

**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  
 79476

Microfilm Equipment & Supplies Inc  
 880 Lee St Ste 203  
 Des Plaines IL 60016

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

**PURCHASE ORDER NO.**  
**179286 - 000- OP**  
**REQUISITION NO.**  
 00099357 OR

**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 312-603-4679

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 Maintenance on Two (2) Starvue Reader's With Odemeters. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall 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 Serial# Model# K330-6030 1735 K330-6294 2006 Contract Period: 2/1/2012 thru 1/31/2013	12.00 MO	250.0000	3,000.00	1000.300356
***** Total Order *****				3,000.00	

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: \_\_\_\_\_

*Maia de Jesus*  
 1/29/12 BT

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

81 Bk News  
179284

Requisition # **OR 99357** Contract #

Open Date

Ship To: 8000889 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 312-603-4679

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSV  
Business Unit 1301154  
Internal Req Number 11300028  
Board Apr Date & Item 9/16/2011  
Requisition Date 9/16/2011  
Date Needed 9/16/2011

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

Line #	Commodity Description	Ball on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	940 Equipment Maintenance	<	>	2.00	JB	1,500.0000	3,000.00 1301154.540150
Maintenance on Two (2) Starvue Readers's W/demeters. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall 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							
Serial# Model# K330-6030 1735 K330-6294 2006							
Contract Period: Dec 1, 2011 Thru Nov 31, 2012							

Total of Items Ordered 3,000.00

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dep't. 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.

*Don Shmar*  
REQUESTOR

*[Signature]*  
BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

98:4 11 91 102  
PURCHASING USE ONLY

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

RECEIVED  
11/16/2011



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. 99357 OR	RESPOND BY 1/20/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
--------------------	------------------------	----------------------------	-----------------------	-------------------------	--	-------------

Vendor Address

79476

TERMS AND CONDITIONS



Microfilm Equipment & Supplies, Inc.  
 880 Lee Street, Suite 203 Des Plaines, IL 60016  
 Phone (847) 296-0026 / Email: info@microequip.com  
 Visit us on the Web at www.microequip.com!

Product Delivery Point

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

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 ARO  
 PHONE NUMBER 847-296-0026  
 SIGNED BY [Signature]  
 (PLEASE PRINT) Kelly Faguendo

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
EQUIPMENT MAINTENANCE. Maintenance on Two (2) Starvue Reader's With Odometers. Vendor agrees to perform unlimited maintenance services, inspect and clean annually. The maintenance agreement shall 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 Serial# Model# K330-6030 1735 K330-6294 2006 Contract Period: One Year From Date Of Purchase Order	24.00	MO	125.00	3,000.00
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			<b>TOTAL</b> 3,000.00



EQUIPMENT MAINTENANCE ON 2 STARVUE READERS WITH ODOMETERS

RECORDER OF DEEDS

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

QUOTE-99357 OR BRENDA BEARD

VENDOR NAME	VENDOR ADDRESS	BID AMOUNT
01. <i>Microfilm Equip</i>	<i>Des Plaines, IL</i>	<i>\$3,000.00</i>
02. <i>+ Supplies</i>		
03.		
04.		
05.		
06.		
07.		
08.		
09.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		