



**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
842532

STANDARD COURIER
2045 W GRAND
CHICAGO IL 60612

DATE
3/7/2013
F.O.B. POINT

PURCHASE ORDER NO.
184622 - 000- OP
REQUISITION NO.
00107585 OR

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

SHIP TO Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 2600
CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS
ANTHONY BARONE (312) 603-5618
50 W WASHINGTON, #1000, 60602

DEPT NO	
3100809	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>SHIPPING AND HANDLING FEES</p> <p>Courier Service - Pickup and Delivery of Juror Summons Forms</p> <p>Inside pickup from: Jury Administration, R. J. Daley Center, 50 W. Washington Street, 10th Floor, Room 1000, Chicago, Illinois 60602.</p> <p>Deliver directly to: U.S. Post Office (USPS), 540 North Dearborn Street, Chicago, Illinois 60610</p> <p>In the unlikely event the Dearborn Facility is closed, the mailings must be delivered, at no additional expense, to the USPS Bulk Mail Facility at 433 West Harrison Street, Chicago, Illinois 60607 in the same manner as outlined below for the Dearborn location.</p> <p>Mailings are Pre-sort, First Class Bulk (processing category letters DMM C050, prepared under DMM:M8 10 automation letters).</p> <p>Mailings are time sensitive and must be delivered to the USPS, Dearborn location, immediately after pick-up for same day postage.</p> <p>Mailings consist of standard USPS 1-foot and 2-foot sleeved mail trays; normally a combination of both trays.</p> <p>Mailings comprise of approximately 10 to 16 mail trays per day (with allowances for up to 35 mail trays on a single day).</p> <p>Mailing must be picked up daily, Monday through Friday (excluding court holidays), by 9:00 a.m. unless instructed otherwise (see next item) and delivered to the USPS at 540 North Dearborn Street, immediately after pick-up.</p> <p>Jury Administration must have the flexibility to:</p> <ul style="list-style-type: none"> *Alter scheduled pickup times from morning to afternoon pickups on short notice. *Cancel a scheduled pickup on short notice. *Combine multiple days' deliveries into one delivery on short notice. <p>Mandatory same day delivery of all prepared mail</p>	250.00 TR	10.0000	2,500.00	3100809.520270

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:

John E. ... 12 March 2013

ES



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	<p>trays to the USPS receiving area. All paperwork is time sensitive and must be delivered to the USPS along with its corresponding mail trays. Cook County, Description Courier is to verify total trays to be picked up match paperwork and sign Jury Administration log book prior to leaving office. Courier must supply a dolly or cart necessary to transport mail trays from the 10th floor, Office of Jury Administration, Daley Center to the loading dock via the buildings freight elevator. Courier is responsible for immediately notifying Jury Administration by phone of any delivery or acceptance problems either en route or at the USPS receiving area. Courier must bill for services rendered every 30 days. *Attached are insurance requirements for R. J. Daley Dock access. =====</p> <p>internal req #33100013.</p>				
***** Total Order *****				2,500.00	