle. The Sidwell Company is the only licensed reseller of the atlases. Therefore, this renewal must be a sole source. Please see attached the vendor's sole source justification, a scope of work which also states the proposed cost, the sole source justification form, and requisition.

If you have any questions, please do not hesitate to contact me at (312) 603-7514. Thank you.

Sincerely,

Victoria LaCalamita  
Director of Human Resources





**Cook County  
Office of the Purchasing Agent**

**Sole Source Justification**

<b>General Information</b>	Date: 3/7/2012
Unit/Department: Cook County Assessor's Office	Phone No: (312) 603-7514
Contact Name: Victoria LaCalamita Director of Human Resources	Email: <a href="mailto:vlacalamita@cookcountyassessor.com">vlacalamita@cookcountyassessor.com</a>

<b>Vendor Information</b>	Requisition No. 102195
Name: Sidwell Company	Purchase Order No.
Address: 675 Sidwell Court St. Charles, IL 60174	Contract No.

**Description.** Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

Lease renewal of one full bound set of the 44<sup>th</sup> edition of Sidwell maps.

**Type.** Please select one of the options and explain below.

Single Source       Proprietary/Copyright Restrictions       Equipment Compatibility  
 Patented Product       Exclusive or Unique Capability       Other, please explain

**Explanation:** Why is this product or service the only one that would satisfy the requirement(s)?

The map atlases are of property tax parcels and reflect the current tax cycle. The Cook County Clerk's Office is the agency that produces the map atlases and then submits them to the Sidwell Company for binding. The County Clerk's Office does not bind or lease out the actual Sidwell map books to buyers.

**Due Diligence.** Describe the due diligence performed that led to the conclusion that this is a sole source.

In researching various mapping companies on the internet and speaking with different Cook County agencies, the Assessor's Office found that the Sidwell Company is the only licensed reseller of the atlas maps produced by the Cook County Clerk's Office. Because of the close relationship that the Assessor's Office has with the County Clerk in relation to property tax parcels, it would be inaccurate to purchase atlases from any other vendor other than the Sidwell Company.

<b>Department Recommendation</b>	
Requestor:	Date:
Department Head: <i>Victoria LaCalamita</i>	Date: <i>3-7-12</i>

<b>Purchasing Agent Approval</b>	
Signature: <i>Maria de la Cruz</i>	Date: <i>4/25/12</i>

**BID TABULATION**

**BID NAME:** SIDEWELL MAPS  
**BID NUMBER:** 102195  
**BID OPENING DATE:** Tuesday, February 14, 2012  
**BID OPENING TIME:** 10:00AM  
**BUYER NAME:** BRENDA BEARD

VENDOR #1:

SIDEWELL COMPANY

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE										
1	SIDEWALL MAPS Full set of Sidewell Maps This will not exceed \$3,195.00	1.00	EACH	\$3,195.00	\$3,195.00										
					\$3,195.00										