



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
767357

Advantage Microfilm Services Inc
630 Joseph St
Lake In The Hills IL 60156

DATE
10/22/2011
F.O.B. POINT

PURCHASE ORDER NO.
178594 - 000- OP
REQUISITION NO.
00098108 OR

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

SHIP TO Treasurer - Chicago Downtown Branch
Cook County Building
118 N. Clark Street RM 112
Chicago IL 60602-1304

DELIVERY INSTRUCTIONS
Ralph Amelio Treasurer's Office 118 N
Clark Street , RM 212

DEPT NO
5341897 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Maintenance on Fujitsu Scanner 6670A - SN# 002880 One year on site maintenance service ,includes spare parts, cleaning ,parts , and labor for verified hardware failures.	12.00 MO	57.5000	690.00	5341897.540180
2.00	Maintenance on Fujitsu Scanner 6670A- SN# 002884 One year on site maintenance service, includes spare parts, Cleaning, Parts, Labor and Travel. Period of Service: One year from date of purchase order date.	12.00 MO	57.5000	690.00	5341897.540180
***** Total Order *****				1,380.00	

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 del Rosario Corrales
11/9/11 BR

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

18594

Requisition # **OR 98108** Contract #

Ship To: 8001073 Treasurer - Chicago Branch

Cook County Building
118 N. Clark Street RM
Chicago IL 60602-1304

Delivery Instructions: Ralph Amelio Treasurer's Office

Supplier: 299999 TEAM LEAD MAILBOX

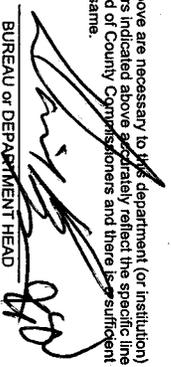
Buyer Number 373902 GRIFFIN, MICHAEL J
Bid/Sole Src Code
Business Unit 5341897
Internal Req Number 15340022
Board Apr Date & Item
Requisition Date 6/21/2011
Date Needed 6/21/2011

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
1.000	928 Maintenance on Fujitsu Scanner	<	1.00	YR	1,095.0000	5341897.540180	
2.000	928 Maintenance on Fujitsu Scanner	<	1.00	YR	1,095.0000	5341897.540180	
	One year on site maintenance service, includes Cleaning, Parts, Labor and Travel.						
	Period of Service: October 26, 2011 through October 25, 2012						
Total of Items Ordered							2,190.00

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 separately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is sufficient unencumbered balance in the account to grant same.


REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

ACCT #

DATE _____ BY _____

RECEIVED THE OFFICE OF THE PURCHASING AGENT

20:21 HD 42 NOV 1102

PROCUREMENT



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 9/28/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 98108 OR	RESPOND BY 10/17/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address 767357
Advantage Microfilm Services, Inc
630 JOSEPH ST
LAKE IN THE HILLS, IL 60156

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
 Treasurer - Chicago Downtown Branch
 Cook County Building
 118 N. Clark Street RM 112
 Chicago IL 60602-1304

DELIVERY IN WORKING DAYS AS REQUESTED
 PHONE NUMBER 847-458-6324
 SIGNED BY Mark Lougan
 (PLEASE PRINT) MARK LOUGAN

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 on Fujitsu Scanner6670A - SN# 002880 One year on site maintenance service ,includes spare parts, cleaning ,parts , and labor for verified hardware failures.	12.00	MO	\$57.50	\$690.00
Maintenance on Fujitsu Scanner6670A- SN# 002884 One year on site maintanance service, includes spare parts, Cleaning, Parts, Labor and Travel. Period of Service: One year from date of purchase order date.	12.00	MO	\$57.50	\$690.00
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL \$1,380.00

INSTRUCTIONS FOR DELIVERY AND FOR INVOICING OF GOODS

1. Clearly mark every package with the name of the institution, department or agency to which goods are to be delivered. **MARK ALL PACKAGES WITH THE COOK COUNTY PURCHASE ORDER NUMBER.**
2. Stencil on or attach a tag to every package that bears your own names so the receiving clerk will know from whom the order was shipped.
3. Delivery time, unless otherwise stipulated, is Monday through Friday between 9:00 a.m. and 3:00 p.m.
4. Charge all goods to Cook County.
5. Direct all inquiries and send the original and all appropriate copies of the invoice with the proper Cook County invoice forms (i.e., 29A voucher form) to the following address:

Cook County Department of Purchasing
118 North Clark Street – Room 1018
Chicago, Illinois 60602
6. Never include goods furnished on two or more purchase orders on a single invoice.
7. All prices must be in compliance with federal, state, and local regulations.
8. Partial shipments or partial pay warrants will not be considered unless authorized or requested by the Purchasing Agent.
9. The law provides that every person selling goods to Cook County must make invoice form with certification as to the correctness of the bill.
10. Execute certification on the bottom of the invoice before mailing.
11. All pay warrants will be mailed to you by the Cook County Comptroller.
12. **INDEMNITY** – The contractor shall indemnify, keep and save harmless the County, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the County in consequence of the granting of this contract of which may in anywise result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, or of the County of Cook or its employees, and the Contractor shall, at his own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses, arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the County in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. If this purchase order covers services, a Certificate of Insurance must be submitted before performance of service.
13. Compliance with the above will help avoid errors and delays.

Maintenance on fujitsu Scanner 6670A – SN #002880 one year on site Maintenance

Service, includes Spare Parts, Cleaning - TREASURER

DUE DATE: Monday October 17, 2011 AT 10:00AM Quote Q-98108-OR- B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 CDSC Info Tech	5356 NW HWY CHGO, IL 60630	1,977.84
2 Network Engineering Group	27 N. Wacker Dr. CHGO, IL 60606 STE 566	2,400.00
3 Tallgrass Syst. LTD	9501 W. 144th Pl Orland Park, IL 60462	1,797.60
4 Advantage Microfilm Serv	630 Joseph St Lake in the Hills, IL 60156	1,380.00
5 Datamation Imaging	699 Executive Dr willowbrook, IL 60527	1,689.20
6 Ban Tec	2701 E Gray WYlen IRVING, TX 75061	Late Fee
7 HMB	Columbus OH	Late Fee
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