



**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
93884

Trademark Products Inc
1016 Bonaventure Drive
Elk Grove Village IL 60007

DATE
7/31/2012
F.O.B. POINT

PURCHASE ORDER NO.
182385 - 000- OP
REQUISITION NO.
00103811 OR

**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-Fin Plan&Con
69 W Washington St 25th Floor
Chicago IL 60602

DELIVERY INSTRUCTIONS

69 W Washington, Room 2500 Attn:
Sherri Kusek 603-5015

DEPT NO	
3350766	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	REPAIR OF HAND STAMPS REPAIR OF HAND STAMPS . PRICE INCLUDES ALL LABOR, BANDS, AND PAD REPLACEMENTS. PRICE ALSO INCLUDES PICK-UP AND DELIVERY CHARGES MUST BE INSIDE DELIVERY PICK-UP AND DROP-OFF LOCATION: CLERK OF THE CIRCUIT COURT 69 WEST WASHINGTON, ROOM 2500 CHICAGO, ILLINOIS 60602	214.00 EA	14.0000	2,996.00	3350766.540140
2.00	BATES REPAIR PRICE INCLUDES ALL LABOR, BANDS, AND PAD REPLACEMENTS. PRICE ALSO INCLUDES PICK-UP AND DELIVERY CHARGES MUST BE INSIDE DELIVERY PICK-UP AND DROP-OFF LOCATION: CLERK OF THE CIRCUIT COURT 69 WEST WASHINGTON, ROOM 2500 CHICAGO, ILLINOIS 60602 REQUISITION: 23350045	15.00 EA	40.0000	600.00	3350766.540140
***** Total Order *****				3,596.00	

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

Maria de la Cruz

8/2/12 BK

81

#23

Report: R56REQ2

Purchase Requisition Office of the Purchasing Agent Cook County of Illinois

Purchase Order Number

182385

CO
7/10/12

Requisition # OR 103811 Contract # _____ Open Date _____

Ship To: 8000087 Clerk of the Circuit Court-Fin
Skokle Court Building - 2nd Fl
Chicago IL 60602
Delivery Instructions: 69 W Washington, Room 2500
Attn: Sherr Kusek 603-5015
Supplier: 03884 Trademark Products Inc
1016 Bonaventure Drive
Elk Grove Village IL 60007

Buyer Number: 724148 Supervisor 80
Bid/Sole Src Code
Business Unit: 3350766
Internal Req Number: 23350045
Board App Date & Item
Requisition Date: 6/18/2012
Date Needed: 6/18/2012

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	940 REPAIR OF HAND STAMPS REPAIR OF HAND STAMPS AND BATES STAMPS PRICE INCLUDES ALL LABOR, BANDS, AND PAD REPLACEMENTS. PRICE ALSO INCLUDES PICK-UP AND DELIVERY CHARGES DRAWN-DOWN CONTRACT HAND STAMPS: \$14.00 BATE STAMPS \$40.00 MUST BE INSIDE DELIVERY PICK-UP AND DROP-OFF LOCATION: CLERK OF THE CIRCUIT COURT 69 WEST WASHINGTON, ROOM 2500 CHICAGO, ILLINOIS 60602 REQUISITION: 23350045	< >		LT	3,600.0000	3,600.00	3350766.540140
Total of Items Ordered						3,600.00	

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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

[Signature]
CS 7-10-12

ACCT # _____

DATE _____ BY _____

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT



FINANCIAL PLANNING & CONTROL
69 W. Washington
Room 2500
Chicago, Illinois 60602
(312) 603-5385
FAX (312) 603-5013
www.cookcountyclerkofcourt.org

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

July 26, 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 #103811 (Internal Requisition #23350045) to Trademark Products, Elk Grove Village, IL, for a draw-down maintenance contract for the repair of hand stamps. Of the three vendors that were solicited, Trademark Products submitted the lowest responsible quote in the amount of \$3,596.00.

A maintenance contract is needed to repair or update current judges' stamps as well as "filed" and "entered" hand stamps used throughout the various courtrooms and divisions within the Clerk of the Circuit Court. These stamps are necessary for day-to-day operations.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Dorothy Brown".

Dorothy Brown
Clerk of the Circuit Court

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 JUL 30 AM 11:14
PROCUREMENT

Trade **MARK** Products, Inc.

1016 Bonaventure Drive
Elk Grove Village, IL 60007
847-584-0033 • Fax 847-584-0287
trademarkproducts@attglobal.net

Page 1 of 1

5-01-2012

Sherri Riley-Kusek
Budget & Purchasing Analyst
Clerk of the Circuit Court of Cook County
69 West Washington, Room 2500
Chicago, Illinois 60602
Phone: 312-603-5015
Fax: 312-603-5013
sariley@cookcountycourt.com

SHERRI

Per your request...

Thank You
Larry

STAMP REPAIR \$14.00 each

BATES REPAIR \$40.00 each

Clerk of the Circuit Court of Cook County, Illinois

Specifications for Repair of Local Daters:

The repair of 228 varieties of items listed below.

Repair of number stampers, name plates, bates machines, self-inking stampers. Quote shall include all costs for replacement parts and labor. Cost shall include, but not limited to, installation of new bands, ink pads, cleaning, and changing text plates, and if necessary mounting of new rubber dies in all self-inking frames and rubber stamps.

Vendor must restore the item to "like new" condition.

All stamps for repair will be picked-up and returned once repaired to:

Clerk of the Circuit Court
69 West Washington, Room 2500
Chicago, Illinois 60602

Custom Rubber Stamps and Signs for Office and Industrial Uses
Engraved Plastic and Metal Signs, Nameplates and Name Badges
Pre-Inked and Self-Inking Stamps and Daters • Seals, Notary and Corporat

214.00 *
14.00 =
2,996.00 *M
15.00 *
40.00 =
600.00 *M
3,596.00 *M
0.00 *



A & E RUBBER STAMP CORP.
215 N. DESPLAINES ST. • CHICAGO, IL 60661
PH. (312) 575-1416 • FAX (312) 575-8614
PH. 1-800 540-8565 • FAX 1-800 649-9282

E-MAIL address:
aerbrstamp@aol.com
ONLINE ORDERING:
www.aerubberstamp.com

WE ACCEPT
VISA • MASTERCARD • AMERICAN EXPRESS
DISCOVER

May 1, 2012

Attention: Sherri Riley-Kusek

Sherri ☺

Repairable Self-Inking Local Dater repairs will be \$24.95 each, repair price includes labor, band and pad replacement and new dies when necessary.

The cost of Bates Numbering repairs are a \$50.00 minimum, parts and labor are determined when a Bates Numbering Machine is evaluated once received. We will then notify the user the total cost of the Bates repair before proceeding.

lease call me.

24.95x
214.0=
5,339.30+M
50.0x
15.0=
750.00+M
6,089.30*M
0.*

Phil ☺

