



**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
774664

Ferrarelli Inc
431 Ohio Pike, Suite 103
Cincinnati OH 45255

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

PURCHASE ORDER NO.
183329 - 000- OP
REQUISITION NO.
00105946 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
SHERRI RILEY-KUSEK 603-5015

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	CERTIFIED ENVELOPE CERTIFIED ENVELOPES FOR COUNTY DIVISION PRE-PRINTED RETURN ADDRESS ITEM #CML-5	25.00 M	415.8000	10,395.00	3350406.520500
2.00	SHIPPING SHIPPING CHARGE MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT WAREHOUSE / SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 CONTACT PERSON: KIM BASS CONTACT NUMBER: 773-843-5563 DELIVERY HOURS: MONDAY THROUGH FRIDAY 8:00AM TO 2:00PM EXCEPT COURT HOLIDAYS REQUISITION NUMBER: 23350057	1.00 JB	450.0000	450.00	3350406.520500
***** Total Order *****				10,845.00	

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

Date: _____

Maria de Jesus Lopez

10/29/12 AH

81 Pnyca

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

#385R

Purchase Order Number

Requisition # **OR 105946** Contract # _____ Open Date _____

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code _____
Business Unit 3350406
Internal Req Number 23350057
Board Apr Date & Item _____
Requisition Date 9/24/2012
Date Needed 9/24/2012

CO
9/25/12

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
SHERRI RILEY-KUSEK 603-5015
Supplier: 774664 Certified Mail Done Fast, Inc.
431 Ohio Pike, Suite 103
Cincinnati OH 45255

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 CERTIFIED ENVELOPE CERTIFIED ENVELOPES FOR COUNTY DIVISION PRE-PRINTED RETURN ADDRESS ITEM #CML-5	< >	25.00	M	415.8000	10,395.00	3350406.520500
2.000	999 SHIPPING SHIPPING CHARGE MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT WAREHOUSE / SUPPLY ROOM 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 CONTACT PERSON: KIM BASS CONTACT NUMBER: 773-843-5563 DELIVERY HOURS: MONDAY THROUGH FRIDAY 8:00AM TO 2:00PM EXCEPT COURT HOLIDAYS REQUISITION NUMBER: 23350057	< >	1.00	JB	450.0000	450.00	3350406.520500
Total of Items Ordered						<u>10,845.00</u>	

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.

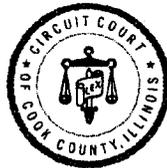
CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT # _____
DATE _____ BY _____

Edmund Weiss 09/24/12
BUREAU or DEPARTMENT HEAD

REQUISITIONER

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT



FINANCE BUREAU
Richard J. Daley Center
Room 1005
Chicago, Illinois 60602
(312) 603-5355
FAX (312) 603-3970
www.cookcountyclerkofcourt.org

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

September 24, 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 #23350057 (System Requisition #105946), in the amount of \$10,845.00 for the procurement of pre-printed certified mailers.

Certified Mail Done FAST 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 black ink that reads "Dorothy Brown".

Dorothy Brown
Clerk of the Circuit Court



**Cook County
Office of the Chief Procurement Officer**

Sole Source Justification

General Information	Date: 9/24/12
Unit/Department: Clerk of the Circuit Court	Phone No. 312-603-3458
Contact Name: Phyllis Adams	email

Vendor Information	Requisition No. 23350057
Name: Certified Mail Done FAST	Purchase Order No.
Address: 431 Ohio Pike, Suite 1103, Cincinnati, OH 45255	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 certified mailing envelopes for County Division. This is purchased on a yearly basis and will be delivered to the Clerk of the Circuit Courts Supply Room located at 2323 S. Rockwell, Room 111, Chicago, Illinois 60608.

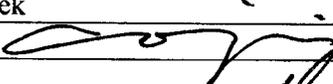
Type. Please select one of the options and explain below.

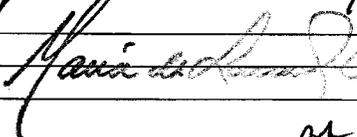
Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s) The product cml-5 can only be used with the current software utilized by the County Division for mailing mandated court documents such as new complaints.

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

The vendor Certified Mail Done FAST holds the patent to this product and by purchasing this product from a third-party vendor would increase the cost to the Clerk of the Circuit Court.

Department Recommendation	
Requestor: Sherri Kusek	Date: 9/28/12
Asst. Department Head: 	Date: 9/28/12

Chief Procurement Officer Approval	
Signature: 	Date: 10/30/12

BT

Certified Mail Done FAST

Formerly Ferrarelli, Inc.

VIA EMAIL AND USPS

Clerk of the Circuit Court of Cook County
Chicago, IL 60602

RE: Sole Source Supplier-- Certified Mail Done Fast, Inc., formerly Ferrarelli Automated Certified Mailers

Dear Sherri

Below is an Affidavit as to Certified Mail Done Fast, Inc.'s right of Sole Supplier Product.

Please let us know if you need anything else.

STATE OF OHIO :
: :
COUNTRY OF HAMILTON :

AFFIDAVIT

Now comes Affiant Thomas C. Sanders, Secretary/Treasurer of Certified Mail Done Fast, Inc., formerly Ferrarelli, Inc., and hereby states that Ferrarelli Automated Certified Mailer is a Sole Supplier Product. Certified Mail Done Fast, Inc., is the holder of Patent Number 5, 901 903, issued to Ferrarelli, Inc., on May 11, 1999. By virtue of this patent, Certified Mail Done Fast, Inc., has the right to exclude others from making, using or selling our product.



Thomas C. Sanders, Secretary/Treasurer
Certified Mail Done Fast, Inc.

Sworn to before me and subscribed in my presence this 3rd day of May 2012



DAVID D. OTTO
Notary Public, State of Ohio
My Commission Expires 11-16-2015

NOTARY REPUBLIC, STATE OF OHIO

Certified Mail Done FAST

Formerly Ferrarelli, Inc.

May 23, 2012

Sherril Riley-Kusek
Budget & Purchase Analyst
Clerk of the Circuit Court of Cook County
69 West Washington, Room 2500
Chicago, IL 60602

Hi Sherry,

I hope this format works for you.

It is my understanding you want to order 25,000 of the CML-5 envelopes which is the same ordered on your last order July 2011

The cost per thousand is \$415.80

I would estimate \$450 for shipping as a high ESTIMATE. However we will only charge you the actual charges but this estimate should cover it easily. Thus if you make your PO for \$10,845.00 I guarantee the total will not be more than that. Most likely less.

Next I need you to provide the PO number for the job. If you do not have a PO please write in what you'd like us to insert into the PO section of our invoice. PO # _____

And lastly, would you please review the proofs I have included here and sign off that this is exactly as you'd like them this time.

SIGN OFF ON PROOFS _____

Once I get this back by either faxing or scanning and email I will start the printing and shipping processes.

Please call with ANY questions.

I look forward to working with you!

Terilyn



Terilyn Reber, Business Development
Certified Mail Done FAST, Inc. formerly Ferrarelli, Inc.
431 Ohio Pike, Suite 1103
Cincinnati, OH 45255

513 481 6116 Tel
513 481 6119 Fax
INFO@CertifiedMailDoneFAST.com

431 Ohio Pike Suite 103 Cincinnati, OH 45255 Tel 513.481.6116 Fax 513.481.6119
INFO@CertifiedMailDoneFAST.com