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.

DATE
6/29/2012
F.O.B. POINT

PURCHASE ORDERED ISSUED TO

836752

American Printing Technologies Inc
2733 N Elm Ln
Arlington Heights IL 60004

PURCHASE ORDER NO.
182021 - 000- OP
REQUISITION NO.
00103441 OR

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

SHIP TO Revenue
C C Bldg 118 N Clark St Rm 1160
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS
Joyce M. Steele 312-603-3541

DEPT NO	
0071373	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM		UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Web Based Software One time set-up cost	1.00	EA	3,700.0000	3,700.00	0071373.520675
2.00	Monthly maintenance cost Software upkeep Sole Source	12.00	EA	165.0000	1,980.00	0071373.520675
	*******	Total Order		*******	5,680.00	

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:**
7/2/12

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

182021 OP

6-29-12 NC

Requisition # OR 103441 Contract #

Open Date

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code SSV
Business Unit 0071373
Internal Req Number 0071216
Board Apr Date & Item
Requisition Date 4/26/2012
Date Needed 4/26/2012

Ship To: 8000898 Revenue
C C Bldg 118 N Clark St Rm 116
Chicago IL 60602-1304

Delivery Instructions:
Joyce M. Steele
312-603-3541

Supplier: 836752 American Printing Technologies
2733 N Elm Ln
Arlington Heights IL 60004

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	961	Web Based Software	One time set-up cost	<	>	1.00	EA	3,700.0000	3,700.00	0071373.520675
2.000	961	Monthly maintenance cost	Software upkeep	<	>	12.00	EA	165.0000	1,980.00	0071373.520675

Total of Items Ordered 5,680.00

CERTIFICATION

I hereby certify that the items and/or services above 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 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

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

BOOKKEEPING
2012 APR 31 PM 3:33
RECEIVED
OFFICE OF THE
PURCHASING AGENT

Cook County
Office of the Chief Procurement Officer

Sole Source Justification

General Information	Date: 4/23/12
Unit/Department: Department of Revenue	Phone No.: 312-603-5721
Contact Name: Joyce M. Steele	Email: joyce.steele@

Vendor Information	Requisition No.: 103441
Name: American Printing Technologies	Purchase Order No.
Address: 2733 N. Elm Ln Arlington Heights, IL 60004	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.

American Printing Technologies is the company will provide the Web Based Software integration solution to work with DRR's software and hardware. There is a one-time cost and 12 months of maintenance for software.

American Printing Technologies will work with DRR to provide proper server infrastructure and meet all technical specification detailed in the Technical specifications document. The vendor will convert CCDOR data for import back to CCDOR current database, and the vendor will maintain all current fields within CCDDOR data format fields in orders to match and provide CCDOR with data import at end of vehicle season. The Vendor must identify a key field that can be used with CCDOR database. The vendor must provide 2 additional imports after Sept 1 of updated data to CCDOR database. This is a one-time service for FY 2012. CCDOR will put these services out to bid for FY 2013.

Why Sole Source if it can go for bid next year?

[redacted]

Type. Please select one of the options and explain below.

X 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)?
The requisition and RFP was canceled. Therefore, DOR request to us DRR as interim solution for mailing and fulfillment of our 2012 vehicle stickers.

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

DOR secured 3 quotes from vendors and American Printing Technologies was the only vendor that met the integration specifications and pricing requirements necessary to work with DRR's system.

Where are the quotes?

[redacted]

Cook County
Office of the Chief Procurement Officer

Department Recommendation	
Requestor: Joyce Steele, Operations	Date: 4/23/12
Department Head: Zahra Ali, Director	Date: 4/23/12

Chief Procurement Officer Approval	
Signature:	Date: 7/2/12

836752

American
Printing
Technologies, Inc.

PROPOSAL

PREPARED ESPECIALLY FOR:

Cook County Department of Revenue
Ms. Joyce Steele
Business Manager
118 N. Clark Street
Chicago, IL 60602

DATE: April 12, 2012

JOB NAME:
Vehicle Sticker Application
Web Based Software
APT JOB # Pending

We are pleased to quote on your vehicle sticker application mailing project web based software.

Web Based Software

One time set-up cost: $3,700.00
Monthly maintenance cost: $165.00

To confirm your order, please fax a signed copy of this document to 847 797-1803.

Accepted By: _____ Date: _____

Prepared by:
Derek Singleton

2733 N. Elm Lane ▪ Arlington Heights, IL 60004 ▪ 847/797-1802 ▪ FAX 847/797-1803

Br New
73 Nicki

THE BOARD OF COMMISSIONERS
TONI PRECKWINKLE, PRESIDENT

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COUNTY OF COOK
DEPARTMENT OF REVENUE

Zahra Ali
Director

County Building
118 North Clark Street, Room 1160
Chicago, Illinois 60602-1304
TEL: (312) 603-6870
FAX: (312) 603-5771

April 25, 2012

Mrs. Maria De Lourdes Coss, MPA, CPPO
Chief Procurement Officer
Cook County Building, Room 1018
118 North Clark Street
Chicago, Illinois 60602

Re: Req. #103441
Vendor: American Printing Technologies
Cost: $5,680

Dear Ms. Coss:

Please allow this letter to serve as a request to enter into sole source agreement with American Printing Technologies (requisition 0071216/system requisition #103441).

American Printing Technologies is the proprietary vendor of the Web Based solution that interacts with our Vehicle Sticker vendor, Direct Response Resource. This is only company capable of providing this technical support and maintenance.

Fiscal Impact: $5,680 **Account:** 0071373.520675

Should you have any questions, please contact our Business Manager, Joyce M. Steele, at extension 35721. Thank you for your assistance in this area of management.

Sincerely,

Zahra Ali

Zahra Ali
Director of Revenue

ZA:js

Printed on Recycled Paper