



**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  
850142  
Neopost USA Inc.  
478 Wheelers Farm Road  
Milford CT 06461

DATE  
3/30/2016  
F.O.B. POINT

PURCHASE ORDER NO.  
**194853 - 000- OP**  
REQUISITION NO.  
00121723 OR

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

**SHIP TO** Sheriff - Court Serv Dpt-- Rm 705  
Richard J. Daley Center  
50 W. Washington Street - RM 705  
Chicago IL 60602-3002

**DELIVERY INSTRUCTIONS**

VINCENT COOK 312-  
603-4567

DEPT NO

2301028

Page 1 of 1

| LINE                    | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE   | QUANTITY/<br>UOM | UNIT PRICE  | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|------------------|-------------|----------------|----------------|
| 1.00                    | POSTAGE METER RENTAL<br>AS PER CONTRACT 1611-15159<br>CONTRACT PERIOD: APRIL 22, 2016<br>THRU APRIL 21, 2019<br>AMOUNT AUTHORIZED: \$16,754.04<br><br>THE VENDOR'S ADDENDUM TO AGREEMENT,<br>ATTACHED HERETO, IS AGREED TO AND MADE<br>A PART OF THIS PURCHASE ORDER.<br>Description<br>RENTAL AGREEMENT FOR ONE (1)<br>LARGE ELECTRONIC POSTAGE<br>METER WITH "BY PHONE" AUTOMATIC RESET<br>ELECTRONIC RATE CALCULATING 30-LB SCALE<br>INCLUDES FULL SERVICE MAINTENANCE | 1.00 EA          | 13,881.2400 | 13,881.24      | 2301028.550020 |
| 2.00                    | RENTAL AGREEMENT FOR FOUR (4)<br>SMALL ELECTRONIC POSTAGE<br>METERS WITH "BY PHONE" AUTOMATIC RESET<br>ELECTRONIC RATE CALCULATING 2-LB (POUND) SCALE<br>INCLUDES FULL SERVICE MAINTENANCE<br><br>*<br>AMOUNT ENCUMBERED ON THIS P.O.: \$16,754.04<br>*<br>BALANCE ON THIS P.O.   | 4.00 EA          | 718.2000    | 2,872.80       | 2301028.550020 |
| ***** Total Order ***** |   |                  |             | 16,754.04      |                |

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: \_\_\_\_\_

*[Signature]* 22 April 2016

*[Handwritten initials]*

Purchase Requisition  
Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

194853

Requisition # OR 121723 Contract # 1611-15159 Open Date

Ship To: 8000915 Sheriff - Court Serv Dpt - Rm Richard J. Daley Center 50 W. Washington Street - RM 7 Chicago IL 60602-3002  
Delivery Instructions: VINCENT COOK 312-603-4567  
Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 299999 TEAM LEAD MAILBOX  
Bid/Sole Src Code NCR  
Business Unit 2301028  
Internal Req Number 62300001  
Board App Date & Item 12/15/2015  
Requisition Date 12/15/2015  
Date Needed 12/15/2015

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

| Line #  | Commodity | Description  | Bal on Hand | Quantity | UOM | Est Unit Cost | Extended Cost | Business Unit and Object Account |
|---|-----------|--|-------------|----------|-----|---------------|---------------|----------------------------------|
| 1.000   | 981       | RENTAL AGREEMENT FOR ONE (1) BY PHONE AUTOMATIC RESET<br>ELECTRONIC RATE CALCULATING 30-LB (POUND) SCALE<br>TO INCLUDE FULL SERVICE MAINTENANCE<br>AGREEMENT IS FOR 36 MONTHS FROM DATE OF AWARD.<br>ESTIMATED AMOUNT FOR THIS METER \$13,580.00 | <           | >        | LO  | 1.0000        | 1.00          | 2301028.550020                   |
| 2.000   | 981       | RENTAL AGREEMENT FOR FOUR (4) BY PHONE AUTOMATIC RESET<br>ELECTRONIC RATE CALCULATING 2-LB (POUND) SCALE<br>TO INCLUDE FULL SERVICE MAINTENANCE<br>AGREEMENT IS FOR 36 MONTHS FROM DATE OF AWARD<br>ESTIMATED AMOUNT FOR THESE METERS \$2,880.00 | <           | >        | LO  | 1.0000        | 1.00          | 2301028.550020                   |
| TOTAL AMOUNT ESTIMATED FOR THIS CONTRACT: \$16,390.00 |           |  |             |          |     |               |               |                                  |

Total of Items Ordered

2.00

Recommended Supplier List: A/B Number 723291 Neopost USA Inc Supplier Name

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department for 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

REQUISITIONER

BUREAU or DEPARTMENT HEAD

*Debra Howard*

ACCT #

DATE

BY

RECEIVED  
OFFICE OF THE  
CHIEF PROCUREMENT OFFICER  
2016 FEB -2 PM 4: 07