



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
838368

DATE
7/17/2012
F.O.B. POINT

PURCHASE ORDER NO.

182160 - 000- OP

REQUISITION NO.

00104343 OR

Staples Contract & Commercial Inc
500 Staples Dr
Framingham MA 01702

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, floor 25th
Chicago, IL 60602

DEPT NO	
3350406	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Brother Toner TN460 Item #392467	12.00 EA	66.3300	795.96	3350406.530605
2.00	Brother Toner TN580 Item #612784	5.00 EA	80.2800	401.40	3350406.530605
3.00	Brother Toner TN250 Item #465267	6.00 EA	28.3900	170.34	3350406.530605
4.00	Brother DR400 Item #392480	8.00 EA	127.3600	1,018.88	3350406.530605
5.00	Brother DR520 Item #612785	5.00 EA	178.6400	893.20	3350406.530605
6.00	Brother DR250 Item #465268 As per Vendor Quote dated July 16, 2012.	5.00 EA	163.1700	815.85	3350406.530605
***** Total Order *****				4,095.63	

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 Rosa
Date: _____

7/24/12 BR

STAPLES[®] Advantage

July 16, 2012

Dear Ms. Hall,

Listed below is your requested quote for toners and drums. Please note, these prices are guaranteed for 30 days. Please let me know if you have any questions. Thank you.

<u>TONERS</u>	<u>Item#</u>	<u>Price</u>
*TN460	392467	\$66.33
*TN580	612784	\$80.28
*TN250	465267	\$28.39
 <u>DRUMS</u>		
*DR400	392480	\$127.36
*DR520	612785	\$178.64
*DR250	465268	\$163.17

Best Regards,
Michelle Gray
Account Manager
815.931.5941
Michelle.Gray@Staples.com



PACIFIC NORTHWEST BUSINESS PRODUCTS INC.

2450 SIXTH AVENUE SOUTH SUITE 101, SEATTLE, WASHINGTON 98134

866-332-9630 x 228 or fax 206-622-2286

tracy@thecartridgefamily.net

QUOTE

Date: July 2, 2012
Attn: Danna Hall
Company: Cook County Courts
From: Tracy Savage

Genuine Brother toner/drums:

Toner:

TN460	\$68.50 ea
TN580	\$84.00 ea
TN250	\$34.00 ea

Drums:

DR400	\$130.00 ea
DR520	\$155.00 ea
DR250	\$168.00 ea

FREE Shipping
Prices good on any quantity

Thank you, Tracy

Courtesy Office Products, Inc.

38 Ramsgate Dr.

Palos Park, IL 60464

708.923.9230

Vendor 20607

Cook County Clerk

Attn Dana Hall

Brother	TN 460	\$82-
Toner	TN 580	\$98-
	TN 250	\$41-

Drum	DR 400	\$148=
	DR 520	\$209=
	DR 250	\$219=

Thanks

Donna Huelbig

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

July 18, 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 #104343 (Requisition #23350047), to Staples Contract & Commercial for fax machines, toners and drums. Staples submitted the lowest responsive quote in the amount of \$4,095.63 among the three vendors that were solicited for the items.

The toners and drums are needed for various fax machines located throughout the Clerk of the Circuit Court.

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