



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
 82352

ACCO Brands USA LLC
 PO Box 203412
 Dallas TX 75320-3412

DATE
 8/14/2012
 F.O.B. POINT

PURCHASE ORDER NO.
182547 - 000- OP
 REQUISITION NO.
 00104195 OR

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

SHIP TO Highways - Admin. & Tech. Reproduction
 Cook County Administration Offices
 69 W. Washington Street RM2235
 Chicago IL 60602-3007

DELIVERY INSTRUCTIONS
 Robert Ginsburg - 312-603-1787

DEPT NO	
5001389	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Annual Maintenance Agreement AS PER CONTRACT NO. 12-90-352 MAGNAPUNCH MECHANICAL BINDER (PRODUCT CODE 2529510) @ \$1,232.00/EACH, QUANTITY: 1 CATENA LAMINATOR (PRODUCT CODE 2524652) @ \$776.16,/EACH, QUANTITY: 1 TOTAL COST: \$2,008.16 PER QUOTE # 00005000 DATED MAY 3, 2012	.00 LO	.0000	2,008.16	5001389.540150
***** Total Order *****				2,008.16	

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
 8/17/12 BH

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # OR 104195 Contract # 12-90-352

Ship To: 8000432 Highways - Admin. & Tech. Repr
Cook County Administration Off
69 W. Washington Street
Chicago IL 60602-3007

Supplier: 82352 General Binding Corporation
PO Box 203412
Dallas TX 75320-3412

Open Date

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code SSP
Business Unit 5001389
Internal Req Number 12003308
Board Apr Date & Item 6/7/2012
Requisition Date 6/7/2012
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

Quantity UOM Est. Unit Cost

Extended Cost Business Unit and Object Account

Bal. on Hand

1.000	450	1 yr main. agreement on magna	punch and Laminator	<	>	EA	2,008.1600	2,008.16	5001389.540150
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Total of Items Ordered 2,008.16

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 JUN 15 AM 8:38

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 JUL 25 AM 10:45
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 #

REQUISITIONER

DATE BY

BUREAU or DEPARTMENT HEAD

THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE
PRESIDENT

EARLEAN COLLINS	1 st Dist.	PETER N. SILVESTRI	9 th Dist.
ROBERT STEELE	2 nd Dist.	BRIDGET GAINER	10 th Dist.
JERRY BUTLER	3 rd Dist.	JOHN P. DALEY	11 th Dist.
WILLIAM M. BEAVERS	4 th Dist.	JOHN A. FRITCHEY	12 th Dist.
DEBORAH SIMS	5 th Dist.	LAWRENCE SUFFREDIN	13 th Dist.
JOAN PATRICIA MURPHY	6 th Dist.	GREGG GOSLIN	14 th Dist.
JESUS G. GARCIA	7 th Dist.	TIMOTHY O. SCHNEIDER	15 th Dist.
EDWIN REYES	8 th Dist.	JEFFREY R. TOBOLSKI	16 th Dist.
		ELIZABETH ANN DOODY GORMAN	17 th Dist.



COOK COUNTY
BUREAU OF ADMINISTRATION
DEPARTMENT OF HIGHWAYS
John Yonan, P.E.
Superintendent
George W. Dunne Cook County Office Building
69 West Washington Street 23rd Floor
Chicago, Illinois 60602-3007
Telephone (312) 603-1601
Fax (312) 603-9945

June 1, 2012

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

RE: Equipment Maintenance Agreement
Sole Source Requisition
Internal Requisition #: 104195
Business Unit: 5001389
Object Account: 5001389.540150
Fiscal Amount: \$2,008.16

Dear Ms. Coss:

The Highway Department is requesting that a sole source purchase order be issued to GBC in the amount of \$2,008.16.

This amount is for the renewal of our annual maintenance agreement contract on the Magna Punch and Catena laminator. GBC is the manufacturer of both pieces of equipment and is the sole source provider of maintenance.

Your approval and processing of this requisition is greatly appreciated.

Sincerely,



Robert Ginsburg, Administrative Director
Department of Highways

For: John Yonan, P.E.
Superintendent of Highways
Cook County, Illinois



**Cook County
Office of the Purchasing Agent**

Sole Source Justification

General Information	Date: Jul 24, 2012
Unit/Department: 500/Highway	Phone No. 312-603-1775
Contact Name:	email Robert.Spelich@cookcountyil.gov

Vendor Information	Requisition No. 104195
Name: GBC	Purchase Order No.
Address: 19 South LaSalle Street Suite 503 Chicago, Illinois 60603	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.

Annual maintenance agreement for the Department's GBC MagnaPunch mechanical binder and Catena laminator.

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 GBC MagnaPunch mechanical binder and Catena laminator were purchased from and are solely maintained by GBC.

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

The existing equipment, provided by the vendor, is maintained solely by GBC.

Department Recommendation	
Requestor:	Date:
Department Head: <i>Robert Spelich</i>	Date:

Purchasing Agent Approval	
Signature:	Date:



Print Finishing Services

July 23, 2012

Mr. Robert Spelich
Cook County Highway Department
69 W. Washington -RM2235
Chicago, IL 60602

Dear Mr. Spelich:

There is an exclusive, sole-source situation that exists for the servicing of GBC & VeloBind punching and binding machines. GBC is the exclusive manufacturer of this equipment and the only authorized Service organization for it as well. We have not authorized any third party servicing of this piece of equipment at this point.

GBC services and maintains parts through the GBC service organization for our equipment. All service technicians are trained and employed by GBC.

If you need additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Romond", written in a cursive style.

Bruce Romond
Key Account Manager
General Binding Corporation
19 S. LaSalle St. Ste 503
Chicago, IL 60603



GBC, a Division of ACCO Brands
 300 Tower Parkway
 Lincolnshire IL 60069 USA
 T: 800-723-4000
 F: 800-914-8178
www.gbconnect.com

Quote Number 00005000
 Created Date 5/3/2012
 Expiration Date 6/2/2012

Prepared By Bruce Romond
 Phone (847) 571-0725
 E-mail bruce.romond@gbc.com
 Fax (312) 251-1206

Contact Name Bob Spelich
 Direct Line/Ext (312) 603-1336
 Phone (312) 603-1775
 Email robert.spelich@cookcountyil.gov

Bill To Name HIGHWAYS-ADMIN & FISCAL MGT-269933
 Bill To 69 W WASHINGTON ST RM 2400
 CHICAGO, IL 60602
 US
 Oracle Customer Number 91163

Ship To Name HIGHWAYS-ADMIN & FISCAL MGT-269933
 Ship To 69 W WASHINGTON ST RM 2235
 CHICAGO, IL 60602
 US

Product	Product Code	Type	Serial #	Sales Price	Quantity	U/M	Total Price
EMA Catena 65 w/rewind	2524652	1 year EMA	VD00146G	USD 776.16	1.00	YR	USD 776.16
EMA Magna Punch w/o dies	2529510	1 year EMA	VE02177P	USD 1,232.00	1.00	YR	USD 1,232.00

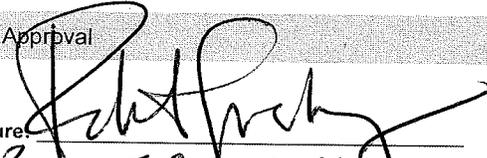
Special Instructions Renewal of expired agreements for both the laminator and the MagnaPunch. Machines must be in proper condition prior to the service agreement - subject to inspection.

Subtotal USD 2,008.16
 Tax Not Included
 Shipping and Handling Not Included
 Grand Total USD 2,008.16

Service Level 3-Point: Two Day On-Site Service (where appl.)

Service Coverage All parts, labor & travel is included in the price of the maintenance agreement. May not be available in all areas. Prices do not include die replacement coverage.

Order Approval

Signature: 
 Name: ROBERT GINSBURG
 Title: ADMINISTRATIVE DIRECTOR
 Date: 5/8/12
 PO#: _____

Please select your preferred shipping method.
 Best Way: _____ Next Day Air: _____
 Ground: _____ 2nd Day Air: _____
 Other (please specify): _____
 Inside Delivery Required*? YES / NO
 (*Additional charges apply)

Special Instructions:



GBC, a Division of ACCO Brands
300 Tower Parkway
Lincolnshire IL 60069 USA
T: 800-723-4000
F: 800-914-8178
www.gbconnect.com

Quote Number 00005000
Created Date 5/3/2012
Expiration Date 6/2/2012

Payment Terms Net 30

If Sales Tax or Shipping & Handling charges are shown on this document, they are estimated.
F.O.B. Shipping Point - Transportation charges payable by the purchaser.

Order # _____
Entered by _____