



**OFFICE OF THE CHIEF PROCUREMENT OFFICER  
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  
564302

Pitney Bowes Inc  
P O Box 371896  
Pittsburgh PA 15250-7896

DATE  
7/17/2014  
F.O.B. POINT

PURCHASE ORDER NO.  
**188998 - 000- OP**  
REQUISITION NO.  
00113499 OR

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

**SHIP TO** Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**

Recorder of Deeds Priscilla  
Bennett 312-603-4679

DEPT NO	
1301154	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Maintenance Equipment Maintenance: Maintenance on Pitney Bowes Mail Machine/Scale Platform. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. Vendor agrees to supply all parts including consumable parts and labor. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. Description: US/WOW DM1000 MAILING MACHINE: SERIAL #0002550/MODEL #DW00 15/30 LB SCALE PLATFORM: SERIAL #0104337/MODEL# MP30 Account Number: 21125090205 Purchase Order period: July 1, 2014 through June 30, 2015	1.00 JB	3,966.5000	3,966.50	1301154.540150
***** Total Order *****				3,966.50	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

**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.

CHIEF PROCUREMENT OFFICER

Date:

*Shane E. M.* 29 September 2014

OP

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 113499**

Contract # **1441-13675**

Open Date

Ship To: 8000889 Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

Delivery Instructions:  
Recorder of Deeds  
Priscilla Bennett 312-603-4679

Supplier: 564302 Pitney Bowes Inc  
P O Box 371896  
Pittsburgh PA 15250-7896

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code NCR  
Business Unit 1301154  
Internal Req Number 41300012  
Board Apr Date & Item  
Requisition Date 4/22/2014  
Date Needed 4/22/2014

One Time Purchase  Yes  No Covers Need for \_\_\_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_

Line # Commodity Description

Prior Contract No. \_\_\_\_\_  
Bal. on Hand \_\_\_\_\_ Quantity UOM Est. Unit Cost

Expiration Date \_\_\_\_\_ Emergency No. \_\_\_\_\_  
Extended Cost Business Unit and Object Account

1.000 941

Maintenance

< >

1.00 JB

3,966.5000

3,966.50

1301154-540150

Equipment Maintenance:

Maintenance on Pitney Bowes Mail Machine/Scale Platform. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. Vendor agrees to supply all parts including consumable parts and labor.  
24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME.

Description:

USMOW DM1000 MAILING MACHINE: SERIAL #0002550/MODEL #DW00

1530 LB SCALE PLATFORM: SERIAL #0104337/MODEL# MP30

CONTRACT PERIOD:

7-1-14-6-30-15

Total of Items Ordered

3,966.50

### CERTIFICATION

I hereby certify that the terms and/or conditions 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. I have obtained the approval of the Board of County Commissioners, and there is a sufficient understanding of the terms and conditions of the contract to grant same.

REQUISITIONER

SUBEAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_

DATE \_\_\_\_\_

BY \_\_\_\_\_

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
APR 22 2014 2:02 PM  
TIME KEEPER