

**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
 738462

United Office Systems
 5400 Newport Dr Ste 13
 Rolling Meadows IL 60008

DATE
 12/9/2011
 F.O.B. POINT

PURCHASE ORDER NO.
179207 - 000- OP
 REQUISITION NO.
 00099718 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	Maintenance Maintenance on (15) Franco-Type Postalla Tax Meter (Model TX 1000) Vendor agrees to do unlimited maintenance, Include all parts and labor. This contract shall covers preventive maintenance and all consumable parts. Twenty four (24) Hours Response Time and four (4) Hours Emergency time. Location and Serial numbers are listed below. BRIDGEVIEW: State Serial #103036 County Serial #103047 MARKHAM: State Serial #103044 County Serial #103039 MAYWOOD: State Serial #103050 County Serial #103045 ROLLING MEADOWS: State Serial #103043 County Serial #103046 SKOKIE: State Serial #103051 County Serial #103048 TWO SPARES: State Serial #103049 County Serial #103052 DOWNTOWN: ONE COUNTY: Serial #103042 TWO STATES: Serial# 103037 Serial# 103041 Contract: Perlod: 4-1-12 Thru 3-31-13	15.00 EA	300.0000	4,500.00	1000.300356
		*****	Total Order	*****	4,500.00

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
 3/12/12

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

179207
Purchase Order Number

179207
Cook County of Illinois

Requisition # **OR 99718** Contract #

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

Supplier: 739462

United Office Systems
5400 Newport Dr Ste 13
Rolling Meadows IL 60008

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code SSV
Business Unit 1301154
Internal Req Number 11300030
Board App Date & Item
Requisition Date 10/5/2011
Date Needed 10/5/2011

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	940 Maintenance	<	12	JB	300.0000	3,600.00	1301154-540150

Maintenance on (15) Franco-Type Postalia Tax Meter (Model TX 1000)
Vendor agrees to do unlimited maintenance.
Include all parts and labor. This contract shall covers preventive maintenance and all consumable parts. Twenty four (24) Hours Response Time and four (4) Hours Emergency time. Location and Serial numbers are listed below.

- BRIDGEVIEW:
- State Serial #103036
 - County Serial #103047
- MARKHAM:
- State Serial #103044
 - County Serial #103039
- MAVWOOD:
- State Serial #103050
 - County Serial #103045
- ROLLING MEADOWS:
- State Serial #103043
 - County Serial #103046
- SKOKIE:
- State Serial #103051
 - County Serial #103048
- TWO SPARES:
- State Serial #103049

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

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE BY

ACCT #

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 99718** 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: 738462

United Office Systems
 5400 Newport Dr Ste 13
 Rolling Meadows IL 60008

Buyer Number 724150 Supervisor 40
 Bid/Sole Src Code SSV
 Business Unit 1301154
 Internal Req Number 11300030
 Board Apr Date & Item
 Requisition Date 10/5/2011
 Date Needed 10/5/2011

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

County Serial #103052
 DOWNTOWN:
 ONE COUNTY:
 Serial #103042
 TWO STATES:
 Serial# 103037
 Serial# 103041
 Contract: Period:
 1-1-12 Thru 12-31-12

Total of Items Ordered 4,500.00

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.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD



5400 Newport Drive, Suite 13
 Rolling Meadows, IL 60008

MAINTENANCE AGREEMENT

Bill To:	Cook County Recorder	Installed At:	
	118 N Clark Street, Room 230		
	Chicago, IL 60602		
Contact:	Priscilla Bennett Tel: 312-603-4679	Contact:	Tel:

United Office Systems, Inc. agrees to provide maintenance at the installation address specified on the equipment listed. This maintenance includes replacement parts, travel time, labor and any loaner equipment that may be required, at no charge to the customer. Each call will be scheduled upon receipt of written or oral notice to United Office Systems that the specified maintenance is desired. All charges specified are those currently in effect and are subject to change only at time of subsequent annual renewal. If the charges are increased the customer may, as of the effective date of such increase, terminate this agreement by written notice to United Office Systems. Otherwise, the new charges shall be effective upon the date specified in the renewal invoice. This agreement is limited to equipment regularly operated during a single eight-hour shift per day and all the company calls hereunder are restricted to United Office Systems' normal working hours

Maintenance performed at the specific request of the customer, and which commences outside United Office Systems' normal working hours or extends more than one hour past the close of the normal workday for United Office Systems, will be charged at published rates for maintenance time and expense, but without charge for parts covered by this agreement.

The following maintenances are included To clean, adjust and test each piece of equipment during repair calls furnishing all necessary lubricants; to provide and install without additional charge parts or assemblies (now or functionally equivalent thereto). Parts or assemblies for discontinued equipment (not marketed new for seven years) will be provided only if available. All parts or assemblies replaced become the property of United Office Systems.

Consumable items such as, but not limited to: ink (cartridges and rollers), ribbons, paper, meter tapes, ad platos, sponges and brushes are excluded from replacement under this agreement. Software/rate changes and rubber type parts are also excluded as are parts and

assemblies not maintainable due to negligence, misuse external forces, and loss of electrical power or power fluctuations.

Optimum performance of the equipment covered by this Agreement can be expected only if supplies provided by, or meeting the specifications of United Office Systems are used. United Office Systems shall have full and free access to the equipment to provide maintenance thereon. If persons other than United Office Systems' representatives perform maintenance or repairs, and as a result further work is required by United Office Systems to restore the equipment to operating condition, such repairs will be billed at United Office Systems published time and material rates then in effect.

When, in United Office Systems' reasonable opinion, an overhaul becomes necessary, an itemized estimate covering the cost, including material and labor, will be presented for the user's approval before overhaul work is started. The cost of the overhaul will be paid by the user in addition to the Annual Maintenance Agreement Rate for such equipment. Should the customer elect not to have the equipment overhauled, when in United Office Systems' opinion it is necessary, the agreement will not be renewed.

For maintenance as specified above on the equipment listed, the undersigned agrees to pay in advance the total annual charge (\$) specified below to United Office Systems in accordance with the terms specified on the face of the invoice

There shall be added to the charges provided for in this Agreement amounts equal to any applicable taxes, however designated, levied or based on such charges or on this Agreement, or on the services rendered or parts supplied pursuant hereto, including State and Local privilege or excise taxes based on gross revenue, and any taxes or amounts in lieu paid or payable to United Office Systems in respect of the foregoing taxes based on net income.

MODEL	SERIAL NO.	ORIG. INST. DATE	EFFECTIVE DATE	DESCRIPTION	ANNUAL RATE
TX1000 (15 meters)	103036 103050 103047 103037 103051 103048 103041 103039 103052 103013 103042 103044 103045 103049 103046	04/1/12	03/31/13	TX1000 - Tax Meter	\$300.00 per meter
DATE	TOTAL ANNUAL CHARGE				\$4,500.00

SIGNED BY: _____ DATE: _____
 PLEASE PRINT NAME: _____ TITLE: _____
 UOS APPROVAL: APPROVED BY: Devin Karpuk TITLE: At Mgr DATE: 3/2/12



5400 Newport Drive
Suite 13
Rolling Meadows, IL 60008

Phone 847-259-0701
Fax 847-259-4156

March 2, 2012

Cook County Recorder of Deeds Purchasing
C/O Priscilla Bennett
118 N. Clark Street
Room 230
Chicago, IL 60602-1304

Re: Tax Meter Maintenance

Dear Priscilla,

United Office Systems is the only Dealer in the Chicago land area, authorized to perform maintenance on the TX 1000 Tax Meter. We currently service fifteen meters at \$300.00 per meter annually in Cook County.

The following services are included as maintenance: To clean, adjust and test each piece of equipment during repair calls, furnishing all necessary lubricants; to provide and install with no additional charge for parts or assemblies (new or functionally equivalent there to). Parts or assemblies for discontinued equipment (not marketed new for seven years) will be provided only if available. All parts or assemblies replaced become the property of United Office Systems.

Consumable items, such as, but not limited to: Ink (cartridges and rollers) paper, meter tapes, ad plates, sponges and brushes are excluded from replacement under this agreement. Software/rate changes and rubber type parts are also excluded, as are parts and assemblies not maintainable due to negligence, misuse by external forces and loss of electrical power or power fluctuations.

Optimum performance of the equipment covered by this Agreement can be expected only if supplies provided by or meeting the specifications of United Office Systems are used. United Office Systems shall have full and free access to the equipment to provide maintenance thereon. If persons other than United Office Systems' representatives perform maintenance or repairs, and as a result further work is required by United Office Systems to restore the equipment to operating condition, such repairs will be billed at United Office Systems published time (labor) and material rates then in effect.

Sincerely,

Richard Grutzmacher
President/CEO
United Office Systems

MAINTENANCE OF 15 FRANCO-TYPE
POSTALIA TAX METER, MODEL TX 1000
RECORD OF DEEDS
DUE DATE: FEBRUARY 24, 2012 at 10:00 AM
Q-99718 OR BRENDA BEARD

VENDOR NAME	VENDOR ADDRESS	BID AMOUNT
01.		
02.		
03.		
04.		
05.	<i>NO BIDS</i>	
06.		
07.		
08.		
09.		
10.		
11.		
12.		
13.		
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17.		
18.		
19.		