



**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
76611

Bebon Office Machines
234 S Wabash Ave #200
Chicago IL 60604

DATE
12/21/2011
F.O.B. POINT

PURCHASE ORDER NO.
179357 - 000- OP
REQUISITION NO.
00097800 OR

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

SHIP TO Facilities Management
Juvenile Court
2245 W. Ogden Ave
CHICAGO IL 60612-3785

DELIVERY INSTRUCTIONS

Botica 312-433-4573

DEPT NO	
2001108	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>Maintenance ,time clock Time clock maintenance Preform 2 semi-annual inspections for 28 time clocks to keep equipment at peak performance and minimize any repair interruptions. Inspections include field cleaning, proper lubrication with approved lubricants and any necessary adjustments. Repair calls required due to malfunction of the equipment are made without labor charges. Service technicians must be factory trained to service the equipment being maintained. The first of the semi-annual inspections shall be scheduled for no later than one month after award of the PO. Model Serial No. Equipment Location MJR-7000 324011712 3015 S. California Div. XI MJR-7000 324011722 2650 S. California, 2nd Fl. MJR-7000 324011746 2650 S. California, IX MJR-7000 324011789 2650 S. California, V MJR-7000 322010471 2650 S. California, 2nd Fl. MJR-7000 322010476 2650 S. California, 2nd Fl. MJR-7000 351025834 2650 S. California, 2nd Fl. MJR-7000 351026218 2801 S. Rockwell, 2nd Fl. MJR-7000 351025897 2650 S. California, 2nd Fl. MJR-7000 324011628 3045 S. Sacramento MJR-7000 334016722 2650 S. California Bldg. 5 SC MJR-7000 321008938 1100 S. Hamilton/Juvenile MJR-7000 322009828 118 North Clark/County Bldg. MJR-700 324011628 118 North Clark/County Bldg. Rm. 1044 MJR-7000 322010396 555 W. Harrison/Domestic Violence MJR-7000 322010405 2121 W. Harrison/Forensic</p>	56.00 EA	50.0000	2,800.00	2001108.540140

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: _____

Maria de la Rosa
3/12/12 BR



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COUNTY OF COOK**

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12/21/2011
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PURCHASE ORDER NO.
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REQUISITION NO.
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COOK COUNTY FEIN: 36-6006541
ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
FEDERAL EXCISE TAX EXEMPT CERT: 36-75-D038K

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER	
2.00	<p>MJR-7000 322010470 2323 S. Rockwell/Warehouse MJR-7000 322009465 1500 S. Maybrook Dr./Maywood MJR-7000 322009723 16501 S. Kedzie/Markham MJR-7000 322009802 5600 Old Orchard Rd./Skokie Cook County, Description MJR-7000 322009817 2121 Euclid Ave/Rolling Meadows MJR-7000 322009810 10202 S. 76th Ave./Bridgeview MJR-7000 324011721 2650 S. California/Engineering AR-E 496620 2650 S. California MJR-7000 314069479 4545 W. Cermak Rd./Hawthorne MJR-7000 352028491 555 W. Harrison/Domestic Violence MJR-7000 384051088 2245 W. Ogden Ave/Juvenile MJR-7000 342934498 2245 W. Ogden Ave/Juvenile</p> <p>PARTS Repair calls required due to malfunction of the equipment are made without labor charges. All parts are to be billed at the contractors actual cost plus mark-up indicated in this bid. Fixed at \$1,000.00 1,000.00 +--- 0 % = \$1,000.00 Total Vendor's Actual Cost Contractors Mark-up/discount CONTRACT PERIOD ONE YEAR FROM DATE OF PURCHASE ORDER.</p>	.00	JB	.0000	1,000.00	2001108.540140
***** Total Order *****				3,800.00		

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number
179357

Requisition # **OR 97800** Contract #

Ship To: 8000407 Facilities Management
Juvenile Court
2245 W. Ogden Ave
CHICAGO IL 60612-3785

Supplier: 299999 TEAM LEAD MAILBOX
Delivery Instructions:
Bolton
312-433-4573

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSV
Business Unit 2001108
Internal Req Number 12000188
Board Apr Date & Item
Requisition Date 5/24/2011
Date Needed 5/24/2011

One Time Purchase Yes No Covers Need for 12 months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity	Description	Ball on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1,000	910	Maintenance, time clock	<		>	2,300.0000	2,300.00	2001108 540140

RECEIVED
OFFICE OF THE
PURCHASING AGENT

2011 MAY 26 AM 8:43

Time clock maintenance
Perform 2 semi-annual inspections for
28 time clocks to keep equipment at
peak performance and minimize any
repair interruptions. Inspections
include field cleaning, proper
lubrication with approved
lubricants and any necessary
adjustments.
Repair calls required due to
malfunction of the equipment are
made without labor charges.
All parts are to be billed at the
contractors actual cost plus mark-up
indicated in this bid.
Service technicians must be factory
trained to service the equipment being
maintained.
The first of the semi-annual inspections
shall be scheduled for no later than one
month after award of the PO.
Model Serial No. Equipment Location
MJR-7000 324011712 3015 S. California Dv. XI

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 for grant same.

Michael J. Stevens

REQUISITIONER BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE BY

81

BR

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Requisition # **OR 97800** Contract # _____ Open Date _____

Ship To: 8000407 Facilities Management Delivery Instructions: Supplier: 299999 TEAM LEAD MAILBOX
Juvenile Court Botcha
2245 W. Ogden Ave 312-433-4573
CHICAGO IL 60612-3785

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSV
Business Unit 2001108
Internal Req Number 12000188
Board Apr Date & Item
Requisition Date 5/24/2011
Date Needed 5/24/2011

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
MJR-7000	324011722	2650 S. California, 2nd Fl.						
MJR-7000	324011746	2650 S. California, IX						
MJR-7000	324011789	2650 S. California, V						
MJR-7000	322010471	2650 S. California, 2nd Fl.						
MJR-7000	322010476	2650 S. California, 2nd Fl.						
MJR-7000	351025834	2650 S. California, 2nd Fl.						
MJR-7000	351026218	2801 S. Rockwell, 2nd Fl.						
MJR-7000	351025897	2650 S. California, 2nd Fl.						
MJR-7000	324011628	3045 S. Sacramento						
MJR-7000	334016722	2650 S. California Bldg. 5 SC						
MJR-7000	321008938	1100 S. Hamilton/Juvenile						
MJR-7000	322009828	118 North Clark/County Bldg.						
MJR-700	324011628	118 North Clark/County Bldg. Rm. 1044						
MJR-7000	322010396	555 W. Harrison/Domestic Violence						
MJR-7000	322010405	2121 W. Harrison/Forensic						
MJR-7000	322010470	2323 S. Rockwell/Warehouse						
MJR-7000	322009465	1500 S. Maybrook Dr./Maywood						
MJR-7000	322009723	16501 S. Kedzie/Markham						
MJR-7000	322009802	5600 Old Orchard Rd./Skokie						
MJR-7000	322009817	2121 Euclid Ave/Rolling Meadows						
MJR-7000	322009810	10202 S. 76th Ave./Bridgeview						
MJR-7000	324011721	2650 S. California/Engineering						
AR-E	496620	2650 S. California						
MJR-7000	314069479	4545 W. Cermak Rd./Hawthorne						

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

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2011 MAY 26 AM 8:43
BOOKKEEPING

REQUISITIONER BUREAU or DEPARTMENT HEAD

DATE _____ BY _____

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 97800** Contract #

Open Date

Ship To: 8000407 Facilities Management Delivery Instructions: Supplier: 2999999 TEAM LEAD MAILBOX

Juvenile Court
2245 W. Ogden Ave
CHICAGO IL 60612-3785

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code QSV
Business Unit 2001108
Internal Req Number 12000188
Board Apr Date & Item
Requisition Date 5/24/2011
Date Needed 5/24/2011

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

MJR-7000 352028491 555 W. Harrison/Domestic Violence
MJR-7000 384051088 2245 W. Ogden Ave/Juvenile
MJR-7000 342934498 2245 W. Ogden Ave/Juvenile

Total of Items Ordered 2,300.00

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2011 MAY 26 AM 8:43
BOOKKEEPING

CERTIFICATION

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CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

SC-09 PRICE LISTS/CATALOGS

For evaluation purposes, the bidder must submit with its bid at least three (3) current copies of the specified price lists/catalogs for each price list/catalog quoted on the Proposal Pages. The price lists/catalogs can be submitted in hard or soft copy format. Directing the County to refer to a website for a list of items in lieu of submitting with its bid at least three (3) current copies of the specified price lists/catalogs for each price list/catalog quoted on the Proposal Pages shall not be allowed.

Failure to furnish price lists/catalogs may be cause for rejection of the bid for being non-responsive to this requirement.

Before a Contract can be awarded, additional copies of the specified current manufacturer's or other accepted published price lists/catalogs indicated on the Proposal Pages may be requested for use by the Office of the Purchasing Agent, the Using Agencies, Comptrollers Office, and each participating department to facilitate audit of all invoices and purchase order releases off the Contract.

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

EARLEAN COLLINS	1st Dist.	BRIDGET GAINER	10th Dist.
ROBERT STEELE	2nd Dist.	JOHN P. DALEY	11th Dist.
JERRY BUTLER	3rd Dist.	JOHN A. FRITCHEY	12th Dist.
WILLIAM M. BEAVERS	4th Dist.	LAWRENCE SUFFREDIN	13th Dist.
DEBORAH SIMS	5th Dist.	GREGG GOSLIN	14th Dist.
JOAN P. MURPHY	6th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
JESUS G. GARCIA	7th Dist.	JEFFREY R. TOBOLSKI	16th Dist.
EDMIN REYES	8th Dist.	ELIZABETH ANN DOODY GORMAN	17th Dist.
PETER N. SILVESTRI	9th Dist.		



DEPARTMENT OF
FACILITIES MANAGEMENT

JIM D'AMICO - DIRECTOR
DEPARTMENT OF FACILITIES MANAGEMENT
George W. Dunne Cook County Office Building
69 W. Washington, Suite 3015
Chicago, Illinois 60602-4053
TEL: 312-603-0340
FAX: 312-603-9990

February 16, 2012

Maria de Lourdes Coss, MPA, CPPO
Purchasing Agent
Room 1018
Cook County Building

Attn: Brenda Beard

Re: 97800
Maintenance, time clock

Dear Mrs. Coss,

We have reviewed the tabulations for requisition # 978004 and recommend award to the lowest qualified bidder meeting specification, Bebon Office Machines, Chicago, IL, in the amount of \$3,800.00.

Sincerely,

Belinda Henderson
Business Manager
Facilities Management

BH:kwb
attachments



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 11/28/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 97800 OR	RESPOND BY 12/14/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 2
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Vendor Address

76011

TERMS AND CONDITIONS

BEBON OFFICE MACHINES
234 S. WABASH AVE.
CHICAGO, IL 60604

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

Facilities Management
 Juvenile Court
 2245 W. Ogden Ave
 CHICAGO IL 60612-3785

DELIVERY IN WORKING DAYS SAME DAY
 PHONE NUMBER 312-922-0566
 SIGNED BY *Stella Bebonis*
 (PLEASE PRINT) STELLA BEBONIS

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
Maintenance, time clock Time clock maintenance Perform 2 semi-annual inspections for 28 time clocks to keep equipment at peak performance and minimize any repair interruptions. Inspections include field cleaning, proper lubrication with approved lubricants and any necessary adjustments. Repair calls required due to malfunction of the equipment are made without labor charges. All parts are to be billed at the contractors actual cost plus mark-up indicated in this bid. Fixed at \$1,000.00 1,000.00 +--- 0 % = \$1000.00 Total Vendor's Contractors Actual Cost Mark-up/discount Service technicians must be factory trained to service the equipment being maintained. The first of the semi-annual inspections shall be scheduled for no later than one month after award of the PO. Model Serial No. Equipment Location MJR-7000 324011712 3015 S. California Div. XI MJR-7000 324011722 2650 S. California, 2nd Fl. MJR-7000 324011746 2650 S. California, IX MJR-7000 324011789 2650 S. California, V	56.00	EA	\$50.00	\$2800.00
		<i>J.B.</i>		<i>1,000.00</i>
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		TOTAL \$2800.00 <i>3,800.00</i>



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 11/28/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 978000R	RESPOND BY 12/14/2011		Page 2 of 2
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
MJR-7000 322010471 2650 S. California, 2nd Fl.				
MJR-7000 322010476 2650 S. California, 2nd Fl.				
MJR-7000 351025834 2650 S. California, 2nd Fl.				
MJR-7000 351026218 2801 S. Rockwell, 2nd Fl.				
MJR-7000 351025897 2650 S. California, 2nd Fl.				
MJR-7000 324011628 3045 S. Sacramento				
MJR-7000 334016722 2650 S. California Bldg. 5 SC				
MJR-7000 321008938 1100 S. Hamilton/Juvenile				
MJR-7000 322009828 118 North Clark/County Bldg.				
MJR-700 324011628 118 North Clark/County Bldg. Rm. 1044				
MJR-7000 322010396 555 W. Harrison/Domestic Violence				
MJR-7000 322010405 2121 W. Harrison/Forensic				
MJR-7000 322010470 2323 S. Rockwell/Warehouse				
MJR-7000 322009465 1500 S. Maybrook Dr./Maywood				
MJR-7000 322009723 16501 S. Kedzie/Markham				
MJR-7000 322009802 5600 Old Orchard Rd./Skokie				
MJR-7000 322009817 2121 Euclid Ave/Rolling Meadows				
MJR-7000 322009810 10202 S. 76th Ave./Bridgeview				
MJR-7000 324011721 2650 S. California/Engineering				
AR-E 496620 2650 S. California				
MJR-7000 314069479 4545 W. Cermak Rd./Hawthorne				
MJR-7000 352028491 555 W. Harrison/Domestic Violence				
MJR-7000 384051088 2245 W. Ogden Ave/Juvenile				
MJR-7000 342934498 2245 W. Ogden Ave/Juvenile				
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		

