



**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**  
852924

Delivery & Distribution Solutions,  
16 west 251 S. Frontage Road Unit  
Burr Ridge IL 60527

**DATE**  
2/17/2016  
**F.O.B. POINT**

**PURCHASE ORDER NO.**  
**194481 - 000- OP**  
**REQUISITION NO.**  
00122688 OR

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

**SHIP TO** Judiciary - Administration  
Richard J. Daley Center  
50 W. Washington Street RM 2600  
CHICAGO IL 60602-3002

**DELIVERY INSTRUCTIONS**  
ANTHONY BARONE (312) 603-3083  
50 W WASHINGTON, #1000, 60602

DEPT NO	Page 1 of 2
3100809	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>COURIER SERVICE - PICKUP AND DELIVERY OF JUROR SUMMONS FORM AS PER CONTRACT NO. 1526-14397 CONTRACT PERIOD: MAY 13, 2015 THROUGH MAY 12, 2016 WITH A ONE (1) YEAR RENEWAL OPTION AMOUNT AUTHORIZED: \$8,237.50</p> <p>INSIDE PICKUP FROM: JURY ADMINISTRATION, R. J. DALEY CENTER, 50 W. WASHINGTON STREET, 10TH FLOOR, ROOM 1000, CHICAGO, ILLINOIS 60602.</p> <p>DELIVER DIRECTLY TO: USPS BULK MAIL FACILITY AT 433 WEST HARRISON STREET, CHICAGO, ILLINOIS 60607</p> <p>IN THE UNLIKELY EVENT THE HARRISON FACILITY IS CLOSED, THE MAILINGS MUST BE DELIVERED, AT NO ADDITIONAL EXPENSE, TO THE USPS LOCATION AT 540 NORTH DEARBORN STREET, CHICAGO, ILLINOIS, 60610, IN THE SAME MANNER AS OUTLINED BELOW FOR THE HARRISON LOCATION.</p> <p>MAILINGS ARE PRE-SORT, FIRST CLASS BULK (PROCESSING CATEGORY LETTERS DMM C050, PREPARED UNDER DMM:M810 AUTOMATION LETTERS).</p> <p>MAILINGS ARE TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS, HARRISON LOCATION, IMMEDIATELY AFTER PICK-UP FOR SAME DAY POSTAGE.</p> <p>MAILINGS CONSIST OF STANDARD USPS 1-FOOT AND 2-FOOT SLEEVED MAIL TRAYS; NORMALLY A COMBINATION OF BOTH TRAYS.</p> <p>MAILINGS COMPRISE OF APPROXIMATELY 10 TO 16 MAIL TRAYS PER DAY (WITH ALLOWANCES FOR UP TO 35 MAIL TRAYS ON A SINGLE DAY).</p> <p>MAILING MUST BE PICKED UP DAILY, MONDAY THROUGH</p>	250.00 EA	32.9500	8,237.50	3100809.520270

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.

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:**

**Authorized Signature:**

**Date:**

*John E. M.* 22 February 2016  
OP



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	<p>FRIDAY (EXCLUDING COURT HOLIDAYS), BY 9:30 A.M. UNLESS INSTRUCTED OTHERWISE (SEE NEXT ITEM) AND DELIVERED TO THE USPS AT 433 WEST HARRISON STREET, IMMEDIATELY AFTER PICK-UP.</p> <p>Cook County, Description JURY ADMINISTRATION MUST HAVE THE FLEXIBILITY TO: - ALTER SCHEDULED PICKUP TIMES FROM MORNING TO AFTERNOON PICKUPS ON SHORT NOTICE. - CANCEL A SCHEDULED PICKUP ON SHORT NOTICE. - COMBINE MULTIPLE DAYS' DELIVERIES INTO ONE DELIVERY ON SHORT NOTICE.</p> <p>MANDATORY SAME DAY DELIVERY OF ALL PREPARED MAIL TRAYS TO THE USPS RECEIVING AREA.</p> <p>ALL PAPERWORK IS TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS ALONG WITH ITS CORRESPONDING MAIL TRAYS.</p> <p>COURIER IS TO VERIFY TOTAL TRAYS TO BE PICKED UP MATCH PAPERWORK AND SIGN JURY ADMINISTRATION LOG BOOK PRIOR TO LEAVING OFFICE.</p> <p>COURIER MUST SUPPLY A DOLLY OR CART NECESSARY TO TRANSPORT MAIL TRAYS FROM THE 10TH FLOOR, OFFICE OF JURY ADMINISTRATION, DALEY CENTER TO THE LOADING DOCK VIA THE BUILDINGS FREIGHT ELEVATOR.</p> <p>COURIER IS RESPONSIBLE FOR IMMEDIATELY NOTIFYING JURY ADMINISTRATION BY PHONE OF ANY DELIVERY OR ACCEPTANCE PROBLEMS EITHER EN ROUTE OR AT THE USPS RECEIVING AREA.</p> <p>COURIER MUST BILL FOR SERVICES RENDERED ON A WEEKLY BASIS.</p> <p>AMENDMENT # 1 - RENEWAL AND INCREASE OPTION AMENDMENT PERIOD: MAY 13, 2016 THROUGH MAY 12, 2017 AMENDMENT AMOUNT: \$8,237.50 TOTAL REVISED AMOUNT AUTHORIZED: \$16,475.00</p> <p>AMOUNT ENCUMBERED ON P.O. 191359: \$8,237.50</p> <p>TOTAL PREVIOUSLY ENCUMBERED: \$8,237.50 AMOUNT ENCUMBERED ON THIS P.O. \$8,237.50 TOTAL ENCUMBERED AMOUNT INCLUDING THIS P.O.: \$16,475.00 Cook County, Description BALANCE ON THIS PO</p>				
		*****	Total Order	*****	8,237.50