



**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
7/19/2012
F.O.B. POINT

PURCHASE ORDER NO.
182196 - 000- OP
REQUISITION NO.
00103721 OR

PURCHASE ORDERED ISSUED TO
750100
Microframe Corp
604 S 12th St
Broken Arrow OK 74012

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

SHIP TO Clerk of the Circuit Court - Supply Roo
Ck Cty Government Facility Warehouse
2323 S Rockwell St Rm111
Chicago IL 60608

DELIVERY INSTRUCTIONS
2323 S ROCKWELL, ROOM 111
ATTN: SHERRI KUSEK 603-5015

DEPT NO
3351101 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
3.00	DELIVERY	.00 JB	.0000	45.00	3351101.530605
4.00	WHITE TWO-DIGIT TICKETS NINETY (90) WHITE TWO-DIGIT TICKET ROLLS - FOR TAKE-A-NUMBER SYSTEM, PRODUCT NUMBER: 6000-0201 MICROFRAME QUOTE IS \$6.99/RL. MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT WAREHOUSE / SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 CONTACT PERSON: KIM BASS DELIVERY HOURS MONDAY THRU FRIDAY 8:AM TO 2:PM EXCEPT COURT HOLIDAYS REQUISITION 23350043	.00 JB	.0000	629.10	3351101.530605
***** Total Order *****				674.10	

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.

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Date:

Signature: _____

Date: _____

Maia de Lourenco
7/25/12

Report: R86REQ2

CO #202

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number
182196

SK/17 Requisition # **OR 103721** Contract #

Ship To: 461331	Clerk of Circuit Court - Suppl	Delivery Instructions: 2323 S ROCKWELL, ROOM 111	Supplier: 750100	Microframe Corp	604 S 12th St	Broken Arrow OK 74012	Open Date
	Ck Cty Government Facility War	2323 S Rockwell St Rm111					
	Chicago IL 60608						

Buyer Number	724149 Supervisor 80
Bid/Sole Src Code	
Business Unit	3351101
Internal Req Number	23350043
Board Apr Date & Item	
Requisition Date	5/14/2012
Date Needed	5/14/2012

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____

Expiration Date _____ Emergency No. _____

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	615 WHITE TWO-DIGIT TICKETS			LT	674.1000	674.10	3351101.530605

NINETY (90) WHITE TWO-DIGIT TICKET ROLLS - FOR TAKE-A-NUMBER SYSTEM.
 PRODUCT NUMBER: 6000-0201
 MUST BE INSIDE DELIVERY
 DELIVERY LOCATION:
 CLERK OF THE CIRCUIT COURT
 WAREHOUSE / SUPPLY ROOM
 2323 SOUTH ROCKWELL, ROOM 111
 CHICAGO, ILLINOIS 60608
 CONTACT PERSON: KIM BASS
 CONTACT NUMBER: 773-843-5563
 DELIVERY HOURS:
 MONDAY THROUGH FRIDAY
 8:00AM TO 2:00PM
 EXCEPT COURT HOLIDAYS
 REQUISITION NUMBER: 23350043

Total of Items Ordered 674.10

CERTIFICATION
 I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept., inv. account & activity numbers indicated above accurately reflect the specific line item budget appropriated approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account of grant same.

REQUISITIONER GA BUYER or DEPARTMENT HEAD GA

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____
 DATE _____ BY _____

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: <u>TICKETS</u>		
Vendor: <u>MILLO FRAME</u>	Award Amount: <u>874.10</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>103721</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>SARAH</u>	Department:
Telephone: <u>1 800 635 3811</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 checked="" 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: BB Date: 7/19/12 Deputy P.A.: Bramble V. Lopez Date: 7/25/12

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 17, 2012

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

Dear Ms. Coss:

We are requesting for a purchase order to be issued for System Requisition #103721 (Internal Requisition #23350043) to Microframe, Broken Arrow, OK, for white two-digit tickets. Of the three vendors that were solicited, Microframe submitted the lowest quotation in the amount of \$674.10.

White two-digit tickets are used in various Divisions throughout the Clerk of the Circuit Court to provide customer service, using a "take-a-number system".

Thank you for your consideration in this matter.

Sincerely,


Dorothy Brown
Clerk of the Circuit Court

COOK COUNTY PROCUREMENT REQUEST

Please read and follow the instructions for completing the project checklist. All information should be completed. Attached all required materials and submit for handling to the Office of the Chief Procurement Officer, Room 1018, 118 N. Clark Street, Chicago, IL 60602

FUNDING:

County

General Fund

Capital

State

IDOT

MFT

Federal

Grant*

*Attach copy of the approved grant.

FUND NO. 335 (1100)

SCOPE OF SERVICES OR DETAILED SPECIFICATIONS

A copy of the scope of services or detailed specifications is attached.

IMPORTANT: This is a critical portion of your request. The OCPO will not be able to develop the solicitation document or a schedule for the procurement without scope or specifications. Please refer to the "Quick Reference Guide for Scope of Services and Detailed Specifications".

The Scope of Services or Specification shall include: A clear description of all anticipated services and products, including the time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable County ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

New Request

Term Agreement

One-time Purchase

Small Order

Sole Source

Emergency

Change to Existing Contract

Time Extension

Vendor Limit Increase

Scope Change

Price Increase

Additional Line Items

FORMS:

Requisition

Sole Source

Emergency

Special Approvals

Contract Period: Number of Months N/A

Desired start date: N/A

PRE-BID/SUBMITTAL REQUIREMENTS:

Pre-Bid/Proposal/Submittal Conference:

Yes

No

Site Visit: Yes

No

(Please refer to the appropriate section of the Procurement Request Checklist for additional information.)

Bill To: CU46953 Ms. Sherri Qusek Clerk of the Circuit Court 69 W. Washington Rm. 2500 Chicago IL 60602 312.603.5015	Ship To:
--	-----------------

Sales Person: Lloydetta

Qty	Product	Description	Single Price	Disc	Tax	Line Total
90	6000-0201	1 Roll White 2-Digit Tickets	6.99	0	0.00	629.10

Ship Via: UPS -Ground

Shipping	\$45.00
Total	\$674.10

Date: 05/08/2012
To : SHERRI KUSEK
From: SARAH CHRISTOPHER

QUOTATION



PHONE 1-888-952-6937 FAX 1-866-360-1698 WEB uline.com

QUOTE NUMBER
2-38875N

Date 5/8/2012
 Sales Rep SARAH CHRISTOPHER
 Terms NET 30
 FOB Pt. ORIGIN
 Delivery BEST WAY

TO: COOK COUNTY OF
 CLERK OF CIRCUIT COURT
 69 W WASHINGTON ST STE 2500
 ATTN: SHERRI KUSET
 CUST# 07584816 PHONE# 312/603-5015

PAGE 1 of 1

Quantity	Unit	Model No. / Description	Unit Price	Ext. Price
6	CART	S-9802 TAKE A NUMBER SYSTEM TICKET 15RL/CT Lead Time: STOCK *Freight to 60608 is estimated at \$34.	109.00	654.00
				0.00 C
				654.00 +
				34.00 +
				688.00 *

Shipping

6. x
 15. =
 90.00* PHER

Take A Number, Inc.

15437 Dickens Street
 Sherman Oaks, CA 91403-3009
 800/966-3255 Fax 818/386-9565
<http://www.takeanumbersystems.com>

PRICE QUOTE

Date	Quote No.
4/10/2012	12-074

Name/Address

Cook County Clerk of the Circuit Court
 Sherri Riley-Kusek
 69 West Washington, Room 2500
 Chicago, Illinois 60602

Ship To

Cook County Clerk of the Circuit Court
 Sherri Riley-Kusek
 69 West Washington, Room 2500
 Chicago, IL 60602

Contact: Sherri Riley-Kusek

Item	Description	Qty	Rate	Total
30-10006100WBT	1cs WHITE T80 TICKETS 90,000/30 ROLLS PRINTED (A00-J99)	3	256.50	769.50
Discount	SPECIAL DISCOUNT		-64.50	-64.50
S & H	SHIPPING CHARGES		83.95	83.95
				705.00

0.*
 0.*
 30.*
 3.=
 90.00*
 0.*

Total \$788.95

BID TABULATION

BID NAME: WHITE TWO-DIGIT TICKETS																				
BID NUMBER: 103721																				
BID OPENING DATE: Thursday, July 19, 2012																				
BID OPENING TIME: 10:00AM																				
BUYER NAME: BRENDA BEARD																				
						VENDOR #1:				VENDOR #2						VENDOR #3				
						MICROFRAN.E				ULINE						TAKE A NUMBER, INC.				
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE									
1	Write two digit tickets ninety (90) white two - digit ticket rolls for take a number system, product number: 6000-0201	1	JB	\$629.10	\$629.10	\$654.00	\$654.00	\$769.50	\$769.50											
2	Discount	1	EA	\$0.00	\$0.00	\$0.00	\$0.00	-\$64.50	(\$64.50)											
3	Delivery	1	JB	\$45.00	\$45.00	\$34.00	\$34.00	\$83.95	\$83.95											
					\$674.10		\$698.00		\$788.95											