



**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

76896

ITR Systems
2737 Curtiss St
Downers Grove IL 60515

DATE

6/4/2012
F.O.B. POINT

PURCHASE ORDER NO.

181668 - 000- OP

REQUISITION NO.

00104012 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	MAINTENANCE Preventative Maintenance Agreement for 10 Rapidprint Time Stamp Machines. Effective dates: July 1, 2012 thru June 30, 2013	1.00 JB	950.0000	950.00	0401422.540180
***** Total Order *****				950.00	

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 Cruz

6/7/12 BSR

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # OR 104012 Contract # 12-90-300

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: 76896
ITR Systems
2737 Curtiss St
Downers Grove IL 60515

Buyer Number 299999 TEAM LEAD MAILBOX
Bid/Sole Src Code SSV
Business Unit 0401422
Internal Req Number 2040 0042
Board Apr Date & Item 5/30/2012
Requisition Date 5/30/2012
Date Needed 5/30/2012

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost Business Unit and Object Account

1.000 928 MAINTENANCE 1.00 JB 950.0000 950.00 0401422.540180

Preventative Maintenance Agreement for 10 Rapidprint Time Stamp Machines.

Effective dates: July 1, 2012 thru June 30, 2013

Total of Items Ordered 950.00

RECEIVED
OFFICE OF THE
PURCHASING AGENT

2012 MAY 30 PM 4:03

BOOKKEEPING

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

ACCT #

DATE BY

Victoria LaCalamita
BUREAU or DEPARTMENT HEAD

REQUISITIONER

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

May 30, 2012

Ms. Maria De Lourdes Coss
Chief Procurement Officer
118 N. Clark – Room 1018
Chicago, IL 60602

Dear Ms. Coss:

The Cook County Assessor's Office is submitting the attached Requisition 2040 0042, System Requisition No. 104012, for ITR Systems. This maintenance agreement is effective July 1, 2012 thru June 30, 2013. This will not exceed \$950.00 and will commit to 2012 fiscal year funds.

The Cook County Assessor's Office currently has 10 Rapidprint Time Stamp Machines. Due to high usage, these time stamp machines require regular maintenance and on certain occasions, they may need to be repaired. ITR Systems offers a highly cost effective maintenance agreement which includes travel, labor, and replacement of parts for an entire year. Without the maintenance agreement, a repair could cost a minimum of \$123.00 for one hour. This would not include any travel or labor time exceeding an hour. Nor would it include any replacement parts that may be needed.

The Assessor's Office did extensive research online in search for other companies that service Rapidprint Time Stamp Machines. We found that ITR Systems is the nearest company to the Cook County Building that can service the time stamp machines. The second closest company that we found is in Peoria, Illinois. Servicing our time stamp machines from any other company would become very costly due to long traveling distances.

Please see attached a sole source justification form, requisition, and a copy of the vendor's proposed services and pricing. If you should need more information, please contact me at (312) 603-7514.

Sincerely,

Victoria LaCalamita
Deputy of Human Resources





**Cook County
Office of the Purchasing Agent**

Sole Source Justification

General Information	Date: 05/30/2012
Unit/Department: Cook County Assessor's Office	Phone No: (312) 603-7514
Contact Name: Victoria LaCalamita Deputy of Human Resources	Email: vlacalamita@cookcountyassessor.com

Vendor Information	Requisition No. 104012
Name: ITR Systems	Purchase Order No.
Address: 2737 Curtiss St. Downers Grove, IL 60515	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.

Preventative Maintenance Agreement for 10 Rapidprint Time Stamp Machine. Due to high usage, these time stamp machines require regular maintenance and on certain occasions, they may need to be repaired. Effective dates: July 1, 2012 thru June 30, 2013.

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)?

ITR Systems offers a highly cost effective maintenance agreement which includes travel, labor, and replacement of parts for an entire year. Without the maintenance agreement, a repair could cost a minimum of \$123.00 for one hour. This would not include any travel or labor time exceeding an hour. Nor would it include any replacement parts that may be needed.

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

The Assessor's Office did extensive research online in search for other companies that service Rapidprint Time Stamp Machines. We found that ITR Systems is the nearest company to the Cook County Building that can service the time stamp machines. The second closest company that we found is in Peoria, Illinois. Servicing our time stamp machines from any other company would become very costly due to long traveling distances.

Department Recommendation

Requestor: _____ Date: _____

Department Head: *Victoria LaCalamita* Date: _____

Purchasing Agent Approval

Signature: *Anna deLeon* Date: 6/7/12



Preventative Maintenance Agreement PMA

An ITR Systems Preventative Maintenance Agreement (PMA) is much like an extended warranty on your time equipment. If your equipment was to malfunction, this service agreement covers all time and material cost that are necessary to bring the time recorder back to proper working condition. At the time of service your machine will be field cleaned and lubricated and properly adjusted to factory standards.

Should it be determined that the equipment failure is due to abuse or misuse the customer will be responsible for all repair cost and be billed at current established rates. Parts such as year wheels and engraved die plates are not covered under the contract because they cannot be controlled by ITR.

Service technicians at ITR Systems are factory trained to service your equipment using tested techniques and specially designed tools. These technicians attend factory supervised courses at regular intervals. The use of service personnel from other companies is not recommend and may void the contractual agreement.

If you have any questions please do not hesitate to give me a call.

Thank you,

Jerry Lurquin
ITR Systems
Account Representative
(630) 512-0044
jlurquin@itr-systems.com



2737 CURTISS STREET
 DOWNERS GROVE, IL 60515
 (630) 512-0044 FAX (630) 512-0056
 WEB SITE: www.itr-systems.com

- TIME / DATE STAMPS
- TIME RECORDERS
- MASTER CLOCKS
- FIRE ALARMS
- P/A INTERCOM
- CCTV & CARD ACCESS
- TELEPHONE SYSTEMS

MAINTENANCE AGREEMENT

TC

SEE NOTES FOR RENEWAL PRICE

EFFECTIVE FROM			EFFECTIVE TO		
MO	DAY	YEAR	MO	DAY	YEAR
07	01	12	06	30	13

EQUIPMENT COVERED BY THIS MAINTENANCE AGREEMENT			
MODEL	SERIAL NO	EQUIPMENT AND LOCATION	ANNUAL AMOUNT
AR-E	531125	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531126	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531127	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531128	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531129	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531130	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531131	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531132	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531133	RAPIDPRINT TIME RECORDER	\$95.00
AR-E	531134	RAPIDPRINT TIME RECORDER	\$95.00

MAINTENANCE AGREEMENT PROVIDES



LABOR NEEDED TO RESTORE EQUIPMENT TO PROPER WORKING CONDITION AS DEFINED IN THE TERMS AND CONDITIONS. TELEPHONE SUPPORT DURING NORMAL WORK HOURS CST

SERVICE TECHNICIANS ARE FACTORY TRAINED TO SERVICE YOUR EQUIPMENT USING TESTED TECHNIQUES AND SPECIALLY DESIGNED TOOLS. THESE TECHNICIANS ATTEND FACTORY SUPERVISED COURSES AT REGULAR INTERVALS.

SPECIAL INSTRUCTIONS: REPAIR/REPLACEMENT OF BROKEN KEY IN LOCK IS NOT COVERED BY CONTRACT.	SUBTOTAL	\$950.00
	TOTAL	\$950.00

ACCEPTED BY: _____
 PHONE NO.: 312-603-7583
 FOR: COOK COUNTY ASSESSOR'S OFFICE
 ADDRESS: 118 N. CLARK STREET, ROOM 320
 CITY: CHICAGO STATE: IL ZIP CODE: 60602

ITR SYSTEMS

 SUBMITTED BY: JEROME T. LURQUIN
 TITLE: ACCOUNT REPRESENTATIVE
 DATE: May 24, 2012 Revised

TERMS AND CONDITIONS

1. Travel and labor time on calls after business hours, Saturdays, Sundays and holidays are charged to the customer at established rates. This agreement does not cover service and parts required by accidents, fire, water, storm or negligence. Alterations or attachments may require a change in maintenance charges. Parts, equipment upgrades such as year wheels and/or specification changes, etc., and product training after initial installation are not covered and are charged to the customer. If a shop reconditioning is necessary, ITR Systems (the Company) will submit a cost estimate. Such work authorized by the customer will be in addition to the maintenance charge. This agreement will be automatically renewed for successive one-year periods. Either party may cancel on 30 days written notice. In event of cancellation of individual units or the entire agreement, credit will be in proportion to the unexpired months of the agreement.

2. It is understood and agreed by and between the parties hereto that the Company is not an insurer, nor is this Agreement intended to be an insurance policy or a substitute for an insurance policy. Insurance, if any, will be obtained by the Subscriber. Charges are based solely upon the value of the System and/or the services provided and are unrelated to the value of the Subscriber's property or the property of others located in Subscriber's premises. The amounts payable by the Subscriber are not sufficient to warrant Company assuming any risk of consequential, collateral, incidental or other damages to the Subscriber due to the System, its installation or the use thereof, or any deficiency, defect or inadequacy of the System or services or due to the Company's negligence or failure to perform. Subscriber does not desire this Agreement to provide for the liability of Company and Subscriber agrees that the Company shall not be liable for loss or damage due directly or indirectly to any occurrences or consequences therefrom which the System or service is designed to detect or avert. From the nature of the System provided hereunder or the services to be performed, it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from the active or passive negligence of, or a failure on the part of, Company to perform any of its obligations hereunder, or the failure of the System to properly operate. If the Company should be found liable for loss or damage due to a failure on the part of the Company or the System or services, in any respect, such liability shall be limited, solely with regard to any RECURRING SERVICE transaction, to an amount equal to fifty percent of one year's recurring service charge or the amount of \$1000, whichever is less, or, solely with respect to a DIRECT SALE transaction, to an amount equal to the purchase price of the equipment with respect to which the claim is made, and regardless of the type of transaction, this liability shall be exclusive. The provisions of this paragraph shall apply in the event loss or damage, irrespective of cause or origin, results directly or indirectly to person or property from the performance or non-performance of the obligations set forth by the terms of the Agreement or from the active or passive negligence of the Company, its agent or employees. In the event that Subscriber desires the Company to assume greater liability under this Agreement, a choice is hereby given of obtaining full or limited liability by paying an additional amount in proportion to the amount of liability the Company will assume. If this option is chosen, an additional rider shall be attached to this Agreement setting forth the additional liability of the Company and the additional charge.

3. The company does not represent or warrant that the System may not be compromised or circumvented, that the System or services will prevent any loss by burglary, holdup, fire or otherwise, or that the System or services will in all cases provide the protection for which it is installed or intended. Subscriber assumes all risk of loss or damage to Subscriber's premises or to its contents, whether belonging to Subscriber or others; and has not relied on any representations or warranties, express or implied, except as specifically set forth in this Agreement. Further, there is expressly excluded from this Agreement the warranties of merchantability or fitness for a particular purpose.

4. In the event any person, not a party to this Agreement, shall make any claim or file any lawsuit against Company for any reason relating to the System or the Company's duties and obligations pursuant to the Agreement including, but not limited to the design, installation, repair, monitoring, inspection, operation, or non-operation of the System, Subscriber agrees to indemnify, defend and hold Company harmless from any and all claims and lawsuits, including the payment of all damages, expenses, costs and attorney's fees, whether these claims and lawsuits are based upon active or passive negligence, indemnification, contribution or strict or product liability on the part of the Company, its agents or employees, except to the extent such lawsuit occurs while an employee or agent of Company is on the Premises and which losses, damages, expenses and liability are solely and directly caused by the acts of said employee or agent.

5. RECEIPT OF SIGNALS/RESPONSE TO ALARMS:

a) **TELEPHONE LINES:** Subscriber acknowledges that if a digital communicator is utilized for the purposes of transmitting alarm signals from the Premises to the signal receiving equipment, the signals from the System are transmitted over Subscriber's regular telephone service to the signal receiving equipment, and in the event Subscriber's telephone service is out of order, disconnected, placed on vacation or otherwise interrupted, signals from the System will not be received by the signal receiving equipment during any such interruption in telephone service and the interruption will not be known to Company or the Monitoring Facility. Subscriber further acknowledges and agrees that signals are transmitted over telephone company lines which are wholly beyond the control and jurisdiction of the Company and are maintained and serviced by the applicable telephone company or utility. Subscriber further acknowledges being advised that digital Systems should be connected to an RJ31X or equivalent jack which seizes the telephone lines and prevents other calls from being made while System is activated, and therefore the Subscriber may wish to install the service on a secondary telephone line.

b) **FALSE ALARMS:** If Company or a governmental authority dispatches an agent to respond to a false alarm originating from the Premises, where Subscriber intentionally, accidentally or negligently has activated the alarm signal, or if Company makes any repair call caused by the inadvertence or negligence of Subscriber, Subscriber shall, in addition to being responsible for any and all fees and/or fines assessed by the appropriate governmental authority with respect to such false alarms, pay to Company the charges for a service call at its then existing rates.

6. Subscriber agrees that all Company-owned equipment installed to monitor or supervise the System (s) shall at all times remain the sole property of the Company. Subscriber will not encumber or dispose of said equipment or permit the equipment to be taken from the Premises or tampered with. In the event of loss or damage to the System or any part thereof, whether during installation or thereafter, Subscriber agrees to pay Company the reasonable value thereof or the cost of repairs thereto as determined by Company. Subscriber agrees that the installation of the System does not constitute the System as a fixture.