



**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
836457

Chicago Messenger Service
1600 S Ashland Ave
Chicago IL 60608

DATE
3/23/2012
F.O.B. POINT

PURCHASE ORDER NO.
180639 - 000- OP
REQUISITION NO.
00101179 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

DAVID SMID (312) 603-3083 50
W WASHINGTON, #2600A, 60602

| | |
|---------|-------------|
| DEPT NO | |
| 4991619 | Page 1 of 2 |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|------|---|------------------|------------|----------------|----------------|
| 1.00 | SHIPPING AND HANDLING FEES JURY SUMMONS MAIL PICKUP. ===== INSIDE PICKUP FROM: JURY ADMINSTRATION 50 W. WASHINGTON ST. - 10TH FLOOR- SUITE 1000 RICHARD J. DALEY CENTER CHICAGO, IL 60602 ===== DELIVERY DIRECTLY TO: U.S. POST OFFICE (USPS) 540 N. DEARBORN ST. CHICAGO, IL 60610 ===== MAILINGS ARE PRE-SORT, FIRST CLASS BULK (PROCESSING CATEGORY LETTERS DMM-C050, PREPARED UNDER DMM:M810 AUTOMATION LETTERS). MAILINGS ARE TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS, DEARBORN STREET, IMMEDIATELY AFTER PICKUP FOR THE SAME DAY POSTAGE. MAILINGS CONSIST OF STANDARD USPS 1-FOOT AND 2-FOOT SLEEVED MAIL TRAYS; NORMALLY A COMBINATION OF BOTH TRAYS. MAILINGS COMPRISE OF APPROXIMATELY 10 TO 16 MAIL TRAYS PER DAY (WITH ALLOWANCES FOR UP TO 35 MAIL TRAYS A SINGLE DAY). MAILING MUST BE PICKED UP DAILY, MONDAY - FRIDAY (EXCLUDING COURT HOLIDAYS), BY 9:00A.M., UNLESS INSTRUCTED OTHERWISE (SEE NEXT ITEM) AND DELIVERED TO THE USPS AT 540 N. DEARBORN STREET IMMEDIATELY AFTER PICKUP. ===== JURY ADMINISTRATION MUST HAVE THE FLEXIBILITY TO: 1.) ALTER PICKUP TIMES FROM MORNING TO AFTERNOON PICKUPS ON SHORT NOTICE. 2.) CANCEL A SCHEDULED PICKUP ON SHORT NOTICE. 3.) COMBINE MULTIPLE DAYS' DELIVERIES INTO ONE DELIVERY ON SHORT NOTICE. ===== MONDATORY SAME DAY DELIVERY OF ALL PREPARED MAIL | 250.00 EA | 27.8000 | 6,950.00 | 4991619.520270 |

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:

Mania de...
3/30/12 PSM



**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

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DATE
3/23/2012
F.O.B. POINT

PURCHASE ORDER NO.
180639 - 000- OP

REQUISITION NO.
00101179 OR

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

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|------|---|------------------|---------------|-------------------|-------------------|
| | <p>TRAYS TO THE USPS RECEIVING AREA. ALL PAPERWORK IS TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS ALONG WITH CORRESPONDING MAIL TRAYS. Cook County, Description COURIER IS TO VERIFY TOTAL TRAYS TO BE PICKED UP MATCH PAPERWORK AND SIGN JURY ADMINISTRATION LOG BOOK PRIOR TO LEAVING OFFICE. COURIER MUST SUPPLY DOLLY OR HAND CART NECESSARY TO TRANSPORT MAIL TRAYS FROM: OFFICE OF JURY ADMINISTRATION, 50 W. WASHINGTON ST.; 10TH FLOOR, SUITE 1000; CHICAGO, IL, 60602; TO: THE LOADING DOCK VIA THE BUILDING'S FREIGHT ELEVATOR. COURIER IS RESPONSIBLE FOR IMMEDIATELY NOTIFYING THE JURY ADMINISTRATION BY TELEPHONE OF ANY DELIVERY OR ACCEPTANCE PROBLEMS EITHER IN ROUTE OR AT THE USPS RECEIVING AREA. COURIER MUST BILL FOR SERVICES RENDERED EVERY 30 DAYS. ===== LOADING DOCK ACCESS FORM & PROOF OF INSURANCE REQUIRED FOR ALL VISITS TO THE RICHARD J. DALEY CENTER DOCK. PLEASE SEE ATTACHED FORMS. ===== Internal req# 24990001.</p> | | | | |
| | | ***** | Total Order | ***** | 6,950.00 |

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

182639

urgent
OK
New

Requisition # **OR 101179** Contract #

Open Date

Ship To: 8000461 Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Supplier: 298999 TEAM LEAD MAILBOX
DAVID SMID (312) 603-3083
50 W WASHINGTON, #2600A, 60602

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code
Business Unit 4991619
Internal Req Number 2499001
Board Apr Date & Item
Requisition Date 1/6/2012
Date Needed 1/6/2012

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

1.000 999 SHIPPING AND HANDLING FEES
JURY SUMMONS MAIL PICKUP.

< > 250.00 EA 37.0000 9,250.00 4991619.520270

INSIDE PICKUP FROM:
JURY ADMINISTRATION
50 W. WASHINGTON ST. - 10TH FLOOR- SUITE 1000
RICHARD J. DALEY CENTER
CHICAGO, IL 60602

1-31-2012 for Shannon, a 2 year contract will be OK. + everything needs to be bundled for a grand total of \$18,500.00

DELIVERY DIRECTLY TO:
U.S. POST OFFICE (USPS)
540 N. DEARBORN ST.
CHICAGO, IL 60610

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't. 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

Shannon O'Connell
REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE _____ BY _____

ACCT # _____

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 JAN -9 PM 1:38
BOOKKEEPING

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 101179** Contract #

Open Date

Ship To: 8000461

Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Delivery Instructions:
DAVID SMID (312) 603-3083
50 W WASHINGTON, #2600A, 60602

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code 4991619

Business Unit

Internal Req Number 24990001

Board Apr Date & Item 1/6/2012

Requestion Date 1/6/2012

Date Needed 1/6/2012

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

TO THE USPS AT #40 N. DEARBORN STREET IMMEDIATELY AFTER PICKUP.

JURY ADMINISTRATION MUST HAVE THE FLEXIBILITY TO:

1.) ALTER PICKUP TIMES FROM MORNING TO AFTERNOON PICKUPS ON SHORT NOTICE.

2.) CANCEL A SCHEDULED PICKUP ON SHORT NOTICE.

3.) COMBINE MULTIPLE DAYS' DELIVERIES INTO ONE DELIVERY ON SHORT NOTICE.

MONDAY TO SAME DAY DELIVERY OF ALL PREPARED MAIL TRAYS TO THE USPS RECEIVING AREA.

ALL PAPERWORK IS TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS ALONG WITH CORRESPONDING MAIL TRAYS.

COURIER IS TO VERIFY TOTAL TRAYS TO BE PICKED UP MATCH PAPERWORK AND SIGN JURY ADMINISTRATION LOG BOOK PRIOR TO LEAVING OFFICE.

COURIER MUST SUPPLY DOLLY OR HAND CART NECESSARY TO TRANSPORT MAIL TRAYS FROM:

OFFICE OF JURY ADMINISTRATION, 50 W. WASHINGTON ST., 10TH FLOOR, SUITE 1000, CHICAGO, IL, 60602;

TO: THE LOADING DOCK VIA THE BUILDING'S FREIGHT ELEVATOR.

COURIER IS RESPONSIBLE FOR IMMEDIATELY NOTIFYING THE JURY ADMINISTRATION BY TELEPHONE OF ANY DELIVERY OR ACCEPTANCE PROBLEMS EITHER IN ROUTE OR AT THE USPS RECEIVING AREA.

COURIER MUST BILL FOR SERVICES RENDERED EVERY 30 DAYS.

CERTIFICATION

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the org. no., account & activity numbers indicated above accurately reflect the specific line item requested. This requisition is 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

DATE

BY

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 101179** Contract #

Open Date

Ship To: 8000461 Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 260
 CHICAGO IL 60602-3002

Delivery Instructions: DAVID SMID (312) 603-3083
 50 W WASHINGTON, #2600A, 60602

Supplier: 2999999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
 Bid/Sole Src Code 4991619
 Business Unit
 Internal Req Number 24990001
 Board Apr Date & Item
 Requestion Date 1/6/2012
 Date Needed 1/6/2012

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 |
|--------|-----------|-------------|--------------|----------|-----|----------------|---------------|----------------------------------|
|--------|-----------|-------------|--------------|----------|-----|----------------|---------------|----------------------------------|

=====

LOADING DOCK ACCESS FORM & PROOF OF INSURANCE REQUIRED FOR ALL VISITS
 TO THE RICHARD J. DALEY CENTER DOCK.
 PLEASE SEE ATTACHED FORMS.
 =====

internal req# 24990001.

Total of Items Ordered 9,250.00

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the appl. fin. account & activity numbers indicated above accurately reflect the specific line item and budget parameters 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 _____

DATE _____ BY _____

ACCT # _____



RETURN THIS QUOTATION TO:
**OFFICE OF THE PURCHASING AGENT
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES
WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

QUOTATION
To obtain an order, submit all
quotations in this form.

| | | | | | | |
|-------------------|------------------------|----------------------------|------------------------|------------------------|--|-------------|
| DATE 2/16/2012 | BUYER BEARD, BRENDA | BUYER PHONE 312 6035383 | ORDER NO. 101179 OR | RESPOND BY 3/9/2012 | Quotes must be in Bid Box by 10:00 A.M. | Page 1 of 2 |
|-------------------|------------------------|----------------------------|------------------------|------------------------|--|-------------|

Vendor Address

Chicago Messenger Service
1600 S. Ashland Ave
Chicago, IL 60608

Product Delivery Point

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

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers a PM to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, and all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item. Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DELIVERY IN WORKING DAYS 2

PHONE NUMBER 312-451-1262, 312-997-2602

SIGNED BY Mary Anne Bourke
(PLEASE PRINT) Mary Anne Bourke
Bourke

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
|---|------------------|-----------------|------------|----------------|
| SHIPPING AND HANDLING FEES | 250.00 | EA | \$20 | \$7,500 |
| JURY SUMMONS MAIL PICKUP. | | | | |
| ***** INSIDE PICKUP FROM: JURY ADMINISTRATION 50 W. WASHINGTON ST. - 10TH FLOOR- SUITE 1000 RICHARD J. DALEY CENTER CHICAGO, IL 60602 ***** DELIVERY DIRECTLY TO: U.S. POST OFFICE (USPS) 540 N. DEARBORN ST. CHICAGO, IL 60610 ***** MAILINGS ARE PRE-SORT, FIRST CLASS BULK (PROCESSING CATEGORY LETTERS DMM-C050, PREPARED UNDER DMM:M810 AUTOMATION LETTERS). MAILINGS ARE TIME SENSITIVE AND MUST BE DELIVERED TO THE USPS, DEARBORN STREET, IMMEDIATELY AFTER PICKUP FOR THE SAME DAY POSTAGE. MAILINGS CONSIST OF STANDARD USPS 1-FOOT AND 2-FOOT SLEEVED MAIL TRAYS; NORMALLY A COMBINATION OF BOTH TRAYS. MAILINGS COMPRISE OF APPROXIMATELY 10 TO 16 MAIL TRAYS PER DAY (WITH ALLOWANCES FOR UP TO 35 MAIL TRAYS A SINGLE DAY). MAILING MUST BE PICKED UP DAILY, MONDAY - FRIDAY (EXCLUDING COURT HOLIDAYS), BY 9:00A.M., UNLESS INSTRUCTED OTHERWISE (SEE NEXT ITEM) AND DELIVERED TO THE USPS AT 540 N. DEARBORN STREET IMMEDIATELY AFTER PICKUP. ***** JURY ADMINISTRATION MUST HAVE THE FLEXIBILITY TO: 1.) ALTER PICKUP TIMES FROM MORNING TO AFTERNOON PICKUPS ON | | | \$27.80 | \$6,950 |

| | | |
|----------------------------------|----------------------------------|---------|
| OFFICE USE ONLY PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | TOTAL |
| <u>101179</u> | <u>Price Reduction quote</u> | \$7500 |
| <u>312312</u> | | \$6,950 |

**JURY SUMMONS MAIL PICK-UP,
SHIPPING, AND HANDLING FEES
JUDICIARY DEPARTMENT
DUE DATE: MARCH 9, 2012 at 10:00 AM
Q-101179 OR BRENDA BEARD**

| | VENDOR NAME | VENDOR ADDRESS | BID AMOUNT |
|-----|---------------|----------------|------------|
| 01. | Chicago Mssgr | Chgo. IL | 7,500.00 |
| 02. | Real Focus | Chgo., IL | 18,750.00 |
| 03. | US Messenger | Chgo., IL | 7,800.12 |
| 04. | Pocolo Dev | Chgo., IL | 17,000.00 |
| 05. | | | |
| 06. | | | |
| 07. | | | |
| 08. | | | |
| 09. | | | |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |

BID TABULATION

UNCONDITIONAL PRICE REDUCTION

BID NAME: JURY SUMMONS MAIL PICK-UP
BID NUMBER: 101179 (Unconditional Price Reduction)
BID OPENING DATE: Friday, March 09, 2012
BID OPENING TIME: 10:00AM
BUYER NAME: BRENDA BEARD

VENDOR #1:

VENDOR #2:

CHICAGO MESSENGER SERVICE

U.S. MESSENGER

| ITEM # | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
|--------|--|----------|------|------------|-------------|------------|-------------|
| 1 | Shipping and Handling Fees Jury Summons Mail Pick-up Inside Pick-up From Jury Administration 50 West Washington Street 10th Floor, Suite #1000 Richard J. Daley Center, Chicago, Illinois 60602 | 250.00 | EACH | \$27.80 | \$6,950.00 | \$28.95 | \$7,237.50 |
| | | | | | \$6,950.00 | | \$7,237.50 |