

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

186215

Requisition # **OR 110253** Contract # **1322-13030** Open Date

Ship To: 8000043 Building and Zoning - Admin Se Delivery Instructions: Supplier: 83818 Neopost PO Box 45845
Cook County Administration Of Deborah Riggins (312)603-0528 San Francisco CA 94145
69 W. Washington Street RM 283 Chicago IL 60602-3007

Buyer Number
Bid/Sole Src Code 1601141
Business Unit 13000005
Internal Req Number
Board App Date & Item 8/22/2013
Requisition Date 8/22/2013
Date Needed 8/22/2013

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
1,000	981	Postage meter tapes	1.00	EA	19.5000	19.50	1601141.530805
2,000	981	Postage meter tapes Part No. 7489233-01	1.00	EA	210.0000	210.00	1601141.530805
3,000	981	Ink Cartridge Item # LINK3456h	1.00	EA	18.9900	18.99	1601141.530805
		RENTAL OR LEASE OF EQUIPMENT - GENERAL EQUIPMENT					
		Shipping and handling for the two items.					
					Total of Items Ordered	248.49	

Recommended Supplier List: AVB Number 83818 Neopost Supplier Name

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.

REQUISITIONER _____
BUREAU or DEPARTMENT HEAD _____

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT # _____
DATE _____ BY _____



**Cook County
Office of the Chief Procurement Officer**

Sole Source Justification

General Information	August 22, 2013
Unit/Department: Building & Zoning	(312)603-0528.
Contact Name: Deborah Riggins	Email Deborah.Riggins@CookCountyil.gov

Vendor Information	Requisition No 110253.
Name: Neopost	Purchase Order No.
Address: P.O. Box 45845 San Francisco, Ca 94145	Contract No Lease # 05101598.

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.

Postage meter tape and Ink Cartridge. They last about a year.
Cook County Building & Zoning
69 W. Washington, Ste. 2830
Chicago, Il 60602

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)?
We have to use Neopost ink and tape in there equipment.

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

I know I can't use any other brand in there equipment. We use to call them up and get it sent out and then they would send and invoice. But now we have to do a requisition and get a PO then they will send out the supplies. We have a big mailing coming up in November and we can't run out of ink.

Department Recommendation	
Requestor Deborah Riggins:	August 22, 2013
Department Head:	Date: 8.22.13

Chief Procurement Officer Approval	
Signature:	Date:

Carolynn Jones (Procurement)

From: CC Procurement (Procurement)
Sent: Friday, August 30, 2013 10:26 AM
To: Carolynn Jones (Procurement)
Cc: Yolanda Orozco (Procurement); Deborah Riggins (Building and Zoning)
Subject: Requisition No. 110253
Attachments: DOC082213.pdf

Hello Caro

Please assign the attached requisition (ncr) to Yolanda Orozco. thanks,

Ed Gronkowski

From: Deborah Riggins (Building and Zoning)
Sent: Thursday, August 22, 2013 10:55 AM
To: CC Procurement (Procurement)
Subject:



OFFICE OF THE CHIEF PROCUREMENT OFFICER

SHANNON E. ANDREWS

CHIEF PROCUREMENT OFFICER

118 North Clark Street, Room 1018 • Chicago, Illinois 60602 • (312) 603-5370

September 5, 2013

Ms. Laura Fleming
Neopost
PO Box 45845
San Francisco, CA 45845

**RE: Notice of Award
Quote Number 110253 for Printing Supplies**

Dear Ms. Fleming:

This correspondence is to serve as notice that the County of Cook has issued a Purchase Order for Quote Number 110253 for Printing Supplies.

Attached is a copy of Purchase Order Number 186215. When inquiring about this project, please refer to the purchase order number.

If you have any questions, please contact Yolanda Orozco, Buyer at (312) 603-6707, or via email at yolanda.orozco@cookcountyil.gov.

Sincerely,

Shannon E. Andrews
Chief Procurement Officer

SEA/YO

TONI PRECKWINKLE

PRESIDENT
Cook County Board
of Commissioners

EARLEAN COLLINS
1st District

ROBERT STEELE
2nd District

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3rd District

STANLEY MOORE
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