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
8/22/2012

F.O.B. POINT

PURCHASE ORDER NO.
182624 - 000- OP

REQUISITION NO.
00105332 OR

PURCHASE ORDERED ISSUED TO

454634

Quill Corp
PO Box 37600
Philadelphia PA 19101-0600

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, 25th floor Chicago, IL 60602

DEPT NO	
3351003	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM		UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Toner, TN460	15.00	EA	58.5900	878.85	3351003.530605
2.00	Toner, TN580	5.00	EA	71.7400	358.70	3351003.530605
3.00	Toner, TN250	5.00	EA	25.5300	127.65	3351003.530605
4.00	Drum, DR400	10.00	EA	112.4200	1,124.20	3351003.530605
5.00	Drum, DR520	5.00	EA	136.8800	684.40	3351003.530605
6.00	Drum, DR250 All toners and drums must be OEM, genuine brand only. No compatible, refurbished, remanufactured, rebuilt or recycled toners or drum allowed. . Requisition # 23350071	5.00	EA	144.0000	720.00	3351003.530605
	*******	Total Order	*******		3,893.80	

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:** 8/22/12

Maria de Lourdes Cos

#22
DEH

BA

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

182624

CC

8/20/12

Requisition # OR 105332 Contract #

Open Date

Buyer Number 724143 Supervisor 80
Bid/Sole Src Code BSP
Business Unit 3351003
Internal Req Number 23350071
Board Apr Date & Item
Requisition Date 8/20/2012
Date Needed 8/20/2012

Ship To 8000087 Clerk of the Circuit Court-Fin
Skokie Court Building - 2nd Dl
Chicago IL 60602

Delivery Instructions:
69 W. Washington, 25th floor
Chicago, IL 60602

Supplier: 454634 Quill Corp.
PO Box 37600
Philadelphia PA 19101-0600

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	615	Toner, TN460	< >	15.00	EA	58.5900	878.85	3351003.530605
2.000	615	Toner, TN580	< >	5.00	EA	71.7400	358.70	3351003.530605
3.000	615	Toner, TN250	< >	5.00	EA	25.5300	127.65	3351003.530605
4.000	615	Drum, DR400	< >	10.00	EA	112.4200	1,124.20	3351003.530605
5.000	615	Drum, DR520	< >	5.00	EA	136.8800	684.40	3351003.530605
6.000	615	Drum, DR250	< >	5.00	EA	144.0000	720.00	3351003.530605

All toners and drums must be OEM, genuine brand only.
No compatible, refurbished, remanufactured, rebuilt
or recycled toners or drum allowed.

Requisition # 23350071

Total of Items Ordered 3,893.80

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.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

8/21/12

CCA

APPROVED BUDGETARY ACCOUNT

ACCT # _____

DATE _____ BY _____

PURCHASING USE ONLY

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

August 22, 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 #105332 (Requisition #23350071), to Quill Corporation for fax machines, toners and drums. Quill submitted the lowest responsive quote in the amount of $3,948.80 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,

Dorothy Brown

Dorothy Brown
Clerk of the Circuit Court

Quill.com

Cook County						
Clerk of the Circuit Court of Cook County						
Item Number	MFG Number	Description	Quantity	Unit Price		Extended Price
901-TN460	TN460	Brother® TN460 Hi-Yield Laser Fax Toner Cartridge	15	$ 58.59	$	878.85
901-TN580	TN580	Brother® TN580 Hi-Yield Laser Toner Cartridge	5	$ 71.74	$	358.70
901-TN250	TN250	Brother® TN-250 Laser Toner Cartridge	5	$ 25.53	$	127.65
901-DR400	DR400	Brother® DR400 Laser Fax Toner Drum	10	$ 112.42	$	1,124.20
901-DR520	DR520	Brother® DR520 Drum Unit	5	$ 136.88	$	684.40
901-DR250	DR250	Brother® DR-250 Replacement Drum	5	$ 144.00	$	720.00

Total $ 3,893.80

John C. Dahlquist
Account Manager
Cell: 312-572-9701
Fax: 888-888-8250
Email: john.dahlquist@quill.com
Best experience in office products

TONERPRICE.COM
6200 E Canyon Rim Road, Suite 215
Anaheim Hills, CA 92807

PART NUMB	DESCRIPTION	Unit Cost	Qty	Total Cost
	TONERS			
TN460	High Yield Black Toner Cartridge Brother MFC-8300/ 8500/ 8600/ 8700/ 9600/ 9700/ 9800; DCP-1200/ 1400; PPF-4100/ 4750/ 4750E/ 5750/ 5750E; HL-1240/ 1250/ 1270N/ 1435/ 1440/ 1450/ 1470N (Yield: 6,000)	$ 76.00	15	$ 1,140.00
TN580	High-Yield Black TN580 Toner Cartridge Brother	$ 94.00	5	$ 470.00
TN250	BROTHER PPF2800, 2900, 3500, 4800 TONER CTG.	$ 33.00	5	$ 165.00
	DRUMS			
DR400	Brother HL1240,1250,1270,1440, MFC4750,5750,2500,8300,8600 Drum Unit-OEM	$ 148.00	10	$ 1,480.00
DR520	Drum Brother DCP 8060/ 8065DN/ HL 5240/ 525	$ 172.00	5	$ 860.00
DR250	BROTHER DRUM UNIT FOR PPF2800, 2900, 3500, MFC4800, 6800	$ 182.00	5	$ 910.00
	GRAND TOTAL			**$ 5,025.00**

This is a quote - Please call (800) 500-3038
sales@tonerprice.com

Danna E. Hall

From: Franks, Altus <ALTUSFRANKS@officemax.com>
Sent: Friday, July 13, 2012 7:49 AM
To: Danna E. Hall
Subject: Pricing on drums and toners

OfficeMax

Item Number	MFG Number	Description	Quantity	Unit Price	Extended Price
901-TN460	TN460	Brother® TN460 Hi-Yield Laser Fax Toner Cartridge	15	$90.09 -	$ 1351.35 -
901-TN580	TN580	Brother® TN580 Hi-Yield Laser Toner Cartridge	5	$ 112.99 -	$564.95 -
901-TN250	TN250	Brother® TN-250 Laser Toner Cartridge	5	$41.29 -	$206.45 -
901-DR400	DR400	Brother® DR400 Laser Fax Toner Drum	10	$ 185.99 -	$ 1859.90 -
901-DR520	DR520	Brother® DR520 Drum Unit	5	$199.99 -	$ 999.95 -
901-DR250	DR250	Brother® DR-250 Replacement Drum	5	$209.99 -	$ 1049.95 -

Total
- $ 6032.55 -

Prices good till 8/30/2012

Business Development Manager

LinkedIn

TEL: 877 633 2629 option 2 ext. 6523 FAX: 877.311.3715
altusfranks@officemax.com
http://www.officemaxsolutions.com

Customer Service: 877 633.2629

OfficeMax
WORK WITH US