



**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  
730501  
Datamation Imaging Services Corp.  
699 Executive Dr  
Willowbrook IL 60527

DATE  
8/23/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**182640 - 000- OP**  
REQUISITION NO.  
00104677 OR

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

**SHIP TO** Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
RECORDER OF DEEDS  
PRISCILLA BENNETT 312-603-4679

DEPT NO	
1301154	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Equipment Maintenance Maintenance on Two (2) Starvue Reader's with odemeters. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. All parts including consumables shall be included. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. LOCATION OF MACHINE: COOK COUNTY BLDG. 118 N. CLARK STREET CHICAGO, IL 60602 SERIAL# MODEL# K330-6030 1735 K330-6294 2006 CONTRACT PERIOD: 2/1/2013 THRU 1/31/2014	12.00 MO	205.5000	2,466.00	1301154.540150
***** Total Order *****				2,466.00	

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.

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

PURCHASING AGENT

Date:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Priscilla Bennett*  
8/28/12 BA

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

*182640*

*81 Bk new*

Requisition # **OR 104677** Contract #

Open Date

*8/23*

Ship To: 8000889 Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

Supplier: 2999999 TEAM LEAD MALB@X

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSV  
Business Unit 1301154  
Internal Req Number 21300012  
Board Apr Date & Item  
Requisition Date 7/11/2012  
Date Needed 7/11/2012

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	Equipment Maintenance	<	12.00	MO	300.0000	3,600.00	1301154540150
Maintenance on Two (2) Starvue Reader's with odometers. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. All parts including consumables shall be included. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME.								
LOCATION OF MACHINE: COOK COUNTY BLDG. 118 N. CLARK STREET CHICAGO, IL 60602 SERIAL# MODEL# K330-6030 1735 K330-6294 2006								
CONTRACT PERIOD: 2/1/2013 THRU 1/31/2014								
Total of Items Ordered						<u>3,600.00</u>		

2012 JUL 11 AM 11:21  
COOK COUNTY OF ILLINOIS  
OFFICE OF THE PURCHASING AGENT

CERTIFICATION  
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the depts. 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

*Bruce Johnson*  
REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE BY

ACCT #



RETURN THIS QUOTATION TO:  
**OFFICE OF THE PURCHASING AGENT**  
**COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375  
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES  
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**  
 This is not an order - submit all  
 quotations on this form.

DATE 8/8/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 104677 OR	RESPOND BY 8/22/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
------------------	------------------------	----------------------------	------------------------	-------------------------	--	-------------

Vendor Address 730501  
Datamatin Imaging Services Corp  
699 Executive Dr  
Willowbrook, IL 60527

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agrees to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, subject to all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or class. Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or changed after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

Product Delivery Point

Recorder of Deeds - Purchasing  
 Cook County Building  
 118 N. Clark Street - RM 230  
 Chicago IL 60602-1304

DELIVERY IN WORKING DAYS 1  
 PHONE NUMBER 630-321-0601  
 SIGNED BY David J. Ruschel  
 (PLEASE PRINT) David J. Ruschel

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Equipment Maintenance Maintenance on Two (2) Starvue Reader's with odometers. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. All parts including consumables shall be included. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. LOCATION OF MACHINE: COOK COUNTY BLDG. 118 N. CLARK STREET CHICAGO, IL 60602 SERIAL# MODEL# K330-6030 1735 K330-6294 2006 CONTRACT PERIOD: 2/1/2013 THRU 1/31/2014	12.00	MO	205.50	2466.00
ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL 2466.00



RETURN THIS QUOTATION TO:  
**OFFICE OF THE PURCHASING AGENT**  
**COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375  
 SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES  
 WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**  
 This is not an order - submit all  
 quotations on this form.

DATE 8/8/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 104677 OR	RESPOND BY 8/22/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
------------------	------------------------	----------------------------	------------------------	-------------------------	--	-------------

Vendor Address

**Microfilm Equipment & Supplies**  
 880 Lee St, Ste 203 • Des Plaines, IL 60016  
 T (847) 296-0026 / F (847) 296-8184  
 Email: info@microequip.com

Product Delivery Point

Recorder of Deeds - Purchasing  
 Cook County Building  
 118 N. Clark Street - RM 230  
 Chicago IL 60602-1304

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agrees to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, subject to all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or class. Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn or changed after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occupation Tax and all Service Taxes.

In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, it is not intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

DELIVERY IN WORKING DAYS ARO  
 PHONE NUMBER 847-296-0026  
 SIGNED BY R Fagundo  
 (PLEASE PRINT) KELLY FAGUNDO

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Equipment Maintenance Maintenance on Two (2) Starvue Reader's with odemeters. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. All parts including consumables shall be included. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. LOCATION OF MACHINE: COOK COUNTY BLDG. 118 N. CLARK STREET CHICAGO, IL 60602 SERIAL# MODEL# K330-6030 1735 K330-6294 2006 CONTRACT PERIOD: 2/1/2013 THRU 1/31/2014	12.00	MO	257.50	3,090.00
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			<b>TOTAL</b> 3,090.00



## BID TABULATION

<b>BID NAME:</b> EQUIPMENT MAINTENANCE																				
<b>BID NUMBER:</b> 104677																				
<b>BID OPENING DATE:</b> Wednesday, August 22, 2012																				
<b>BID OPENING TIME:</b> 10:00AM																				
<b>BUYER NAME:</b> BRENDA BEARD																				
						VENDOR #1:						VENDOR #2:								
						DATAMATION IMAGING SERVICES CORP.						MICROFILM EQUIPMENT & SUPPLIES								
<b>ITEM #</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>					<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>							
1	Equipment Maintenance on two (2) Starvue Reader's with odometers. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall include all labor, transportation and preventive maintenance. All parts including consumables shall be included. 24 hours response time and 4 hours emergency response time.  The contract period: Feb. 1, 2013 - Jan 31, 2014	12	MO	\$205.50	\$2,466.00	\$257.50	\$3,090.00													
					\$2,466.00		\$3,090.00													



**COOK COUNTY**  
**OFFICE OF THE CHIEF PROCUREMENT OFFICER**  
**PRELIMINARY BID TABULATION**

**PROJECT NAME:** EQUIPMENT MAINTENANCE FOR TWO (2) STARVUE READERS WITH ODEMETERS-RECORDER OF DEEDS  
**QUOTE NO.:** Q-104677-OR  
**CONTRACT NEGOTIATOR:** BRENDA BEARD

**DUE DATE:** AUGUST 22, 2012

Name of Bidder	Vendor Address	Total Bid Price
Microfilm Equipment	Des Plaines, IL	3,090.00
Datamation Imaging Svc	Willowbrook, IL	2,466.00

*Note: Bids are subject to review for completeness, accuracy, and compliance with all terms and conditions provided in the bid specifications.*

Toni Preckwinkle  
 President

María de Lourdes Coss  
 Chief Procurement Officer