



**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  
 781523

Trademark Products Inc  
 1016 Bonaventure Drive  
 Elk Grove IL 60007

DATE  
 11/16/2011  
 F.O.B. POINT

PURCHASE ORDER NO.  
**178815 - 000- OP**  
 REQUISITION NO.  
 00098284 O7

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

**SHIP TO** County Clerk -Vital Recors/Lic/Bus Rgtr  
 50 W Washington  
 Concourse Level Ste CL25  
 Chicago IL 60602

**DELIVERY INSTRUCTIONS**  
 ROSE FARELLA (312)  
 603-0927

|                     |             |
|---------------------|-------------|
| DEPT NO<br>71700110 | Page 1 of 1 |
|---------------------|-------------|

| LINE                    | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE  | QUANTITY/<br>UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER       |
|-------------------------|--|------------------|------------|----------------|----------------------|
| 1.00                    | Deluxe Power Seal with Paper Adjustment Millennium Model #606 with Brass Die Custom Artwork Cook County Seal Adjusts in seconds to accommodate 1 to 10 sheets of paper. Dimensions: 9 x 10-1/2 x 11 Weight: 45LBS.   | 1.00 EA          | 3,620.0000 | 3,620.00       | 71700110.560511.8300 |
| 2.00                    | Maintenance Agreement<br>*****<br>One (1) year maintenance agreement to follow manufactured warranty. Including parts, labor and travel with a 48-hour response time. No Remanufactured Products. No Substitutions. Inside delivery, freight, Installations, and training must be included in the bid. | 12.00 MO         | 25.0000    | 300.00         | 71700110.560511.8300 |
| ***** Total Order ***** |  |                  |            | 3,920.00       |                      |

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

*Maia de la Cruz*  
 Date: 11/18/11 BR

11/11/11

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

81

Purchase Order No. 178815

BE [Signature]

Requisition # 07 98284 Contract #

Ship To: 8000179 County Clerk -Vital Records/Lic  
50 W Washington  
Concourse Level Ste CL25  
Chicago IL 60602

Delivery Instructions: ROSE FARELLA  
(312) 603-0927

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code BSP  
Business Unit 71700110  
Internal Req Number 11100013  
Board Apr Date & Item  
Requisition Date 6/30/2011  
Date Needed 6/30/2011

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 | 015 | Deluxe Power Seal with Millennium Model #606 with Brass Die Custom Artwork Cook County Seal Adjusts in seconds to accommodate 1 to 10 sheets of paper. Dimensions: 9 x 10-1/2 x 11 Weight: 45LBS.  | < | > | 1.00 | EA | 3,615.0000 | 3,615.00 | 71700110.560511.8300 |
| 2.000 | 015 | Maintenance Agreement One (1) year maintenance agreement to follow manufactured warranty. Including parts, labor and travel with a 48-hour response time. No Remanufactured Products. No Substitutions. Inside delivery, freight, installations, and training must be included in the bid. Successful bidder must make delivery arrangement with Shunice Hill-Sullivan @ (312) 603-5349. | < | > | 1.00 | EA | 300.0000   | 300.00   | 71700110.560511.8300 |

Total of Items Ordered 3,915.00

### 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 are properly indicated above accurately reflecting the item to be purchased. I certify that the items and/or services are necessary to the business of Cook County and that the items and/or services are necessary to the business of Cook County. I certify that the items and/or services are necessary to the business of Cook County. I certify that the items and/or services are necessary to the business of Cook County.

REQUISITIONER [Signature] BUREAU or DEPARTMENT HEAD [Signature]

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2011 AUG -9 PM 1:04  
BOOKKEEPING

**Deluxe Power Seal/Req. #11100013/98284**

Shunice Hill-Sullivan (County Clerk)

**Sent:** Friday, September 30, 2011 9:34 AM

**To:** Brandie.knazze@cookcountyil.gov [Brandie.knazz@cookcountyil.gov]; Brenda Beard (Purchasing)

**Cc:** Roseann Farella (County Clerk); Scott Erdman (County Clerk)

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Good Morning Brandie/Brenda,

Per your request, please find the answers to the questions below:

- How long is the warranty after purchase?

The warranty after purchase is six (6) months.

- When does the manufacture warranty starts?

The manufacture warranty starts upon delivery of the product.

- What is the scope of maintenance?

Restoring the product to the manufacture original working conditions.

**Shunice Hill-Sullivan**  
**Office of Cook County Clerk David Orr**  
**69 W. Washington Street, Suite 1418**  
**Chicago, IL 60602**  
**(312) 603-5349**  
**(312) 603-9641 Fax**  
**email address: Shunice.HillSullivan@cookcountyil.gov**



Maintenance - Agreement  
Clerk of Cook County

DUE DATE: Wed. October 26, 2011 at 10:00 a.m. Quote# Q-98284-07-BRENDA BEARD

| VENDOR NAME | VENDOR ADDRESS   | BID AMOUNT |
|-------------|--|------------|
| 01.         | Trade Mark Prod<br>1016 Bonaventure Dr<br>Elk Grove Village IL 60007 | 3,920.00   |
| 02.         |  |            |
| 03.         |  |            |
| 04.         |  |            |
| 05.         |  |            |
| 06.         |  |            |
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| 16.         |  |            |
| 17.         |  |            |
| 18.         |  |            |
| 19.         |  |            |
| 20.         |  |            |



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<br>10/7/2011 | BUYER<br>BEARD, BRENDA | BUYER PHONE<br>312 6035383 | ORDER NO.<br>98284 07 | RESPOND BY<br>10/26/2011 | Quotes must be in<br>Bid Box by 10:00 A.M. | Page 1 of 1 |
|-------------------|------------------------|----------------------------|-----------------------|--------------------------|--|-------------|

Vendor Address

781523

TERMS AND CONDITIONS

**TradeMARK** Products, Inc.

1016 Bonaventure Drive  
 Elk Grove Village, IL 60007

Product Delivery Point

County Clerk -Vital Recors/Lic/Bus Rgtr  
 50 W Washington  
 Concourse Level Ste CL25  
 Chicago IL 60602

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.

DELIVERY IN WORKING DAYS 30 BUSINESS DAYS

PHONE NUMBER 847-584-0033 • Fax 847-584-0287

SIGNED BY [Signature]  
 (PLEASE PRINT) LARRY SCANLON

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 |
|---|----------------------------------|-----------------|----------------|----------------|
| Deluxe Power Seal with Paper Adjustment<br>Millennium Model #606 with Brass Die<br>Custom Artwork Cook County Seal Adjusts in seconds to accommodate 1 to 10 sheets of paper.<br>Dimensions: 9 x 10-1/2 x 11<br>Weight: 45LBS.  | 1.00                             | EA              | 3620.00        | 3620.00        |
| Maintenance Agreement *****<br>One (1) year maintenance agreement to follow manufactured warranty.<br>Including parts, labor and travel with a 48-hour response time.<br>No Remanufactured Products.<br>No Substitutions.<br>Inside delivery, freight, installations, and training must be included in the bid. | 12.00                            | MO              | 25.00          | 300.00         |
| OFFICE USE ONLY PURCHASE ORDER #  | ADDITIONAL TERMS ON REVERSE SIDE |                 | <b>TOTAL</b>   |                |
|   |                                  |                 | <b>3920.00</b> |                |