



**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  
96618

United Systems Of Arkansas Inc  
1201 Main St  
Little Rock AR 72202

DATE  
10/23/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**183334 - 000- OP**  
REQUISITION NO.  
00104331 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 Circuit Court - Supplies  
Ck Cty Government Facility Warehouse  
2323 S Rockwell St Rm 111  
Chicago IL 60608-3712

**DELIVERY INSTRUCTIONS**  
2323 S ROCKWELL, ROOM 111  
Attn: Sherri Kusek 603-5015

DEPT NO	
3350406	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	PRINTED CERTIFIED MAILERS CERTIFIED ENVELOPES FOR LAW DIVISION CMF-076 ENVELOPE LASER WITH RETURN ADDRESS RETURN ADDRESS TO READ: Clerk of the Circuit Court Richard J. Daley Center, Room 801 Chicago, Illinois 60602-1373 ENVELOPE IN NON-GLOSSY FORMAT	15.00 M	332.5000	4,987.50	3350406.520500
2.00	PRINTED CERTIFIED MAILERS CERTIFIED ENVELOPES FOR CIVIL DIVISION CMF-076 ENVELOPE LASER WITH RETURN ADDRESS RETURN ADDRESS TO READ: Clerk of the Circuit Court Civil Division Richard J. Daley Center, Room 601 50 W. Washington Street Chicago, Illinois 60602-1373 ENVELOPE IS NON-GLOSSY FORMAT	5.00 M	332.5000	1,662.50	3350406.520500
3.00	CERTIFIED MAILERS CERTIFIED ENVELOPES - BLANK NON-GLOSSY FORMAT	5.00 M	332.5000	1,662.50	3350406.520500
4.00	IMPRINTING/ IMAGING IMAGING FOR RETURN ADDRESS LAW DIVISION (15,000)	15.00 M	30.0000	450.00	3350406.520500
5.00	IMPRINTING/ IMAGING IMAGING FOR RETURN ADDRESS CIVIL DIVISION	5.00 M	30.0000	150.00	3350406.520500
6.00	SHIPPING SHIPPING COST VENDOR MUST PROVIDE SAMPLE OF ENVELOPE PRIOR TO PRODUCTION DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT	1.00 JB	200.0000	200.00	3350406.520500

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:

*[Handwritten Signature]*  
11/6/12 BT



**Purchase Requisition**  
Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

183334

Requisition # **OR 104331** Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code \_\_\_\_\_  
Business Unit 3350406  
Internal Req Number 23350056  
Board Apr Date & Item \_\_\_\_\_  
Requisition Date 6/14/2012  
Date Needed 6/14/2012

Ship To: 461699 Clerk of Circuit Court - Admn  
Ck Cty Government Facility War  
2323 S Rockwell St Rm 11  
Chicago IL 60608-3712

Delivery Instructions: 2323 S ROCKWELL, ROOM 111  
Attn: Sherri Kusek 603-5015

Supplier: 966 United Systems Of Arkansas Inc  
1201 Main St  
Little Rock AR 72202

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
5.000	966 IMAGING FOR RETURN ADDRESS LAW DIVISION (15,000) IMPRINTING / IMAGING	< >	1.00	JB	150.0000	150.00	3350406.520500
6.000	966 IMAGING FOR RETURN ADDRESS CIVIL DIVISION SHIPPING	< >	1.00	JB	200.0000	200.00	3350406.520500
	SHIPPING COST VENDOR MUST PROVIDE SAMPLE OF ENVELOPE PRIOR TO PRODUCTION DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT WAREHOUSE / SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 ATTENTION: KIM BASS 773-843-5563 DELIVERY HOURS: MONDAY THROUGH FRIDAY 8:00AM TO 2:00PM EXCEPT COURT HOLIDAYS MUST BE INSIDE DELIVERY REQUISITION NUMBER: 23350056						
Total of Items Ordered						<u>9,112.50</u>	

**CERTIFICATION**

The items and/or services above are necessary to this department (or institution) account & activity numbers indicated above accurately reflect the specific line item approved by the Board of County Commissioners and there is a sufficient balance in the account to grant same.

*[Signature]*  
\_\_\_\_\_  
BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACC # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

#25

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

183334

81 Br New Price

Requisition # OR 104331 Contract # \_\_\_\_\_ Open Date \_\_\_\_\_

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code  
Business Unit 3350406  
Internal Req Number 23350056  
Board Apr Date & Item  
Requisition Date 6/14/2012  
Date Needed 6/14/2012

Ship To: 461699 Clerk of Circuit Court - Admn Delivery Instructions: Supplier: 9608 United Systems Of Arkansas Inc  
Ck Cty Government Facility War 2323 S ROCKWELL, ROOM 111 1201 Main St  
2323 S Rockwell St Rm 11 Attn: Sherri Kusek 603-5015 Little Rock AR 72202  
Chicago IL 60608-3712

CO  
6/28/12

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	966 PRINTED CERTIFIED MAILERS CERTIFIED ENVELOPES FOR LAW DIVISION CMF-076 ENVELOPE LASER WITH RETURN ADDRESS RETURN ADDRESS TO READ: Clerk of the Circuit Court Richard J. Daley Center, Room 801 Chicago, Illinois 60602-1373 ENVELOPE IN NON-GLOSSY FORMAT	<	15.00	M	332.5000	4,987.50	3350406.520500
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4.000	966 IMPRINTING / IMAGING	<	1.00	JB	450.0000	450.00	3350406.520500

**CERTIFICATION**

I certify that the items and/or services above are necessary to this department (or institution) and that the account no., account & activity numbers indicated above accurately reflect the specific line item information approved by the Board of County Commissioners and there is a sufficient balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

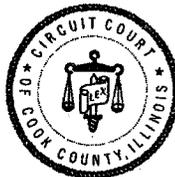
PURCHASING USE ONLY

ACC # \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_

\_\_\_\_\_  
BUREAU or DEPARTMENT HEAD

Scanned  
8/30/12



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

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

August 28, 2012

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

Dear Ms. Coss:

Please find attached Requisition #23350056 (System Requisition #104331), in the amount of \$9,112.50 for the procurement of pre-printed and non-printed certified mailers.

United Systems of Arkansas holds the patent for these forms, thus making this vendor the sole source provider.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dorothy Brown".

Dorothy Brown  
Clerk of the Circuit Court



## Cook County Office of the Chief Procurement Officer

### Sole Source Justification

<b>General Information</b>	Date: 6/04/12
Unit/Department: Clerk of the Circuit Court	Phone No. 312-603-3458
Contact Name: Sherri Kusek	Email <a href="mailto:sariley@cookcountycourt.com">sariley@cookcountycourt.com</a>

<b>Vendor Information</b>	Requisition No. 23350056
Name: United Systems of Arkansas	Purchase Order No.
Address: 1201 Main Street, Little Rock, AR, 72202-5031	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.

Pre-printed mailing envelopes used in the Civil, Law, and Probate Divisions, to mail court-mandated documents, such as, new complaints to receiving parties. These are ordered on a yearly basis and will be delivered to the Clerk of the Circuit Court's Supply Room located at 2323 Rockwell, Room 111, Chicago, Illinois 60608.

**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). The current in-house system was previously created to process this specific certified mail envelope. The Clerk of the Circuit Court would incur additional costs to create a new system, identify a new envelope, and re-train current staff.

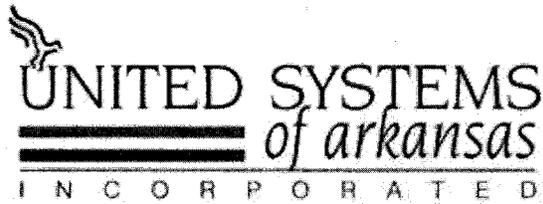
**Due Diligence.** Describe the due diligence performed that led to the conclusion that this is a sole source.

The vendor, United Systems of Arkansas, holds the patent for this envelope and purchasing this product through a third-party vendor would increase the cost for the Clerk of the Circuit Court. In the past we have purchased this item from a third-party vendor and paid a higher cost than purchasing it directly from the vendor.

<b>Department Recommendation</b>	
Requestor: Sherri Kusek	Date: 6/04/12
Department Head: Phyllis Adams	Date: 6/04/12

<b>Chief Procurement Officer Approval</b>	
Signature:	Date: 11/6/12

*Maria de la Cruz*  
BA



May 10<sup>th</sup>, 2012

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

United Systems of Arkansas, Inc. (USA) holds US Patents that contain claims that are incorporated into the USA/Certified Mailer System Forms. These patents preclude any other vendor legally providing this form, thus making USA a sole source for this product.

*Three Up Form (CMF-073) and Pin Fed Form (CMF-113)*  
U.S. Patent 5,573,277, U.S. Patent 5,848,809, U.S. Patent 5,697,648

*Thermal Flip Tab (CMF-091)* U.S. Patent 5,746,450

*Envelope Laser Form (CMF-076)* U.S. Patent 5,626,286, U.S. Patent 6,041,999

*Self Mailer Forms (CMF-133; CMF-105)* U.S. Patent 5,860,904, U.S. Patent 5,950,910  
U.S. Patent 6,071,367

In light of the above referenced patents, USA claims it is legally the sole source provider for these forms. I have included samples of the forms as an attachment. If there is any other information you need concerning USA's intellectual property rights concerning this form, please feel free to contact me.

Sincerely,

Jon House  
Sales

## TRADE CUSTOMS

1. **ACCEPTANCE:** This proposal is based on prevailing prices on the date written. Accepted orders cannot be canceled except upon terms that will compensate United Systems of Arkansas, Incorporated (USA) for all expenses incurred.
2. **EXPERIMENTAL WORK:** Experimental work performed on customer's requests or orders, such as sketches, drawings, composition, computer service, computer programming, composition interfacing, plates, presswork, and materials will be charged to and must be paid for by the client.
3. **SKETCHES and DUMMIES:** Sketches and dummies shall remain the property of USA and no use of said sketches and dummies shall be made, nor any idea obtained therefrom, except upon compensation to be determined by the owner.
4. **PRE-PRESS:** All materials and/or programming used in connection with production remain the property of USA. All programming, interfacing, pasteup, copyright, instructions, and reproduction proofs produced by USA remain the property of USA.
5. **PROPOSALS and DATA:** Proposals are only for work according to the original specifications. Upon receipt of original computer data or manuscript, should it be evident that the condition of the data or materials differs from that originally described and consequently quoted, the original proposal shall be rendered void and a new proposal issued. If, through client's error or change of mind, work has to be done a second or more time, such extra work will carry an additional charge, at current rates for the work performed. USA's errors will be corrected at no cost to the client.
6. **PROOF:** One pre-press proof will be submitted to the client. Corrections, if any, to be made thereon and to be returned marked "OK", or "OK with corrections", and signed with full name of person duly authorized to pass on proof. If revised proof is desired, request must be made when first proof is returned. No responsibility for errors is assumed if work is produced as per client's OK.
7. **QUANTITIES DELIVERED:** Owing to manufacturing fluctuations, a variation of no more than ten percent (10%) in excess will constitute an acceptable delivery. The variation to be charged for or deducted at the pro-rata for excess copies.
8. **CLIENT'S PROPERTY:** All property furnished by the client is held at client's risk. USA assumes no responsibility for loss or damage by fire, water or for any other cause, except through the negligence or willful misconduct of USA.
9. **DELIVERY:** Unless otherwise specified, the price quoted is F.O.B. our location. All estimates are based on continuous and uninterrupted delivery of complete order, unless specification distinctly states otherwise.
10. **PURCHASES:** Advance payment of implementation, programming, and estimated postage is required. Credit will be extended to approved accounts, net to be paid within ten days of the invoice date. Any other terms, discounts, etc. must be approved and in writing.
11. **POSTAGE:** The United States Postal Service is the final governing source regarding amounts of postage required, advance estimates notwithstanding. If USA is requested to provide advance Postage, a 15% fee will be added to the exact amount required for all mailings.
12. **AGREEMENTS:** All agreements are made in writing and all orders will be produced per contract dates, contingent upon acts of nature.
13. **DELAYS:** When unusual delay in execution of contract is caused by client, USA may be entitled to additional compensation for labor performed and materials purchased to abide by original promise date.
14. **PAYMENTS:** All payments and remittances must be made directly to United Systems of Arkansas, Inc., 1201 Main Street, Little Rock, Arkansas 72202.
15. **DISPUTES:** All disputes will be resolved by arbitration. A mutually acceptable location will be chosen for the arbitration if such a situation occurs.

*Use or disclosure of data contained on this page is subject to the restriction on the cover of this presentation.*

Quote



Order Number: 0007146  
 Order Date: 5/10/2012

1201 MAIN STREET  
 LITTLE ROCK, AR 72202-5031  
 5013740812

Salesperson: JMH  
 Customer Number: 0000438

**Sold To:**  
 COOK CTY IL DEPT OF PURCHASING  
 COOK COUNTY BUILDING  
 118 NORTH CLARK STREET  
 ROOM 1018  
 CHICAGO, IL 60602

**Ship To:**  
 COOK CTY IL DEPT OF PURCHASING  
 COOK COUNTY BUILDING  
 118 NORTH CLARK STREET  
 ROOM 1018  
 CHICAGO, IL 60602

Confirm To: SHERRI KUSEK      Email:      Telephone: 312-603-5015

Customer P.O.      Ship VIA      F.O.B.      Terms  
 OTHER      NET 10 DAYS FROM INVOICE

Item Code	Unit	Ordered	Shipped	Back Order	Price	Amount
CMF-076 CERTIFIED ENVELOPE	EACH	25,000	0	0	0.3325	8,312.50
IMAGING COST IMPRINTING/IMAGING COSTS	EACH	15,000	0	0	0.0300	450.00
IMAGING COST IMPRINTING/IMAGING COSTS	EACH	5,000	0	0	0.0300	150.00

Accepted by: \_\_\_\_\_  
 Signature      Date Signed      Print Name

P O Number: \_\_\_\_\_  Check this box if submitting credit card by phone.

Please Note: The United States Postal Service is the final governing source regarding amounts of postage required, advance estimates notwithstanding.

The above named agrees to the proposal of United Systems of Arkansas, Inc. to produce the job to the specifications outlined herein as quoted above, and within the stated time frame. Trade customs and conditions, printed on the following page, are incorporated herein by reference. All information contained on this form is proprietary and confidential information to United Systems of Arkansas, Inc. including all information regarding pricing and/or costs of any product and/or service. Disclosure to any third party is prohibited and enforceable under the laws of the State of Arkansas.

Net Order: 8,912.50  
 Less Discount: 0.00  
 Freight: 200.00  
 Sales Tax: 0.00  
 Order Total: 9,112.50