



**Cook County
Office of the Purchasing Agent**

Sole Source Justification

General Information	Date: 5/11/2011
Unit/Department: Clerk of the Circuit Court	Phone No. 312- 603-7265
Contact Name: Danna E. Hall	Email dehall@cookcountycourt.com

Vendor Information	Requisition No. 103250 (23350035)
Name: Neopost USA, Inc.	Purchase Order No.
Address: 25880 Network Place Chicago, IL 60673-1258	Contract No.

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.

Neopost Model IJ 110 postage equipment requires ink tank, Item #4127176R and printhead, Item #4127025J (4139553J) in order to ensure clear, crisp imprints.

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

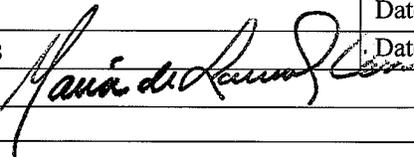
Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

Neopost products are sold through their direct sales offices or through their dealer network and their trained technicians are the only ones able to provide service on Neopost equipment. Other supplies may not meet specifications and, therefore, not covered by warranty and may cause abnormally frequent calls and service problems.

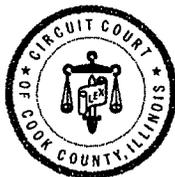
Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Deliberate and extensive search.

Department Recommendation	
Requestor: Danna E. Hall	Date: 5/11/2011
Department Head: Phyllis Adams	Date: 5/11/2011

Purchasing Agent Approval	Date:
Signature: 	5/31/12 BH

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT



FINANCIAL PLANNING & CONTROL
69 W. Washington
Room 2500
Chicago, Illinois 60602
(312) 603-5386
FAX (312) 603-5013
www.cookcountyclerkofcourt.org

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

May 11, 2012

Ms. Maria de Lourdes Coss
Chief Procurement Officer
118 North Clark Street, Room 1018
Chicago, IL 60602

Dear Ms. Coss:

Please find the attached System Requisition #103250 (Internal Requisition #23350035) in the sum of \$4,725.00 for the purchase of Neopost ink tanks, printheads and ink cartridges. Due to the language in our current Neopost Maintenance Agreement, Neopost technicians cannot repair equipment if the usage of non-Neopost supplies has been identified as the service problem.

In order to avoid termination of the Maintenance Agreement, we are requesting to purchase ink tank (Item #4127176R), printheads (Item #4127025J/4139553J), and ink cartridges (Item #IJINK678H/4139534P).

Thank you for your consideration in this matter.

Sincerely,


Dorothy Brown
Clerk of the Circuit Court

neopost WE VALUE YOUR MAIL

Clerk Of The Circuit Court
Daley Center, Room 1201
Chicago, IL 60602
Attn: Danna E. Hall

Dear Cook County Purchasing Agent,

Neopost is a manufacturer and distributor of mailing and folding/inserting equipment. Our products are sold either thru our direct sales offices or thru our dealer network across the country.

A direct sales office services the Cook County market. Our direct operation's factory trained technicians are the only ones able to provide service on Neopost equipment. As you are well aware, the mailing equipment (meter) is Federally control and as such can only be serviced by the manufacturer or an authorized dealer.

Consequently, we are the sole source for providing service on your Neopost equipment.

Sincerely,



Bob Prigge
Service Manager

Neopost
120 N. LaSalle
Suite 800
Chicago, IL 60062
Phone: (312) 704-4900
Fax: (312) 704-4920
E-Mail: b.Prigge@neopost.com



Date May, 25, 2012

Danna – per your request, below please find the item number and the 2012 cost of each item, along with the standard shipping charge:

IJ70 – ink cartridge IJINK678H Cost \$231.00

IJ110 – print head 4127025J Cost \$254.00

IJ110 – tank 4127176R Cost \$453.00

Standard Shipping Charge \$35.00

Diana Young

A handwritten signature in cursive script that reads "Diana Young".

Neopost

Chicago Customer Service Specialist

630-238-7826 direct

630-220-7005 cell

d.young@neopost.com

Quick Search: All Products

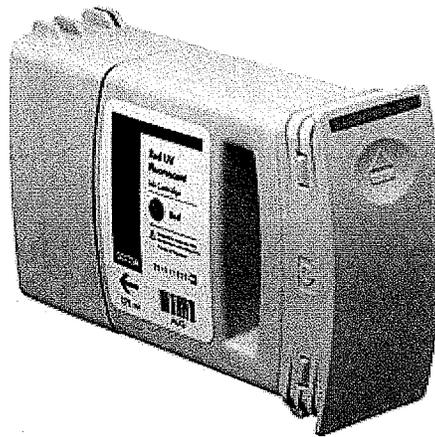
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4127176R - Neopost 350ML Ink Tank IJ110



Genuine Neopost fluorescent red ink meets USPS guidelines. With proven HP technology, this high-capacity ink tank provides a clear, crisp imprint every time. It is easy to change - no mess and no smears.

Easy way to shop

Your Price: \$453.00 EA
Quantity:

For Models IJ110

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4127025J - Neopost Printhead High Yield IJ90 IJ110

The Printhead works together with the high capacity Ink Tank on both IJ90 and IJ110. To ensure clear, crisp imprints, the printhead must be replaced before 310,000 impressions or 18 months

For Models IJ90, IJ110

Easy way to shop

Your Price: \$254.00 EA

Quantity: 1

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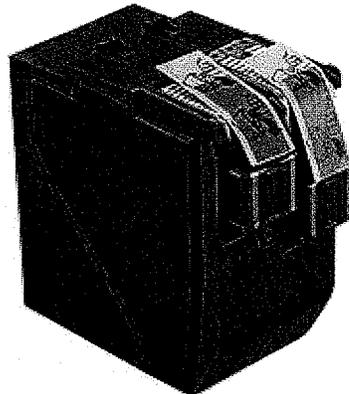
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IJINK678H - Neopost High Capacity Ink Cartridge for IJ65 IJ70 IJ75 IJ80 IJ85

Easy way to shop

Your Price: \$231.00 EA
Quantity: 1



Recommended for customers who use \$600 or more in postage per month.

Genuine Neopost fluorescent red ink meets USPS guidelines. This high capacity inkjet cartridge provides clear, crisp printing, is easy to install and requires no messy re-inking.

Stocking Part
4139534P

For Models IJ65, IJ70, IJ75, IJ80, IJ85

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MAINTENANCE TERMS

Thank you for purchasing Maintenance Services from Neopost. This document is a part of your Agreement with Neopost and it provides additional details regarding Neopost's Maintenance Program.

WHAT'S COVERED?

Maintenance services, as described herein, will be provided for the Equipment at the Equipment Location. Neopost agrees to provide the parts, excluding consumables and other supplies (i.e. ink cartridges, felt, brushes, etc.), and labor associated with the ordinary maintenance of the Equipment as required due to normal wear and tear ("Maintenance Services"). Maintenance Services may also include preventative maintenance and inspections from time to time, as determined by Neopost. Neopost may, at its option, designate a third party to provide Maintenance Services.

Neopost, in its sole discretion, may service the equipment by replacing it with new, or like-new, equipment; provided that such replacement equipment is substantially similar to the Equipment. Maintenance Services will be provided during normal business hours.

WHAT ARE THE FEES AND WHEN ARE THEY DUE?

- For Purchased Equipment:

Customer shall commence paying for the Maintenance Services on purchased equipment ninety (90) days after delivery of the Equipment. All fees for Maintenance Services ("Maintenance Fees") on purchased Equipment are invoiced annually, in advance.

- For Leased Equipment:

If the Equipment is being leased from Neopost Leasing and the Maintenance Fee has been included in the lease payment amount ("Leased Equipment"), then Maintenance Services will be provided at no extra cost, except for the Additional Charges (as defined below), the term of the lease. Customer shall commence paying for the Maintenance Services on Leased Equipment, where Maintenance Fees are included in the lease payment, on the date the lease commences.

- Other Fees:

In addition to the Maintenance Fees, Customer agrees to pay for: (a) labor, parts, and expenses for maintenance or repair that is part of an Excluded Service (as defined below); and (b) travel expenses for any on-site maintenance services that in the opinion of Neopost is not deemed necessary (collectively "Additional Charges"). All Additional Charges shall be at Neopost's then-current published rates for time and materials. Charges for labor shall include travel expenses (including travel time, gas, tolls, mileage, etc.).

COOK COUNTY AWARD CHECKLIST FOR BIDS/RFP's

IMPORTANT: PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE AWARD CHECKLIST AND CONTACT THE APPROPRIATE DEPUTY P.A. IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED AND RETAINED IN THE PROCUREMENT FILE.

Bids Report Date
Permission to Negotiate Date
Contracts and Bonds Date

Project Description: INK

Vendor: <u>Neopost</u>	Award Amount: <u>4,725.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>103250</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>D. Young</u>	Department:
Telephone: <u>630 238 7826</u>	Fax #:	Email:

Funding Type: Institutional State Federal Grant Other:

*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE _____ COMMITTED OR _____ SPENT BY DEADLINE: _____ (DATE)

COMPETITIVE SEALED BIDS

<input type="checkbox"/> Board's Permission to Advertise	<input checked="" type="checkbox"/> Detailed Bid Tabulation	<input type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input checked="" type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Sealed Bid Document	<input type="checkbox"/> Surety Statement	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Legal Ad (if applicable)	<input type="checkbox"/> Insurance Certificate/Waiver	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Payment /Performance Bond	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Bid Notification Letters/Email	<input type="checkbox"/> Unconditional Price Reduction	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Recommended Awardees' Bid	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Department Recommendation Letter	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Preliminary Bid Tabulation	<input type="checkbox"/> Contract Compliance Letter	

REQUEST FOR PROPOSALS

<input type="checkbox"/> Scope of Services	<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Payment Bond/Performance Bond
<input type="checkbox"/> RFP Document	<input type="checkbox"/> Preliminary RFP Tabulation	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Appendix: Scope of Services	<input type="checkbox"/> Inventory Checklist	<input type="checkbox"/> 3 Vendor Signed Contracts
<input type="checkbox"/> Appendix: Schedule of Compensation	<input type="checkbox"/> RFP Evaluation Matrix	<input type="checkbox"/> Contract Compliance Letter
<input type="checkbox"/> Appendix: EDS	<input type="checkbox"/> RFP Pricing Analysis Matrix: Pre-BAFO <input type="checkbox"/> Post-BAFO <input type="checkbox"/>	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Appendix: Misc. Attachments	<input type="checkbox"/> RFP Best and Final Offer (BAFO) Letters #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> Appendix: Contract	<input type="checkbox"/> Committee Recommendation Letter	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Appendix: Board Approval	<input type="checkbox"/> Dept. Recommendation Letter	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Economic Disclosure Statement	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> RFP Notification Letters/Email	<input type="checkbox"/> Recommended Awardees' Technical and Pricing Proposal	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: RB Date: _____ Deputy P.A.: _____ Date: _____

BID TABULATION

BID NAME: INK TANK, PRINTER AND INK CARTRIDGES
BID NUMBER: 103250
BID OPENING DATE: Wednesday, May 30, 2012
BID OPENING TIME: 10:00AM
BUYER NAME: BRENDA BEARD

VENDOR #1:
 NEOOST USA

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE
1	Ink Tank Item # 4127176R Neopost 350ML Ink Tank Model IJ 110	5.00	EACH	\$453.00	\$2,265.00
2	Print head item # 417025J (4139553J) Neopost Print head High Yield Model IJ 110	5.00	EACH	\$254.00	\$1,270.00
3	Ink Cartridges Item # LJK678H (4139534P) Neopost High Capacity Ink Cartridge Model IJ 70	5.00	EACH	\$231.00	\$1,155.00
4	Shipping (NO SUBSTITUTIONS)	1.00	EACH	\$35.00	\$35.00
					\$4,725.00

Deliver to: Circuit Court of Cook County
 69 West Washington Street, 25th Floor
 Chicago, IL 60602
 Delivery time 8:30 a.m. - 3:30 p.m.