



**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
471513

Pitney Bowes Inc
P O Box 371887
Pittsburgh PA 15250-7887

DATE
5/8/2012
F.O.B. POINT

PURCHASE ORDER NO.
181310 - 000- OP
REQUISITION NO.
00102459 OR

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

SHIP TO Treasurer - Chicago Downtown Branch
Cook County Building
118 N. Clark Street RM 112
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS
Ralph Amelio Treasurer's Office 118 N
Clark St . Room 212

DEPT NO	
5341897	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Pitney Bowes is the Sole Source provider for maintenance on the Pitney Bowes all Pitney Bowes equipment. The term of this coverage will run from July 1, 2012 through June 30, 2013. Description Maintenance-DI900-SN 2200953 F7AO-Folder / Inserter	1.00 YR	2,546.4000	2,546.40	5341897.540180
2.00	Maintenance-SN 3302355 DIVS-Power Stacker	1.00 YR	121.6000	121.60	5341897.540180
3.00	Maintenance-SN 2201381 F7DI- Inverter Kit	1.00 YR	.0000		5341897.540180
4.00	Maintenance-SN 3300390 F7ET-Exit Transport	1.00 YR	.0000		5341897.540180
5.00	Maintenance-SN 2200742 F7M1-Mall Machine Interface	1.00 YR	.0000		5341897.540180
6.00	Maintenance-SN 2203710 F7T4- Tower Feeder Pitney Bowes is a Sole Source provider for maintenance on all Pitney Bowes equipment which includes the Folder/Inserter machine. As per quote # 2668.00 Amount Authorized: \$2,668.00 The term of coverage will be from July 1, 2012 through June 30, 2013	1.00 YR	.0000		5341897.540180
***** Total Order *****				2,668.00	

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: _____

Maria de la Rosa

5/11/12 BA

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

181310

Requisition # OR 102459

Contract # 12-45-2002

Open Date

Ship To: 8001073 Treasurer - Chicago Branch
Cook County Building
118 N. Clark Street RM
Chicago IL 60602-1304

Delivery Instructions:
Ralph Amelio Treasurer's Ofc
118 N Clark St. Room 212

Supplier: 471513 Pitney Bowes Inc
P O Box 371887
Pittsburgh PA 15250-7887

Buyer Number 372902 DE PINO, JAMES A
Bid/Sole Src Code
Business Unit 5341897
Internal Req Number 25340010
Board Apr Date & Item Sole Source
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
1.000 928	Maintenance-DI900-SN 2200953	<	1.00	YR	2,546.4000	2,546.40	5341897.540180
2.000 928	Maintenance-SN 3302355	<	1.00	YR	121.6000	121.60	5341897.540180
3.000 928	Maintenance-SN 2201381	<	1.00	YR	.0000		5341897.540180
4.000 928	Maintenance-SN 3300390	<	1.00	YR	.0000		5341897.540180
5.000 928	Maintenance-SN 2200742	<	1.00	YR	.0000		5341897.540180
6.000 928	Maintenance-SN 2203710	<	1.00	YR	.0000		5341897.540180

Total of Items Ordered 2,668.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the department 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 #

01/21
01/21
01/21



Maria Pappas
Cook County Treasurer

March 7, 2012

Ms. Maria de Lourdes Coss
Cook County Purchasing Agent
118 North CLARK Street, Room 1018
Chicago, Illinois 60602

Re: Requisition OR 102459

Dear Ms. Coss

The Treasurer's Office is requesting to enter into an agreement with Pitney Bowes under System Requisition OR 102459, our Internal Requisition 25340010.

This requisition would cover maintenance for our Pitney Bowes Folder/Inserter machine with associated parts for a period of July 1, 2012 through June 30, 2013.

Attached please find the following.
Pitney Bowes quote
Pitney Bowes Sole Source letter
The Treasurer's Sole Source Justification form.

Pitney Bowes has proprietary rights to this equipment and is the only authorized service provider for Pitney Bowes equipment.

Thank you for your attention to this request.

Sincerely,


Joseph M. Fratto
Chief Deputy Treasurer



Cook County
Office of the Chief Procurement Officer

Sole Source Justification

General Information	Date: March 7, 2012
Unit/Department: Cook County Treasurer	Phone No. x4765
Contact Name: Ralph Amelio	Email ramelio@cookcountytreasurer.com

Vendor Information	Requisition No. 25340010
Name: Pitney Bowes	Purchase Order No.
Address: PO Box 371887 Pittsburgh, PA 15250-7887	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.
For the maintenance coverage of our Pitney Bowe Folder/Inserter machine From July 1, 2012 through June 30, 2013 Any services to be done at 118 N. Clark Street, Room 112

Type. Please select one of the options and explain below.
<input type="checkbox"/> Single Source <input type="checkbox"/> Proprietary/Copyright Restrictions <input type="checkbox"/> Equipment Compatibility <input type="checkbox"/> Patented Product <input type="checkbox"/> Exclusive or Unique Capability <input type="checkbox"/> Other, please explain
Explanation: Why is this product or service the only one that would satisfy the requirement(s)? Pitney Bowes is the only vendor authorized to perform maintenance on Pitney Bowes equipment

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

Department Recommendation	
Requestor: Ralph Amelio	Date: March 7, 2012
Department Head: Joseph M Fratto	Date: March 7, 2012

Chief Procurement Officer Approval	
Signature:	Date: 5/10/12
6/21/11	BM



Engineering the flow of communication™

PRICE QUOTATIONS ON MAINTENANCE AGREEMENTS
****THIS IS NOT A BILL!****

February 14, 2012

COOK COUNTY TREASURERS OFFICE
ROOM 112
118 N CLARK ST
CHICAGO, IL 60602

Dear Valued Customer:

Please accept this as a written confirmation of our current **annual pricing** on your equipment. This price is only for the models and serial numbers of equipment indicated below for the period of coverage: **July 01, 2012 thru June 30, 2013:**

Install Account Number: 2112-3110-20-3

<u>Model</u>	<u>Serial No.</u>	<u>Description</u>	<u>Price</u>
DIVS	3302355	POWER STACKER	\$ 121.60
F7A0	2200953	DI900 FOLDER/INSERTER	\$2546.40
F7DI	2201381	INVERTER KIT	INCL.
F7ET	3300390	EXIT TRANSPORT	INCL.
F7M1	2200742	MAIL MACHINE INTERFACE	INCL.
F7T4	2203710	TOWER FEEDER	INCL.

***Quoted amounts do not include any applicable state or local taxes.**

Reminder *Account Number and Serial Number must be Included on your Purchase Order and forwarded to:

Pitney Bowes Inc./Government Billing
1305 Executive Blvd. Suite 200
Chesapeake, VA 23320

Thank you for doing business with Pitney Bowes.

Sincerely, Government Billing
Phone: (800) 441-2514, Option 1, State/Local Government
Fax: (757) 228-3141