



**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  
93884

DATE  
12/13/2011  
F.O.B. POINT

**PURCHASE ORDER NO.**  
**179284 - 000- OP**  
**REQUISITION NO.**  
00098891 OR

Trademark Products Inc  
1016 Bonaventure Drive  
Elk Grove Village IL 60007

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

**SHIP TO** Recorder of Deeds - Purchasing  
Cook County Building  
118 N. Clark Street - RM 230  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**

Cook County Recorder of Deeds Priscilla  
Bennett 312-630-4679

DEPT NO	
1301154	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Equipment Maintenance Two (2) Art Electraseal(Electric Embosser) vendor agrees to perform unllmited maintenance, inspect and clean annually. The maintenance agreement should include all labor, transportation and preventive maintenance, all parts Inculding consumables shall be Included. 24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. LOCATION OF MACHINES: Cook County Bldg. 118 N. Clark Street Chicago, IL 60602 Room: 120/Certifield Copies Model#CK Serial# 8675 Model#DI Serial# 10330 Contract Perlod: 2/1/2012 thru 1/31/2013	12.00 MO	50.0000	600.00	1000.300356
***** Total Order *****				600.00	

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: \_\_\_\_\_

*Marie de la Cruz*  
1/29/12

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

8/1  
pr New

Purchase Order Number  
179284

Requisition # OR 98891 Contract #

Ship To: 8000889 Recorder of Deeds - Purchasing Cook County Building  
118 N. Clark Street - RM 230 Priscilla Bennett 312-630-4679  
Chicago IL 60602-1304

Supplier: 299999 TEAM LEAD MAILBOX  
Internal Req Number 11300025  
Board Apr Date & Item 8/18/2011  
Requisition Date 8/18/2011  
Date Needed 8/18/2011

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSV  
Business Unit 1301154

Open Date 1/80  
Expiration Date \_\_\_\_\_ Emergency No. \_\_\_\_\_

One Time Purchase Yes \_\_\_ No \_\_\_ Covers Need for \_\_\_ months. Specific Period of time \_\_\_\_\_ thru \_\_\_\_\_  
Prior Contract No. \_\_\_\_\_

Line #	Commodity	Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	940	Equipment Maintenance	<	2.00	JB	600.0000	1,200.00	1301154.540150

Two (2) Electric Embosser Art Electraseal vendor agrees to perform unlimited maintenance, inspect and clean annually. The maintenance agreement should include all labor, transportation and preventive maintenance, all parts including consumables shall be included.  
24 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME.

LOCATION OF MACHINES:  
Cook County Bldg.  
118 N. Clark Street  
Chicago, IL 60602  
Room: 120/Certified Copies

Model#CK Serial# 8675  
Model#DI Serial# 10330  
Contract Period:  
Dec 1, 2011 Thru Nov 30, 2012

Total of Items Ordered 1,200.00

### 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 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.

*David Johnson*  
REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

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

91-0117 52 000 1102  
PURCHASING USE ONLY  
RECEIVED  
JAN 10 2011



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 12/23/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 98891 OR	RESPOND BY 1/20/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
--------------------	------------------------	----------------------------	-----------------------	-------------------------	--	-------------

Vendor Address **TradeMARK** Products, Inc.

1016 Bonaventure Drive  
 Elk Grove Village, IL 60007  
 847-584-0033 • Fax 847-584-0287

trademarkproducts@attglobal.net  
 Product Delivery Point

Recorder of Deeds - Purchasing 93484  
 Cook County Building  
 118 N. Clark Street - RM 230  
 Chicago IL 60602-1304

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agree 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.

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.

DELIVERY IN WORKING DAYS 5  
 PHONE NUMBER 847-684-0033  
 SIGNED BY Larry Scanlon  
 (PLEASE PRINT) LARRY SCANLON

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Equipment Maintenance two (2) Art Electraseal (Electric Embosser) Vendor agrees to perform unlimited maintenance, inspect and clean annually. The maintenance agreement should include all labor, transportation and preventive maintenance, all parts including consumables shall be included. 4 HOURS RESPONSE TIME AND 4 HOURS EMERGENCY RESPONSE TIME. LOCATION OF MACHINES: Cook County Bldg. 18 N. Clark Street Chicago, IL 60602 Model#CK Serial# 8675 Model#DI Serial# 10330 Contract Period: One Year From Date Of Purchase Order	12.00	MO  BB 1/21/12	50.  25.00 per machine per month	600.00

~~600.00~~  
*[Handwritten signature]*

OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	TOTAL \$ <i>[Handwritten]</i>
----------------------------------	----------------------------------	----------------------------------

# COOK COUNTY AFFIDAVIT OF CHILD SUPPORT OBLIGATIONS

Effective July 1, 1998, every applicant for a County Privilege shall be in full compliance with any Child Support Order before such applicant is entitled to receive a County Privilege. When Delinquent Child Support Exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege.

"Applicant" means any person or business entity, including all Substantial Owners, seeking issuance of a County Privilege or renewal of an existing County Privilege from the County. This term shall not include any political subdivision of the federal or state government, including units of local government, and not-for-profit organizations.

"County Privilege" means any business license, including but not limited to liquor dealers' licenses, packaged goods licenses, tavern licenses, restaurant licenses, and gun licenses; real property license or lease; permit, including but not limited to building permits, zoning permits or approvals; environmental certificate; County HOME Loan, and contracts exceeding the value of \$10,000.00.

"Substantial Owner" means any person or persons who own or hold a twenty-five percent (25%) or more percentage of interest in any business entity seeking a County Privilege, including those shareholders, general or limited partners, beneficiaries and principals; except where a business entity is an individual or sole proprietorship, Substantial Owner means that individual or sole proprietor.

All Applicants/Substantial Owners are required to complete this affidavit and comply with the Child Support Enforcement Ordinance before any privilege is granted. Signature of this form constitutes a certification the information provided below is correct and complete, and that the individual(s) signing this form has/have personal knowledge of such information.

### Privilege Information:

County Quotation Number: 98891-OR  
County Department: RECORDER of DEEDS--PURCHASING

### Applicant Information:

Last name: SCANLON First Name: LARRY MI: C  
SS# (Last Four Digits): 6 2 8 0  
Street Address: 1257 BISCAYNE DRIVE  
City: ELK GROVE VILLAGE State: IL Zip: 60007  
Home Phone: ( ) 847 -364-0132 Drivers License No: S545-5234-8102

### Child Support Obligation Information:

The Undersigned applicant, being duly sworn on oath or affirmation hereby states that to the best of my knowledge (place an "X" next to "A", "B", "C", or "D").

- XX A. The Applicant has no judicially or administratively ordered child support obligations.  
\_\_\_\_\_ B. The Applicant has an outstanding judicially or administratively ordered obligation, but is paying in accordance with the terms of the order.  
\_\_\_\_\_ C. The Applicant is delinquent in paying judicially or administratively ordered child support obligations  
\_\_\_\_\_ D. The Applicant is not a substantial owner as defined above.

The Undersigned applicant understands that failure to disclose any judicially or administratively ordered child support debt owed will be grounds for revoking the privilege.

Signature: [Signature] Date: 1-16-2012

Subscribed and sworn to before me this 16th day of JANUARY, 2012

X [Signature]  
Notary Public Signature





EQUIPMENT MAINTENANCE FOR 2 ART ELECTRASEALS

RECORDER OF DEEDS

DUE DATE: JANUARY 20, 2012 at 10:00 AM

QUOTE-98891 OR BRENDA BEARD

VENDOR NAME	VENDOR ADDRESS	BID AMOUNT
01.	<i>Bebon Office Machine Chicago, IL</i>	<i>\$ 840.00</i>
02.	<i>Trademark Product Elk Grove Village, IL</i>	<i>\$ 600.00</i>
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		