



**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
468747

JJ Collins Sons
7125 Janes Ave STE 200
Woodridge IL 60517-2321

DATE
10/5/2009
F.O.B. POINT

PURCHASE ORDER NO.
169103 - 000- OP
REQUISITION NO.
00085154 OC

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, Tresuer's Dept 118 N.
Clark St. Chicago r 212

DEPT NO

0601252 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	ENCUMBRANCE PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 AND 2010 PROPERTY TAXES AS PER CONTRACT NO. 09-84-126 CONTRACT PERIOD: NOVEMBER 1, 2009 THRU OCTOBER 31, 2011 AS AWARDED BY COUNT BOARD ON SEPTEMBER 1, 2009 AMOUNT AWARDED: \$1,113,676.00 AMOUNT ENCUMBERED ON THIS P.O.: \$100.00 BALANCE TO FOLLOW ON SEPERATE P.O.	.00 JB	.0000	100.00	0601252.520495
***** Total Order *****				100.00	

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: _____

[Handwritten Signature] 10-5-09

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

4-15-09

09-84-126

Purchase Order Number

169103

Requisition # OC 85154

Contract # 09-84-126

Open Date 4-10-09

Buyer Number 374183 FLOCK, BARBIE A

Bid/Sole Src Code 0601252
Business Unit

Ship To: 8001073 Treasurer - Chicago Branch

Delivery Instructions: JJ Collins Sons

Internal Req Number 90600003

Cook County Building

Ralph Amelio, Treasurer's Dept

Board Apr Date & Item

118 N. Clark Street RM

118 N. Clark St. Chicago r 212

Requisition Date 4/15/2009

Chicago IL 60602-1304

Supplier: 468747 7125 James Ave STE 200 Woodridge IL 60517-2321

Date Needed 4/15/2009

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

Prior Contract No.

Expiration Date Emergency No.

Line # 1000 966

Commodity Description Printing & Related Services

For Real Estate Bills

Quantity 1.00

UOM EA

Est. Unit Cost 100.0000

Extended Cost 100.00

Business Unit and Object Account 0601252-520495

Includes printing of tax bills, envelopes, brochures, folding and inserting for billing and collection of real estate bills for Fiscal Years 2009 and 2010. Total cost would be \$1,452,000. \$576,000 would impact Fiscal Year 2010 Budget and \$576,000 would impact Fiscal Year 2011 Budget. This requisition of \$100. will be increased upon passage of the 2010 Budget. This item was approved on the April 15, 2009 Agenda. (Item # 36)

Total of Items Ordered 100.00

9-18-09 - Not see how should to lower under
he wants his contract period to start
ADVERTISEMENT TO BID

DATE TO BUYER/SPEC ENG: 4-17-09

SCHEDULED B.O. DATE: 6-16-09

B.O. CUTOFF DATE: 5-14-09

SUPERVISOR SIGN OFF (S.B. BY THIS DATE)

10-2-09 Per Jim. D. Start 11-1-09

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the department accounts are accurate and 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

RECEIVED
OFFICE OF THE
PURCHASING AGENT
09 APR 15 PM 3: 57

REQUISITIONER

DIRECTOR OF DEPARTMENT HEAD

DATE BY

ACCT #

OFFICE OF THE COUNTY TREASURER

PERMISSION TO ADVERTISE

ITEM #36

Transmitting a Communication, dated March 24, 2009 from

MARIA PAPPAS, Cook County Treasurer
by
MICHAEL J. SHINE, Chief Deputy Treasurer

requesting authorization for the Purchasing Agent to advertise for bids for the purchase of tax bill paper, envelopes, brochures, folding and inserting for the billing and collection of tax year 2009 property taxes, payable in Fiscal Year 2010 and for tax year 2010 property taxes, payable in Fiscal Year 2011.

One time purchase. (060-240 Account). Requisition No. 90600003.

Approval of this item would commit Fiscal Year 2009 funds.

* * * * *

ITEM #37

Transmitting a Communication, dated March 24, 2009 from

MARIA PAPPAS, Cook County Treasurer
by
MICHAEL J. SHINE, Chief Deputy Treasurer

requesting authorization for the Purchasing Agent to advertise for bids for the printing and mailing of certified mail notices of tax delinquencies for tax years 2008 and 2009.

One time purchase. (060-240 Account). Requisition No. 90600004.

Approval of this item would commit Fiscal Year 2009 funds.

* * * * *

The next regularly scheduled meeting is presently set for Tuesday, May 5, 2008.

SPECIAL CONDITIONS

SC-01 SCOPE

The Vendor shall furnish PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 and 2010 PROPERTY TAXES for COOK COUNTY TREASURER all in accordance with the Contract Documents, Specifications and Proposal herein.

SC-02 CONTRACT PERIOD

This is a requirement contract effective up to two years after award by the Board of Commissioners and after proper execution of the contract documents.

SC-03 AWARD OF CONTRACT

It is the intent of the County to award this bid in whole and not in part. The County reserves the right to award this contract in the best interests of the County.

SC-04 OVER/UNDER RUNS

The County will not accept over runs or under runs for printing. It is the Vendor's responsibility to print and ship as per Contract.

SC-05 SAMPLES

Samples may be viewed at the Cook County Treasurer's Office, County Building, 118 N. Clark St., Room 212, Chicago, IL 60602. To set up an appointment, contact: The Cook County Treasurer's Purchasing Department at (312) 603-4426.

SC-06 INQUIRIES

For further inquiries, delivery schedule, placement, please contact:

JOSEPH HOGAN
COOK COUNTY TREASURER'S OFFICE
(312) 603-4426

A copy of any written request for interpretation of documents shall be provided to the Office of the Purchasing Agent at the address set forth below.

Inquiries about the interpretation of the Specifications must be made only in writing and shall be directed to the Purchasing Agent. Inquiries will be answered in writing, if deemed necessary, by means of an Addendum issued by the Office of the Purchasing Agent. (Reference Instructions to Bidders, Section IB-05 "Exceptions", Page IB-2). Inquiries must be received no later than 5:00 p.m. on Thursday, June 11, 2009. Inquiries will be answered by the close of business on Wednesday, July 1, 2009.

DURING THE BID PROCESS, ALL INQUIRIES MUST BE DIRECTED, IN WRITING, ONLY TO THE COOK COUNTY PURCHASING AGENT AS FOLLOWS:

CARMEN TRICHE-COLVIN
COOK COUNTY PURCHASING AGENT
118 NORTH CLARK STREET, #1018
CHICAGO, IL 60602

SC-07 DELIVERY LOCATION

Inside deliveries of tax bills shall be made to the County site where the variable data will be printed on the tax bills. Deliveries of completed tax bills, envelopes and brochures shall be made, where indicated, to the site where inserting, folding and mailing of the tax bills shall take place. In addition, deliveries of excess tax bills, envelopes and brochures shall be made to a storage facility provided by the Vendor as agreed upon by the Cook County Treasurer's Office, in accordance with the documents, specifications and proposal herein. All deliveries shall be made with the use of a bonded transportation firm with storage areas that are properly secured with a lock or similar security measure.

SC-08 NOTIFICATION

Do not deliver until notified by the Using Department.

SPECIAL CONDITIONS

SC-09 INSIDE DELIVERY

Vendor is responsible for inside delivery. This includes the requirement that the Vendor's courier or transportation firm shall arrive with an electric forklift. This electric forklift shall be capable of moving skids of materials from the Daley Center loading dock, up the ramp to the basement delivery area of the County Building freight elevators and/or to the Cook County Treasurer's storage area.

SC-10 SUPPLEMENTAL DELIVERY INSTRUCTIONS/REQUIREMENTS

Procedure for deliveries utilizing the dock for Richard J. Daley Center, 50 West Washington Street, Chicago, are as follows:

All deliveries must be pre-arranged utilizing the enclosed form. Notification must be provided at least 48 hours in advance during the week and at least 72 hours in advance for weekends and Mondays. Copy the form as needed. A form must be completed for each and every delivery. Fax completed forms to the Richard J. Daley Center, office of the building at (312) 603-6950.

Every delivery made to the building will need to be made by a pre-approved driver from your company. We require that your company furnish legible photocopies of your staff's valid driver's license(s). In addition, the County will be taking photographs of approved drivers for its own records.

Delivery personnel will receive a temporary identification badge to be worn at all times while in the building.

Delivery vehicles will be searched prior to gaining access to the dock area.

Kindly send all legible photocopies of pertinent documents to the following:

Edward Carik
Director of Security-Security Command Center
Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

No driver will be allowed to gain access to the building without prior authorization. Therefore, please complete the "Request for Dock Access" form and fax it in a timely manner to the number listed above. In addition, replacement drivers not recognized by County staff as being pre-approved will not be allowed entrance into the building. It is imperative that the County is notified in advance of staffing changes. The County required these notifications to be in writing accompanied by a photocopy of the replacement personnel's driver's license.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TY 2009 AND TY 2010.

ALL DATES ARE FOR TY 2009. TY 2010 DATES WILL BE THE NEAREST BUSINESS DAY ONE YEAR HENCE.

BY OCTOBER 6, 2009 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER & ENVELOPES TO VENDOR.

BY OCTOBER 12, 2009 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

IN THE EVENT THAT THE COOK COUNTY TREASURER'S OFFICE DOES NOT PROVIDE FINAL SIGNOFF AND REQUESTS ADDITIONAL CHANGES, THE VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH REVISED PDF PROOFS WITHIN 2 BUSINESS DAYS AFTER THE SUBMISSION OF ADDITIONAL CHANGES.

BY NOVEMBER 3, 2009 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)

THESE SAMPLES WILL BE USED FOR U.S. POSTAL SERVICE TESTS. IF THE INDICIA, FACING IDENTIFICATION MARK (FIM), OR POSTAL BAR CODES ARE PREPARED IMPROPERLY BY THE VENDOR; ANY COSTS FOR PRODUCTION OF NEW TESTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

BY JANUARY 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,120,000 TAX BILLS (ITEM NOS. 1, 2, AND 3). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR THE TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 1,800,000 #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 21)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 12)

BY JANUARY 22, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 21)
- 120,000 ENVELOPES FOR MAILING REFUND CHECKS (ITEM NO. 32)
- 60,000 REFUND CHECK PAPER STOCK (FIRST OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND DELIVERING TO THE U.S. POSTAL SERVICE THE 1,800,000 1ST INSTALLMENT TAX BILLS (ITEM NO. 29)

CONTRACT NO. _____

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TY 2009 AND TY 2010 (CONTINUED)

BY MARCH 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (FIRST OF TWO PORTIONS OF ITEM NO.8).
- 100,000 #10 WINDOW TOP-FLAP REFUND NOTICE ENVELOPES (ITEM NO. 13)
- 100,000 #9 NON-WINDOW TOP-FLAP REFUND RETURN ENVELOPES (ITEM NO. 14)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 15)
- 550,000 #9 WINDOW DELINQUENCY RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 16).

BY APRIL 28, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER AND ENVELOPES TO VENDOR.

BY MAY 5, 2010 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

IN THE EVENT THAT THE COOK COUNTY TREASURER'S OFFICE DOES NOT PROVIDE FINAL SIGNOFF AND REQUESTS ADDITIONAL CHANGES, THE VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH REVISED PDF PROOFS WITHIN 2 BUSINESS DAYS AFTER THE SUBMISSION OF ADDITIONAL CHANGES.

BY MAY 26, 2010 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)
- 500 SAMPLES OF #10 WINDOW OUTER MAILING ENVELOPES (ITEM NO. 17)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 18)

THESE SAMPLES WILL BE USED FOR U.S. POSTAL SERVICE TESTS. IF THE INDICIA, FACING IDENTIFICATION MARK (FIM), OR POSTAL BAR CODES ARE PREPARED IMPROPERLY BY THE VENDOR, ANY COSTS FOR PRODUCTION OF NEW TESTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

BY JUNE 2, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,320,000 TAX BILLS (ITEM NOS. 4, 5, 6, AND 7). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 17)
- 1,800,000 #9 WINDOW ENVELOPES (ITEM NO. 18)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 22)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 12)

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TY 2009 AND TY 2010 (CONTINUED)

BY JUNE 16, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 22)
- 60,000 REFUND CHECK PAPER STOCK (SECOND OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND MAILING OF THE 1,800,000 2ND INSTALLMENT TAX BILLS (ITEM NO. 29)

BY AUGUST 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (SECOND OF TWO PORTIONS OF ITEM NO. 8)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 15)
- 550,000 #9 WINDOW DELINQUENCY NOTICE RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 16).

BY NOVEMBER 17, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 5,000 WINTER PRE-PAYMENT TAX BILLS (ITEM NO. 9)
- 5,000 WINTER PRE-PAYMENT WINDOW #10 OUTER ENVELOPES (ITEM NO. 19)
- 5,000 WINTER PRE-PAYMENT WINDOW #9 RETURN ENVELOPES (ITEM NO. 20)

UPON NOTIFICATION BY COOK COUNTY TREASURER'S OFFICE THROUGHOUT THE TERM OF THE CONTRACT, VENDOR SHALL MAKE PERIODIC DELIVERIES OF:

- TAX SYSTEM INFORMATIONAL PUBLICATIONS (ITEM NO. 23 THROUGH 28);
- FOLDING, INSERTING AND MAILING OF DELINQUENCY NOTICES (ITEM NO. 30)
- FOLDING, INSERTING AND MAILING OF REFUND APPLICATION FORMS (ITEM NO. 31)
- REFUND APPLICATION FORMS (ITEM NO. 34)

Printing press services purchased by the County from an outside Vendor shall utilize soy or other vegetable-based inks. If lithographic ink is used in printing services purchased by the County from an outside Vendor, the ink shall contain not less than the following percentages of vegetable oil:

1. New ink, 40 percent;
2. Sheet-fed and forms ink, 20 percent;
3. Heat-set ink, 10 percent

High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increase production costs.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

PRODUCT: Paper to be 8-1/2" x 11" exact with grain long, 24# laser bond of Champion Xerocopy 24# laser guaranteed bond or comparable quality with a minimum 92 brightness and smooth finish suitable for high-volume laser printing. VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Printing process must be done with an ultra-violet printing press that utilizes MX ultra heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS. Inks must adhere to paper preventing any smearing of copier heat rollers during imaging.

Printing process must allow for full bleeds to the edge of the flat-cut sheets.

Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at the County's discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must be packaged 500 sheets per package with heavy-gauge 40-point chipboard on bottom of each package. Boxes must be white. All corners must be square with no bent edges.

Packages must use tear-away ZIP-STRIP polywrap to allow for ease in handling by end user at County.

Vendor shall pack 10 packages per carton (5,000 sheets total per carton), and skids must be completely polywrapped to keep moisture out.

Finished cut sheets must arrive in a state of guaranteed runability with no paper or ink issues.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)

The tax bills must be able to withstand the high heat environment of Xerox DocuPrint N-40 laser printers, Xerox 180 MX EPS printers or similar and any more recent upgrades of high-speed laser-printing equipment. Tax Bills may have up to 75% ink coverage. Perforations must be positioned per instruction at time of proof. Printing on backsides cannot bleed through to the front as to interfere with OCR printing. On front side, a stripe of 1/4" to be printed along the right edge with text in reverse. Ink must be dried completely at time of packaging without additional drying time necessary, and ink must be able to withstand extreme heat generated in high-speed laser printing system without bleeding onto rollers or otherwise causing jamming of machinery. Vendor shall be responsible for costs of printer servicing and replacement of rollers if ink cannot withstand printing-system heat system and causes jamming of printers.

Proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office.

THE FOLLOWING GUIDELINES MUST BE STRICTLY ADHERED TO:

500 sheets per pack, ten packs (5,000 sheets) per case, 32 cases per skid (160,000 sheets per skid)

Vendor must use delivery service with electric-powered forklift capable of moving skids up long ramp in basement delivery area of the County Building and then to seventh-floor computer printing area via freight elevator. Due to size of county freight elevators, forklift end of skid cannot be more than three (3) feet in width.

Each case must be marked clearly so as to differentiate between the cases scheduled for delivery with installment and paper type as listed in Item No. 1 through Item No. 9 below. Supplier/printer shall notify Cook County Treasurer's Office at least 72 hours in advance of delivery (or the Wednesday before a weekend delivery) so that appropriate arrangements for accepting shipment can be made.

TRANSPORT OF PRINTED BILLS

Vendors shall use bonded and licensed transportation to ship printed tax bills to site of folding and inserting. Vendor's trucks shall have solid doors with locks, and these locks shall be used during transport of completed bills. Vendor's transportation shall produce all bills of lading that detail the pick-up points, times of pickup, destinations, times of delivery, number of skids and/or boxes and recipient's acknowledgement. Copies of these completed bills of lading shall be transmitted by fax to the Cook County Treasurer's Office immediately after completion of a delivery of completed tax bills to the mailing and inserting house.

CHANGES AT PROOF STAGE

Until mass production of tax bill forms and envelopes begins, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

SPECIFICATIONSITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING, TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):PROOF OF QUALIFICATIONS

Successful bidder shall list all equipment available to complete various tasks and must specify in bid documents if any work would be completed at separate sites not directly or wholly owned by the Vendor and must specify which procedures would keep data and other aspects of the tax bill production, envelope production, folding and insertion and related workings of this contract secure. Prior to award of contract, Vendor must make facilities, equipment, staffing and all transportation plans and subcontractors available for inspection and interview by the Cook County Treasurer's Office. In addition, all production facilities should be located within Illinois, with the bidder demonstrating an active and dedicated pre-press department. Cause for disqualification can include one or more of the following failures by the bidder: to provide adequate available proof of security; to account for work planned to be performed at a secondary facility; to provide a secured folding/inserting/storage operation and location within Cook County that is accessible on all normal business days (excluding national holidays) with the ability to transport materials to the U.S. Postal Service (Chicago Main Harrison Street Post Office) on a weekend, if needed; to prove there is adequate available functional equipment; to prove ownership of presses; to prove ownership or agreements assuring access to adequate folding and inserting equipment related machinery for the mailing preparation; to provide evidence of adequately trained full-time staff capable of preparing tax-bill forms; to provide evidence of adequate staff and equipment to complete the folding and inserting work with the appropriate quality controls and within the specified time frame; and failure to show related commitments, including transportation that assure the completion of work in both a thorough and timely manner necessary for the Cook County Treasurer's Office to meet its statutory requirements for the preparation and mailing of real-estate tax bills.

1ST INSTALLMENT TAX BILL PAPERITEM NO. 1: PRINTING, 1ST INSTALLMENT TAX BILLS

1,905,000 with face printing of up to three colors (Pantones to be determined at proof stage), and back printing of up to three colors (Pantones to be determined at proof stage), with one full horizontal perforation to be specified at proof stage. This "microperf" perforation shall be strong enough to keep the forms intact during processing. At the same time, this perforation must not be so strong that the perforation will cause the recipient to destroy the form when detaching the coupon. This perforation will create a tear-away portion Payment Coupon that the taxpayer may return to the Cook County Treasurer's Office by mail or in person. (This amount does include 5,000 sheets of tax bill paper that must be delivered to the Cook County Treasurer's Office separately from the main delivery by overnight parcel immediately after production begins.)

ITEM NO. 2: PRINTING, 1ST INSTALLMENT PROOF OF PAYMENT TAX BILLS

200,000 with face printing of up to three colors (same Pantones as Item No. 1) but distinct text and layout and back printing of up to three colors (same Pantones and one full horizontal perforation as back side of Item No. 1) but with distinct text and layout.

ITEM NO. 3: PRINTING, 1ST INSTALLMENT SPECIALTY TAX BILLS

20,000 with face printing of up to three colors (one full horizontal perforation and text as Item No. 1 above) and back printing of up to three colors but with distinct text and layout.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 4: PRINTING, 2ND INSTALLMENT TAX BILLS

1,905,000 with face printing of up to three colors (Pantones to be determined at proof stage), and back printing of up to three colors (Pantones to be determined at proof stage), with one full horizontal perforation to be specified at proof stage. NOTE: Text and Pantones to be distinct from Item No. 1. (This amount does include 5,000 sheets of tax bill paper that must be delivered to the Cook County Treasurer's Office separately from the main delivery by overnight parcel immediately after production begins.)

ITEM NO. 5: PRINTING, 2ND INSTALLMENT PROOF OF PAYMENT TAX BILLS

200,000 with face printing of up to three colors (same Pantones and one full horizontal perforation as Item No. 4 but distinct text) and back printing of up to three colors (same pantone as back side of Item No. 4 but with distinct text).

ITEM NO. 6: PRINTING, 2ND INSTALLMENT SPECIALTY TAX BILLS

20,000 with face printing of up to three colors (one full horizontal perforation and text as Item No. 1 above) and back printing of up to three colors but with distinct text and layout.

ITEM NO. 7: PRINTING, 2ND INSTALLMENT CERTIFICATE OF ERROR CORRECTED TAX BILLS

200,000 cream-colored sheets with one full horizontal perforation and distinct text and layout front and back. The cream color tax bills must match samples provided by Cook County Treasurer's Office.

ITEM NO. 8: PRINTING OF DELINQUENCY NOTICE TAX BILLS

1,100,000 with 550,000 delivery on March 4, 2010 or upon notification by Cook County Treasurer's Office with one full horizontal perforation and back-side Pantones as Item No. 1 but text that is distinct from Item No. 1; then 550,000 delivery on August 4, 2010 or upon notification by the Cook County Treasurer's Office with same face printing, one full horizontal perforation and back-side Pantones as Item No. 4, but text that is distinct from Item No. 4 Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

ITEM NO. 9: PRINTING OF WINTER PRE-PAYMENT TAX BILLS FOR THE COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

5,000 with up to three colors, front and back, one full horizontal perforation, with text and layout distinct from other tax bills.

SPECIFICATIONS

ITEM NO. 10 THROUGH ITEM NO. 20 AND ITEM NO. 32: GENERAL SPECIFICATIONS: PRINTING, ENVELOPES FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Envelopes bid shall conform to the specifications submitted by the County. No deviations or substitutions shall be allowed.

CHANGES AT PROOF STAGE

Until film is produced by Vendor for mass production for tax bill forms and envelopes, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

DELIVERY

VENDOR SHALL BE RESPONSIBLE FOR SECURE, BONDED AND LICENSED TRANSPORTATION NECESSARY TO MOVE ENVELOPES FROM PRODUCTION SITE TO FOLDING/INSERTING SITE PRIOR TO MAILING OF JOB.

STORAGE

Vendor shall be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility, within the County of Cook, provided by the vendor at the vendor's expense, for a period of one year or the length of the contract, whichever is longer. This storage facility shall be accessible to Cook County Treasurer's office personnel during normal business hours. A forklift and operator shall be provided by the storage facility for use by the Cook County Treasurer's Office.

PROOF OF QUALIFICATIONS

Successful bidder shall list all equipment available to complete various tasks and must specify in bid documents if any work would be completed at separate sites not directly or wholly owned by the Vendor and must specify which procedures would keep data and other aspects of the tax bill production, envelope production, folding and insertion and related workings of this contract secure. Prior to award of contract, Vendor must make facilities, equipment, staffing and all transportation plans and subcontractors available for inspection and interview by the Cook County Treasurer's Office. In addition, all production facilities should be located within Illinois with the bidder demonstrating an active pre-press department. Cause for disqualification can include one or more of the following failures by the bidder: to provide adequate available proof of security; to account for work planned to be performed at a secondary facility; to provide a secured folding/inserting/storage operation and location within Cook County that is accessible on all normal business days (excluding national holidays) with the ability to transport materials to the U.S. Postal Service (Chicago Main Harrison Street Post Office) on a weekend, if needed; to prove there is adequate available functional equipment; to prove ownership of presses; to prove ownership or agreements assuring access to adequate folding and inserting equipment related machinery for the mailing preparation; to provide evidence of adequately trained full-time staff capable of preparing tax-bill forms; to provide evidence of adequate staff and equipment to complete the folding and inserting work with the appropriate quality controls and within the specified time frame; and failure to show related commitments, including transportation that assure the completion of work in both a thorough and timely manner necessary for the Cook County Treasurer's Office to meet its statutory requirements for the preparation and mailing of real-estate tax bills.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 10: PRINTING, #10 WINDOW OUTER MAILING ENVELOPE FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

SIZE: #10 ENVELOPES 4-1/8" x 9-1/2"
WINDOW SIZE -1-5/8" x 4" OPEN WINDOW, NO GLASSINE OR PATCH
WINDOW PLACEMENT - 5/8" from left, 5/8" from bottom
QUANTITY: 1,800,500 (This amount does include the 500 samples per General Specifications schedule above.)
FLAP: 1-3/16"
THROAT: 1/2"
PAPER: 24# WHITE WOVE
STYLE: Booklet-style seams
PRINTING: Two colors, inverted printing on the face and back of the envelope exterior. Black or dark blue inside tint. Cook County Treasurer's Office may use up to 2-color envelope with 40%-60% ink coverage when the two colors are combined.

OUTER MAILING ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
Each skid not to exceed 55" in height
Each skid poly wrapped

Due to freight elevator door in County Building, the forklift end of the skid cannot exceed three feet (3') in width.

ITEM NO. 11: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

SIZE: #9 WINDOW ENVELOPE 3-7/8" x 8-7/8"
WINDOW SIZE - 1-1/4" x 3-3/4" OPEN WINDOW, NO GLASSINE OR PATCH
WINDOW PLACEMENT - 4-3/8" from left, 5/8" from bottom
QUANTITY: 1,800,500 (This amount does include the 500 samples per General Specifications schedule above.)
THROAT: 5/16"
SQUARE FLAP: 1-1/4"
PAPER: 20# WHITE WOVE
STYLE: BOOKLET STYLE SEAMS
PRINTING: Two colors printing on face and back of the envelope exterior. Black or dark blue inside tint. Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing. Cook County Treasurer's Office may use up to 2-color envelope with 40%-60% ink coverage when the two colors are combined.

RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per case
Each skid not to exceed 55" in height
Each skid polywrapped

Due to freight elevator door in County Building, the forklift end of the skid cannot exceed three feet (3') in width.

SPECIFICATIONS

ITEM NO. 11: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)

CHANGES AT PROOF STAGE

Until actual mass production of tax bill forms and envelopes begins, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

DELIVERY

Vendor shall be responsible for secure, bonded and licensed transportation necessary to move envelopes from production site to folding/inserting site prior to mailing of job. Vendor shall be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility provided by the Vendor at the Vendor's expense.

ITEM NO. 12: GENERAL SPECIFICATIONS FOR PRINTING, #9 NON-WINDOW RETURN ENVELOPES FOR CIRCULATOR, RAILROAD, OMMITTED ASSESSMENT, AND OTHER SPECIAL TAX BILLS—1ST INSTALLMENT

SIZE: #9 ENVELOPE: 3-7/8" x 8-7/8"
THROAT: 1/2" Square flap: 1-1/4"
FLAP LOCATION: TOP FLAP
QUANTITY: 20,000
PAPER: 24# WOVE
STYLE: BOOKLET STYLE SEAMS
PRINTING: Black ink, inverted printing on the face of the envelope. Black inside tint. Printing as per sample submitted.

RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

- 2,500 per case
- Each skid not to exceed 55" in height
- Each skid polywrapped

DELIVERY: Vendor shall be responsible for secure, bonded and licensed transportation necessary to move envelopes from production site to folding/inserting site prior to mailing of job. Vendor shall then be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility provided by the Vendor at the Vendor's expense.

20,000 CANARY NON-WINDOW BOOKLET STYLE WITH PRINTING ON FRONT AND BACK SIDES (10,000 for 1ST INSTALLMENT and 10,000 for 2ND INSTALLMENT) Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing. Canary color of envelopes must match samples provided by Cook County Treasurer's Office and meet all applicable United States Postal Service requirements for acceptable color and reflectance.

SPECIFICATIONS

ITEM NO. 13: PRINTING, #10 WINDOW ENVELOPES FOR REFUND APPLICATION FORMS

ENVELOPE: #10 top-flap window envelope, 4-1/8" x 9-1/2"

QUANTITY: 100,000

WINDOW SIZE: Approximately 1-5/8" x 4-1/4" open window, no glassine patch

WINDOW LOCATION: Approximately 7/8" (but never less than 1/2") from the left, approximately (but never less than) 5/8" from the bottom

FLAP SIZE: 1-1/4": Square flap

FLAP LOCATION: TOP FLAP

THROAT: 1/2"

PAPER: 24# WHITE WOVE

STYLE: BOOKLET STYLE SEAM

PRINTING: Two colors, inverted printing on the face front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use.

OUTER MAILING ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box

Each skid not to exceed 55" in height

Each skid polywrapped

Due to freight elevator door in County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 4, 2010 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

ITEM NO. 14: PRINTING, #9 RETURN ENVELOPES FOR REFUND APPLICATION FORMS

SIZE: #9 ENVELOPES TOP FLAP 3-7/8" x 8-7/8"

QUANTITY: 100,000 FLAP: 1-1/2"

THROAT: 3/4"

PAPER: 24# WHITE WOVE

STYLE: BOOKLET STYLE SEAM

PRINTING: Two colors, inverted printing on the front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use. Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing.

FLAP LOCATION: TOP FLAP

RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box

Each skid not to exceed 55" in height

Each skid polywrapped

Due to freight elevator door in County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 4, 2010 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 15: PRINTING, #10 WINDOW ENVELOPES FOR DELINQUENCY NOTICES

Same as Item No. 10, but in quantity of 1,101,000 (includes samples from both installments) with distinct text and layout with 550,000 to be delivered on March 4, 2010 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 4, 2010, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

ITEM NO. 16: PRINTING, #9 WINDOW RETURN ENVELOPES FOR DELINQUENCY NOTICES

Same as Item No. 11, but with distinct color and text on exterior and in quantity of 1,101,000 (includes samples from both installments) with 550,000 to be delivered on March 4, 2010 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 4, 2010, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

2ND INSTALLMENT TAX BILL ENVELOPES

ITEM NO. 17: PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same as above in Item No. 10, but with distinct color and text on exterior and for 2ND installment delivery by June 2, 2010 or upon notification by the Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

ITEM NO. 18: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same specifications as Item No. 11, but with distinct color and text on exterior and for delivery by June 2, 2010 or upon notification by Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

ITEM NO. 19: PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT 2009 PRE-PAYMENT TAX BILLS

5,000 with same specifications as Item No. 10 but with distinct color and text on exterior and for delivery by November 17, 2010 or upon notification by Cook County Treasurer's Office.

ITEM NO. 20: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT 2009 PRE-PAYMENT TAX BILLS

5,000 with same specifications as Item No. 11 but with distinct color and text on exterior and for delivery by November 17, 2010 or upon notification by Cook County Treasurer's Office.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 21: PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT
COOK COUNTY REAL ESTATE TAXES

Paper to be 8-1/2" x 11" – 80# gloss enamel text.

Quantity: 1,800,000

For 1ST Installment, 1,800,000 with face printing of three colors PLUS OVERALL VARNISH. Pantones to be determined at proof stage) and back printing of up to three colors (Pantones to be determined at proof stage).

Vendor shall have web-press capability for oil-based ink necessary for 80# gloss enamel text paper PLUS OVERALL VARNISH. VENDOR MUST EXPECT HEAVY INK COVERAGE. Vendor shall supply printed product that is folded twice (into one-third sections folded twice), so that printed product can be inserted in #10 address envelopes with one tax bill and a #9 return envelope.

Unless otherwise specified, paper to be 80# gloss enamel text #2 grade, 8-1/2" x 11" exact. NOTE: VENDOR SHALL NOT ATTEMPT TO SUBSTITUTE PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Printing process must be done with an ultra-violet printing press utilizing heat-resistant laser guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling.

Printed cut brochures must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor will pay for emergency replacements at the Cook County Treasurer's discretion.

Full bleeds on face and back of brochures.

Each pack of 500 folded brochures shall be stacked consistently with the face up, in the same direction top to bottom, and all closed end of the folds on the same side. Each pack must be banded with a strip of paper strong enough to hold the pack together through shipping but easily removed by hand for processing by the Vendor's end user at the folding-and-inserting operation.

Finished brochures must arrive in a state of guaranteed runability with no paper or ink issues. Sample of paper and text to be supplied to Cook County Treasurer's Office prior to printing.

Prior to printing, proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office. A Cook County Treasurer's Office representative must have the option to attend the press OK prior to start of job.

THESE STRICT GUIDELINES MUST BE ADHERED TO:

500 sheets per pack, eight packs per case, 32 cases per skid (128,000 sheets per skid)

Due to size of county freight elevators, forklift end of skids cannot be more than three (3') feet in width.

SPECIFICATIONS

ITEM NO. 21: PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)

Vendor to deliver 1,750,000 on or about January 4, 2010 to the folding and inserting operation and remaining 50,000 to the Cook County Treasurer's Office by January 22, 2010 or upon notification by the Cook County Treasurer's Office.

Cases must be labeled individually and clearly on both ends of each box with words "2009 1ST INSTALL. TAX BILL BROCHURES." "2010 1ST INSTALL. TAX BILL BROCHURES."

Supplier/printer should notify Cook County Treasurer's office at least 24 hours in advance of delivery so that appropriate arrangements for accepting shipment can be made.

ITEM NO. 22: PRINTING, TAX BILL BROCHURES FOR COLLECTION OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same as Item No. 21, but with Pantones and text that are distinct from 1ST Installment brochures with delivery of 1,750,000 by June 2, 2010 and remaining 50,000 by June 16, 2010 or upon notification by Cook County Treasurer's Office. Vendor shall label boxes individually, clearly and on each end with the words:

"2009 2ND INSTALL. TAX BILL BROCHURES." "2010 2ND INSTALL. TAX BILL BROCHURES."

ITEM NO. 23: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (English 8-1/2" X 13")

Total quantity: 300,000 (1 language X 3 versions X 100,000 per version)

Final cut size: 8-1/2" X 13"

Paper: 80-pound cover stock, bright white, # 2 grade, enamel coated on both sides.

After printing, stock shall be folded two times to create three panels on each side.

Printer must have offset system that uses heat-set inks.

All edges must be cut cleanly and squarely with no bent edges.

Publications must be boxed 5,000 per box with a label on the end of each box that clearly states the publication number, publication topic, language used, vendor's name and address and phone number, and run date (for example: PUB. #1, SENIOR SERVICES, ENGLISH, VENDOR NAME, 123 MAIN, COOKTOWN, IL, 708-555-1234, PRINTED FEB 5, 2010).

Publications of different topics and languages must be boxed separately.

Printing detail: Individual publications have full bleeds front and back, three colors on both sides ("three over three") with black and PMS tone with overall gloss varnish on both sides with allowance for half or partial tones.

Individual versions will have different PMS tone.

Printer must have capacity to accept and print in foreign languages from files produced in QuarkXPress or Illustrator programs on Macintosh or PC computer systems.

Cook County Treasurer's Office shall have the responsibility for translations of materials into foreign languages, preparation of translated materials into QuarkXPress or Illustrator programs, and proofreading of foreign-language translations.

Printer shall be responsible for preparing proofs, providing PDF images of files and also providing PDF "thumbnails" of only one panel to Cook County Treasurer's Office for use on its Web site.

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 24: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (English, 8-1/2" X 7-1/4")

Same as Item 23, except for following:

Total quantity: 100,000 (1 language X 1 versions X 100,000 items per version)

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

ITEM NO. 25: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Spanish & Polish 8-1/2" X 13")

Same as 23 except for the following:

Total quantity: 120,000 (2 languages X 3 versions per language X 20,000 items per version)

ITEM NO. 26: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Spanish & Polish 8-1/2" X 7-1/4")

Same as 23 except for the following:

Total quantity: 40,000 (2 languages X 1 versions per language X 20,000 items per version)

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

ITEM NO. 27: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Other languages, 8-1/2" X 13")

Same as 23 except for the following:

Total quantity: 285,000 (19 languages X 3 versions per language X 5,000 items per version)

ITEM NO. 28: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Other languages, 8-1/2" X 7-1/4")

Same as 23 except for the following:

Total quantity: 95,000 (19 languages X 1 versions per language X 5,000 items per version)

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

CONTRACT NO. _____

SPECIFICATIONS

ITEM NO. 29: FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Vendor shall be responsible for secure, bonded and licensed transport of tax bills with variable data from County Building and/or warehouse to site(s) of folding/inserting work, likely in two or three shipments. Vendor also shall be responsible for the secure, bonded and licensed transport of prepared trays, as needed, to U.S. Postal Service's Chicago Main Harrison Street Post Office and must be able to make delivery, if necessary, on a weekend.

Same transportation will be needed for various shipments of printed delinquency and refund notices with deliveries between the production and storage facilities utilized by the Vendor and the County for tax-bill paper, envelopes, brochures and tax-bill publications.

Vendor shall provide proper folding and insertion and related mailing preparation for approximately 1,800,000 pieces for the 1ST Installment Tax Years 2009 and 2010 Cook County Real Estate Tax collections, scheduled to be mailed in late January 2010 and 2011. Vendor shall provide proper folding and inserting and related mailing preparation for approximately 1,800,000 pieces for the 2ND Installment Tax Years 2009 and 2010 Cook County Real Estate Tax collections, which are scheduled to be mailed in the summer or early fall of 2010 and 2011 upon notification by the Cook County Treasurer's Office. Note: Because of year-to-year fluctuations in the quantities of exempt properties and property divisions, vendor may have as few as 1,600,000 tax bills and will be allowed to invoice only for the quantity actually mailed. The quantity of 1,800,000 is used for estimating and quoting purposes only. Note: Under Item No. 29, quote by Vendor must allow Cook County Treasurer's Office to mail as few as 1,550,000 pieces, Vendor shall be allowed to invoice based only on the quoted price per thousand.

For each billing cycle, Vendor shall be responsible for proper preparation of approximately 1,800,000 "complete tax bill packages." Each "complete tax bill package" shall consist of a folded and inserted property tax bill (8-1/2" x 11" in size, folded twice in a C-fold pattern), a folded and inserted brochure (8-1/2 x 11" or 8-1/2 x 14" in size, folded two or three times in a closed-end pattern) two 3-11/16" x 8-1/2" card and one No. 9 return envelope, for a total of five inserts that the Vendor shall insert correctly into a No. 10 window outer mailing envelope with insertion pattern to be approved by Cook County Treasurer's Office.

Vendor shall be responsible for sealing outer mailing envelopes. Vendor shall be responsible for ensuring finished product has postal scan lines, addressee names and addresses from the tax bills visible through the No. 10 envelope windows so that they can be processed by the U.S. Postal Service. Vendor shall be responsible for proper placement of envelopes and bag tags (Zip Code tags) in trays for pre-sort mailing and delivery to Chicago Main Post Office for processing or processing by on-site U.S. Postal Service staff. The Cook County Treasurer's Office is responsible for postage.

Vendor shall have on-site, secure storage capacity to "hurry up and wait" to complete mailing preparation and hold finished product for as many as five calendar days before actual mailing. Prior to mailing, Vendor shall weigh materials and subtract tares, in compliance with U.S. Postal Service regulations, and send confirmation of approximate number of materials by fax to Cook County Treasurer's Office to indicate whether there is a match or any discrepancy between number of pieces in the Cook County Treasurer's Office's

SPECIFICATIONSITEM NO. 29: FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)

reports and those actually to be mailed. Vendor shall mail product all in same day and not make separate, partial drops unless directed otherwise by the Cook County Treasurer's Office. Prior to actual mailing of completed tax bills, Vendor must receive written communication by fax or in person that is signed by a representative of the Cook County Treasurer's Office designated by the Cook County Treasurer.

Because time is of the essence, Vendor shall have capacity to fold, insert and process entire mailing in as little as four calendar days from the initial arrival of the first 600,000 bills, presuming the balance will arrive in the subsequent two calendar days. Vendor shall have at least three operable folding machines and staff capable of operating the folding machines, with each folding machine capable of folding tax bills at a rate that can exceed 24,000 pieces per hour.

Vendor shall have five or more mail inserting machines and staffing to operate the machinery properly. Vendor shall insert tax bills, brochures and Courtesy Reply Mail (CRM) envelopes and seal the outer envelopes to form "complete tax bill packages" at an average aggregate rate of 24,000 "complete tax bill packages" per hour. Vendor's inserting machines must have the capacity to insert "open-end" side of folded tax bill into open envelope for use of payment coupon at bottom of invoice with top-flap (#10) window envelope.

If there is a natural or man-made disaster or if the Vendor is incapable of keeping functional equipment or adequate, trained staffing to complete the job in a timely fashion, the County may locate an alternate mailing house to complete the work at the Vendor's expense. This is a zero-spoilage job. Vendor shall return all copies of ripped, shredded, misprinted, or otherwise damaged tax bills, brochures and envelopes for replacements to fold, insert and mail.

Vendor shall be Coding Accuracy Support System (CASS) certified, System Certified and offer ZIP + 4 barcoding and address hygiene, as necessary, to achieve maximum postage discount and furnish proof with bid proposal.

Actual postage expense shall be obligation of the County of Cook and not the Vendor. Vendor shall be responsible for generating tray tags (commonly known as "bag tags"), as needed, from CASS reports. Cook County Department of Management of Information Systems (MIS) shall be responsible for the preparation of the CASS reports for each mailing. Vendor shall supply blank tray tags, which MIS will then image, but Vendor must be able to generate tray tags, as needed, based on the requirements of the Postal Service and the CASS reports.

RETURN OF UNUSED SUPPLIES

After completion of insertion and mailing, Vendor shall be responsible for storage and/or secure transport of unused envelopes and brochures to the County Building with bonded, licensed courier equipped with solid doors that are properly locked and electric forklift that is capable of transporting skids up ramp in basement delivery area of County Building to the freight elevators and then to the Cook County Treasurer's Office's storage area.

SPECIFICATIONS

ITEM NO. 30: FOLDING, INSERTING AND MAILING FOR DELINQUENCY NOTICES

Same as Item No. 29 above, except that no brochure insertion is necessary and quantities will involve approximately 120,000 "complete tax bill packages," again without brochure insertion, with quantities that will involve approximately 55,000 to 175,000 items per mailing (five mailings not to exceed 550,000 items total). Note: Under Item No. 30, quote by Vendor must allow the Cook County Treasurer's Office to place orders as small as 55,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

Vendor shall be responsible for folding one 8-1/2" x 11" notice and inserting the notice and a #9 window return envelope properly into a #10 outer mailing envelope so that the name on the notice appears through the window of the #10 outer mailing envelope.

Vendor shall include set-up costs for five mailings in price per thousand. The Cook County Treasurer's Office is responsible for postage costs and any necessary pre-sorts or CASS reports.

ITEM NO. 31: FOLDING, INSERTING AND MAILING FOR REFUND APPLICATION FORMS

Same as Item No. 29 above, except that Vendor shall use #11 outer mailing window envelope and #10 non-window return envelope and that quantities will involve approximately 10,000 to 60,000 items per mailing (4 mailings not to exceed 100,000 items total). Note: Under Item No. 31, quote by Vendor must allow Cook County Treasurer's Office to place orders as small as 10,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

Vendor shall include set-up costs for various mailings in price per thousand. Cook County Treasurer's Office is responsible for postage costs and any necessary pre-sorts or CASS reports.

ITEM NO. 32: PRINTING, ENVELOPES FOR MAILING REFUND CHECKS

ENVELOPE: 4" (height) x 9" (width)

QUANTITY: 120,000

WINDOW:

FULL GLASSINE PATCH- Glassine patch must be smooth, with no wrinkles, bumps or curls, and must be adhered cleanly on all side of patch to the interior of the envelope meeting all USPS regulations at the time of printing.

WINDOW SIZE:

Up to 1" x 4". Exact dimensions and location to be determined at proof stage.

WINDOW LOCATION:

Exact dimensions and location to be determined at proof stage.

FLAP SIZE: 1-1/4": Diagonal Seam

FLAP LOCATION: TOP FLAP

THROAT: 1/2"

PAPER: 24# WHITE WOVE

STYLE: DIAGONAL SEAM

PRINTING: Two colors face and back, no inverted printing. Black or navy inside tint.

SPECIFICATIONSITEM NO. 33: PRINTING, REFUND CHECK PAPER STOCK

QUANTITY: 120,000 (Deliverable in two portions)

Paper to be 8 1/2" x 11" exact run grain long, 28# MORC Bond – with VOID pantograph – Cook County Logo screened 5% black. Printing to include two colors on front and one color on back ("two over one") with text and layout for both sides to be determined at the proof stage. VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Check stock will have one full horizontal perforation with precise location to be specified at proof stage. This "microperf" perforation shall be strong enough to keep the forms intact during processing. At the same time, this perforation must not be so strong that the perforation will cause the recipient to damage or destroy the check when detaching the check from the stub section of the form.

Printing process must be done with an ultra-violet printing press that utilizes heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS.

Printing process must allow for full bleeds to the edge of the flat-cut sheets.

Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at Cook County Treasurer's Office discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must arrive in a state of guaranteed runability with no paper or ink issues.

ITEM NO. 34: PRINTING, REFUND APPLICATION FORMS

QUANTITY: 100,000 total to be produced and delivered by Vendor upon notification by the Cook County Treasurer's Office in quantities as small as 25,000 at a time. Quote and subsequent billing must take into consideration that Cook County Treasurer's Office may order as few as 25,000 refund application forms at a time and that the Pantones, design and content of the form may change between orders.

PRODUCT: Up to three Pantones on front side and up to three Pantones on back side with Pantones to be determined at proof stage. Paper to be 8-1/2" x 14" exact with grain long, 24# laser bond of Champion Xerocopy 24# laser guaranteed bond or comparable quality with a minimum 92 brightness and smooth finish suitable for high-volume laser printing. VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Printing process must be done with an ultra-violet printing press that utilizes MX ultra heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS. Inks must adhere to paper preventing any smearing of copier heat rollers during imaging. Printing process must allow for full bleeds to the edge of the flat-cut sheets.

ITEM NO. 34: PRINTING, REFUND APPLICATION FORMS (CONTINUED)

PRODUCT: Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at Cook County Treasurer's discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must be packaged 500 sheets per pack with heavy-gauge 40-point chipboard on bottom of each package, 10 packs per box (5,000 sheets per box total). Boxes must be white. All corners must be square with no bent edges. Packages must use tear-away ZIP-STRIP polywrap to allow for ease in handling by end user at County.

Finished cut sheets for Refund Application Forms must arrive in a state of guaranteed runability with no paper or ink issues.

The Refund Application Forms must be able to withstand the high heat environment of Xerox DocuPrint N-40 laser printers, Xerox 180 MX EPS printers or similar and any more recent upgrades of high-speed laser-printing equipment. Refund Application Forms may have up to 50% ink coverage. Printing on backsides cannot bleed through to the front as to interfere with barcode imaging by Cook County Treasurer's Office. Ink must be dried completely at time of packaging without additional drying time necessary, and ink must be able to withstand extreme heat generated in high-speed laser printing system without bleeding onto rollers or otherwise causing jamming of machinery. Vendor shall be responsible for costs of printer servicing and replacement of rollers if ink cannot withstand printing-system heat system and causes jamming of printers.

Proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office.

Until production of Refund Application Forms, Vendor shall be responsible for costs of any proofs necessary until final signoff by the Cook County Treasurer's Office.

PROPOSAL

The undersigned declares that they have carefully examined the Advertisement for Bids, the Proposal Form, General and Special Conditions and Specifications identified as Contract Document No. _____ for PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 and 2010 PROPERTY TAXES for COOK COUNTY TREASURER, as prepared by Cook County, and that they have familiarized themselves with all the conditions under which it must be carried out and understands that by making this proposal they waive all rights to plead any misunderstanding regarding the same.

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
1.	M	3,810	PRINTING, 1 ST INSTALLMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
2.	M	400	PRINTING, 1 ST INSTALLMENT PROOF OF PAYMENT TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
3.	M	40	PRINTING, 1 ST INSTALLMENT SPECIALTY TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
4.	M	3,810	PRINTING, 2 ND INSTALLMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
5.	M	400	PRINTING, 2 ND INSTALLMENT PROOF OF PAYMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
6.	M	40	PRINTING, 2 ND INSTALLMENT SPECIALTY TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
7.	M	400	PRINTING, 2 ND INSTALLMENT CERTIFICATE OF ERROR TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
8.	M	2,200	PRINTING, DELINQUENCY NOTICE TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
9.	M	10	PRINTING, WINTER PRE-PAYMENT TAX BILLS FOR COLLECTIONS OF 1 ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
10.	M	3,601	PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1 ST INSTALLMENT COOK COUNTY REAL ESTATE TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
11.	M	3,601	PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1 ST INSTALLMENT COOK COUNTY REAL ESTATE TAX BILLS (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
12.	M	40	PRINTING, #9 NON-WINDOW RETURN ENVELOPES FOR CIRCULATOR, RAILROAD, OMMITTED ASSESSMENT, AND OTHER SPECIAL TAX BILLS AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
13.	M	200	PRINTING, #10 WINDOW ENVELOPES FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
14.	M	200	PRINTING, #9 RETURN ENVELOPES FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
15.	M	2,202	PRINTING, #10 WINDOW ENVELOPES FOR DELINQUENCY NOTICES, (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
16.	M	2,202	PRINTING, #9 WINDOW RETURN ENVELOPES FOR DELINQUENCY NOTICES, (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
17.	M	3,601	PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 2 ND INSTALLMENT REAL ESTATE TAX BILLS(INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
18.	M	3,601	PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 2 ND INSTALLMENT COOK COUNTY REAL ESTATE TAX BILLS (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
19.	M	10	PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1 ST INSTALLMENT PRE-PAYMENTS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
20.	M	10	PRINTING, #9 WINDOW RETURN ENVELOPES FOR 1 ST INSTALLMENT PRE-PAYMENT TAX COLLECTIONS, AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
21.	M	3,600	<p>PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN</p> <p>\$ _____/M</p> <p>\$ _____/TOTAL</p> <p>MFR. _____</p> <p>MFR. NO. _____</p>
22.	M	3,600	<p>PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN</p> <p>\$ _____/M</p> <p>\$ _____/TOTAL</p> <p>MFR. _____</p> <p>MFR. NO. _____</p>
23.	M	600	<p>PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, ENGLISH (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN</p> <p>\$ _____/M</p> <p>\$ _____/TOTAL</p> <p>MFR. _____</p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
24.	M	200	PRINTING, TAX SYSTEM INFORMATIONAL ENGLISH (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
25.	M	240	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, SPANISH & POLISH (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
26.	M	80	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, SPANISH & POLISH (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
27.	M	570	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, OTHER LANGUAGES (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____
28.	M	190	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, OTHER LANGUAGES (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____
29.	M	7,200	FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1 ST & 2 ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES AS PER SPECIFICATIONS HEREIN \$ _____/M \$ _____/TOTAL MFR. _____ MFR. NO. _____

PROPOSAL

ITEM NO.

UNIT OF MEASURE

QTY.

DESCRIPTION

30.

M

1,100

FOLDING, INSERTING AND MAILING FOR DELIQUENCY NOTICES, AS PER SPECIFICATIONS HEREIN

\$ _____ /M

\$ _____ /TOTAL

MFR. _____

MFR. NO. _____

31.

M

200

FOLDING, INSERTING AND MAILING FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN

\$ _____ /M

\$ _____ /TOTAL

MFR. _____

MFR. NO. _____

32.

M

240

PRINTING, ENVELOPES FOR MAILING REFUND CHECKS, AS PER SPECIFICATIONS HEREIN

\$ _____ /M

\$ _____ /TOTAL

MFR. _____

MFR. NO. _____

PROPOSAL

ITEM NO.

UNIT OF MEASURE

QTY.

DESCRIPTION

33.

M

240

PRINTING, REFUND CHECK PAPER STOCK, AS PER SPECIFICATIONS HEREIN

\$ _____/M

\$ _____/TOTAL

MFR. _____

MFR. NO. _____

34.

M

200

PRINTING, REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN

\$ _____/M

\$ _____/TOTAL

MFR. _____

MFR. NO. _____

GRAND TOTAL: \$ _____

DELIVERY DATE: _____
(NUMBER OF CALENDAR DAYS AFTER AWARD)



Maria Pappas
Cook County Treasurer

Date: April 15, 2009

Ms. Carmen Triche-Colvin
Cook County Purchasing Agent
118 North Clark Street, Room 1018
Chicago, Illinois 60602

Ref: Requisition Number 90600003, Internal Requisition Number 85145-General Printing

Dear Ms. Triche-Colvin

Attached find Requisition Number 85145 for the Cook County Treasurer-General Printing Contract for printing of real estate tax bills, envelopes, brochures, folding and inserting for billing and collection of real estate tax bills for Fiscal Years 2009 and 2010. This encumbrance would impact the 2010 and 2011 Budgets. Attached find specifications.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael J. Shine".

Michael J. Shine
Chief Deputy Treasurer

BIDDER: JJ Collins Sons Inc

CONTRACT FOR SUPPLY

DOCUMENT NO. 09-84-126



RECEIVED
OFFICE OF
CONTRACT COMPLIANCE
09 JUN 16 PM 2:47

PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING
FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 AND 2010 PROPERTY
TAXES
FOR
COOK COUNTY TREASURER

BOARD OF COMMISSIONERS
COUNTY OF COOK
TODD H. STROGER, PRESIDENT

BIDS TO BE EXECUTED IN TRIPPLICATE
BID OPENING WILL BE ON WEDNESDAY, JUNE 10, 2009
AT 10:00 A.M.
LATE BIDS WILL NOT BE CONSIDERED

ISSUED BY THE
OFFICE OF THE PURCHASING AGENT

04159

REQ# 9060003

SJ/0415

SPECIAL CONDITIONS

SC-01 SCOPE

The Vendor shall furnish, PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 AND 2010 PROPERTY TAXES for COOK COUNTY TREASURER all in accordance with the Contract Documents, Specifications and Proposal herein.

SC-02 CONTRACT PERIOD

This is a Requirement Contract effective for twenty-four (24) months after award by the Board of Commissioners and after proper execution of the contract documents.

SC-03 AWARD OF CONTRACT

It is the intent of the County to award this bid in whole and not in part. The County reserves the right to award this Contract in the best interests of the County.

SC-04 OVER/UNDER RUNS

The County will not accept over runs or under runs for printing. It is the Vendor's responsibility to print and ship as per Contract.

SC-05 SAMPLES

Samples may be viewed at the Cook County Treasurer's Office, County Building, 118 N. Clark St., Room 212, and Chicago, IL 60602. To set up an appointment, contact: The Treasurer's Purchasing Department at (312) 603-4426. Vendors outside of Cook County may request samples by mail. Shipping and postage to be paid for by the Vendor. These requests shall be faxed to (312) 603-5895.

SC-06 INQUIRIES

For inquiries after award of Contract, please contact:

JOSEPH HOGAN
COOK COUNTY TREASURER'S OFFICE
(312) 603-4426

A copy of any written request for interpretation of documents shall be provided to the Office of the Purchasing Agent at the address set forth below.

Inquiries about the interpretation of the Specifications must be made only in writing and shall be directed to the Purchasing Agent. Inquiries will be answered in writing, if deemed necessary, by means of an Addendum issued by the Office of the Purchasing Agent. (Reference Instructions to Bidders, Section IB-05 "Exceptions", Page IB-2). Inquiries must be received no later than 5:00 p.m. on Wednesday, June 3, 2009. Inquiries will be answered by the close of business on Friday, June 5, 2009.

DURING THE BIDDING PROCESS, ALL INQUIRIES MUST BE DIRECTED, IN WRITING, ONLY TO THE COOK COUNTY PURCHASING AGENT AS FOLLOWS:

CARMEN TRICHE-COLVIN
COOK COUNTY PURCHASING AGENT
118 N. CLARK ST., #1018
CHICAGO, IL 60602

BIDDER: JJ Collins Sons Inc.

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
33.	M	240	PRINTING, REFUND CHECK PAPER STOCK, AS PER SPECIFICATIONS HEREIN \$ <u>45.00</u> /M \$ <u>10,800.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
34.	M	200	PRINTING, REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN \$ <u>60.00</u> /M \$ <u>12,000.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____

GRAND TOTAL: \$ 1,106,614.00

013,6

DELIVERY DATE: PER SPECIFICATIONS
(NUMBER OF CALENDAR DAYS AFTER AWARD OF CONTRACT)

**SIGNATURE BY A CORPORATION
(SECTION 8)**

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: JJ COLLINS SONS INC.

BUSINESS ADDRESS: 7125 JAMES AVE SUITE 200 WOODRIDGE, IL 60517

BUSINESS TELEPHONE: 630-960-2525 FAX NUMBER: 630-960-7487

CONTACT PERSON: MIKE PICKRUM

FEIN: 36-0933370 *IL CORPORATE FILE NUMBER: D-1794-186-1

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: JAMES F. COLLINS VICE PRESIDENT: THOMAS M. COLLINS

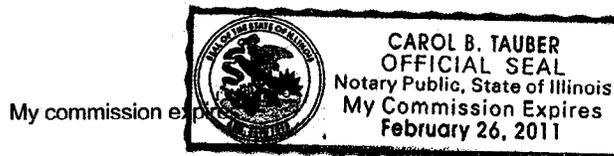
SECRETARY: THOMAS J. GUTTOSH TREASURER: ROBERT E. COLLINS

**SIGNATURE OF PRESIDENT: *James F. Collins*

ATTEST: *Thomas J. Guttosh* (CORPORATE SECRETARY)

Subscribed and sworn to before me this
21st day of MAY, 2009.

X *Carol B Tauber*
Notary Public Signature



Notary Seal

* If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.



TODD H. STROGER, PRESIDENT
BOARD OF COUNTY COMMISSIONERS

CARMEN K. TRICHE-COLVIN
PURCHASING AGENT

COUNTY OF COOK
OFFICE OF THE PURCHASING AGENT

118 NORTH CLARK STREET
CHICAGO, ILLINOIS 60602
(312) 603-5370

October 9, 2009

JJ Collins Sons, Inc.
7125 Janes Avenue Suite 200
Woodridge, IL 60517
Attn: James Collins

Ref: Contract No: 09-84-126

Enclosed please find your copy of the above referenced contract.

This contract has been approved by the Board of Commissioners and signed by the proper officials on behalf of Cook County.

Cordially,

A handwritten signature in cursive script that reads "Carmen K. Triche-Colvin".

Carmen K. Triche-Colvin
Purchasing Agent

CKTC/cm

Enclosure

Cc: Maria Pappas



Printed on Recycled Paper

BIDDER: JJ COLLINS SONS INC

CONTRACT FOR SUPPLY

DOCUMENT NO. 09-84-126



RECEIVED
OFFICE OF
CONTRACT COMPLIANCE
09 JUN 16 PM 2:47

PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING
FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 AND 2010 PROPERTY
TAXES
FOR
COOK COUNTY TREASURER

BOARD OF COMMISSIONERS
COUNTY OF COOK
TODD H. STROGER, PRESIDENT

BIDS TO BE EXECUTED IN TRIPLICATE
BID OPENING WILL BE ON WEDNESDAY, JUNE 10, 2009
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LATE BIDS WILL NOT BE CONSIDERED

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

ISSUED BY THE
OFFICE OF THE PURCHASING AGENT

SEP 16 2009

COM _____

04159

REQ# 9060003

SJ/0415

**INSTRUCTIONS TO BIDDERS
BID CONTRACTS
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LEGAL NOTICE
ADVERTISEMENT FOR BID
COOK COUNTY PURCHASING
SEALED PROPOSALS ARE
INVITED BY THE BOARD OF
COMMISSIONERS OF COOK
COUNTY FOR THE
FOLLOWING:

CONTRACT NO. 09-84-126
FOR: PRINTING TAX BILL
PAPER, ENVELOPES,
BROCHURES, FOLDING AND
INSERTING FOR THE BILLING
AND COLLECTION OF TAX
YEARS 2009 AND 2010
PROPERTY TAXES FOR COOK
COUNTY TREASURER

CONTRACT NO. 08-85-182
REBID FOR SUPPLIES:
CARPENTER SWREWS, NAILS,
DRILL BITS, ETC. FOR GAK
FOREST HOSPITAL OF COOK
COUNTY

CONTRACT NO. 09-15-378H
FOR SUPPLIES:
RESPIRATORY THERAPY FOR
COOK COUNTY HEALTH AND
HOSPITALS SYSTEM

PLANS, SPECIFICATIONS,
PROPOSAL AND BID
INSTRUCTIONS MAY BE
OBTAINED FROM THE OFFICE
OF THE PURCHASING AGENT
ROOM 509, COOK COUNTY
BUILDING, 118 N. CLARK ST.
CHICAGO, ILLINOIS 60602 OR
DOWNLOADED FROM
WWW.COOKCOUNTYGOV.COM
PURCHASING AFTER 10:00
A.M. TUESDAY, MAY 19, 2009
BUT NO LATER THAN 4:00
P.M. TUESDAY, JUNE 2, 2009.
COOK COUNTY IS AN EQUAL
OPPORTUNITY PURCHASER.
LOCAL BIDDERS ARE
ENCOURAGED TO SUBMIT
BIDS TO THE COUNTY'S
BIDLIZATION ON THESE
CONTRACTS IS 25% FOR
MINI, AND 10% FOR WELLS
INQUIRIES REGARDING
MINORITY AND FEMALE
PARTICIPATION SHOULD BE
DIRECTED TO THE OFFICE OF
CONTRACT COMPLIANCE AT
(312) 603-5502.

WHEN ADVERTISED THE BID
PROPOSALS SHALL BE
ACCOMPANIED BY CASH
CASHIER'S CHECK, BANK
CERTIFIED CHECK, BANK
DRAFT OR SURETY BOND IN
THE AMOUNT SHOWN IN THE
LEGAL ADVERTISEMENT.

THE COOK COUNTY BOARD
OF COMMISSIONERS
RESERVES THE RIGHT TO
REJECT ANY AND ALL BIDS
FORMAL BIDS MUST BE
DEPOSITED IN THE BID BOX
AT ROOM 509, COOK COUNTY
BUILDING, UP TO AND NO
LATER THAN 4:00 P.M.
WEDNESDAY, JUNE 10, 2009.

ADV. TUESDAY, MAY 19, 2009
BY ORDER OF THE BOARD OF
COMMISSIONERS OF COOK
COUNTY

LODD H. STROGER,
PRESIDENT

FARMEN TERRELL COLVIN,
PURCHASING AGENT

INSTRUCTIONS TO BIDDERS

IB-01 DEFINITIONS

- A. BIDDER** shall mean the individual or business entity submitting a Bid Proposal to supply any or all of the services or goods required by the Contract Documents.
- B. BID PROPOSAL** shall mean the Contract Documents as completed by the Bidder which constitutes the Bidder's offer.
- C. CONTRACT** shall mean the agreement between the County and Contractor as set forth in the Contract Documents and as awarded by the Cook County Board of Commissioners.
- D. CONTRACT DOCUMENTS** shall mean collectively the Instructions to Bidders, General Conditions, Special Conditions, Specifications, Attachments, Addenda, if any, Bid Proposal, Site Inspection Certificate, Contractor Certifications and Forms for Minority Participation. The above documents shall be considered as one integrated document setting forth the obligations of the parties.
- E. CONTRACTOR** shall mean the individual or business entity submitting a Bid Proposal and to whom the Cook County Board of Commissioners awards the Contract.
- F. COUNTY** shall mean the County of Cook, a body politic and corporate of the State of Illinois.
- G. DIRECTOR** shall mean the person or persons authorized by the County to act in connection with this Contract. Such authorization shall not include any power to change the scope of the Contract or to obligate the County to pay additional sums beyond the amount of the Contract awarded by the Cook County Board of Commissioners.
- H. PURCHASING AGENT** shall mean the Purchasing Agent of the County of Cook whose duties and responsibilities are more particularly described in the Illinois Compiled Statutes 1994, 55 ILCS 5/5-36003.
- I. SPECIFICATIONS** shall mean the description of the required services, Contract Goods, equipment, personnel, volume and use statistics and all requirements for the scope of work set forth in the Contract Documents.

IB-02 PREPARATION OF PROPOSALS

The Bidder shall prepare one (1) copy of its Bid Proposal on the proposal forms within the Contract Documents and three (3) execution pages, all with original signatures in the back of the document. Unless otherwise stated, all blank spaces on the proposal forms shall be fully completed. Bidder bears all responsibility for error or omissions in the submission of the Bid Proposal.

IB-03 SITE INSPECTION CERTIFICATE

When required in the legal advertisement or the Special Conditions, the Bidder shall visit the job-site and shall carefully examine and become familiar with all conditions which may in any way affect the performance of the Contract and shall submit certification of such inspection along with the Bid Proposal. The dates and conditions of the site inspection are determined by County.

IB-04 BID DEPOSIT

When required in the legal advertisement, the Bid Proposal shall be accompanied by cash, cashier's check, certified check, bank draft or surety bond in the amount shown in the legal advertisement or as may be prescribed in these Contract Documents. A certified or cashier's check shall be drawn on a responsible bank doing business in the United States and shall be made payable to the order of the County of Cook. The Surety issuing the bond must have a general rating of "A", and shall be a Class VII or higher in the financial size category as defined by Best's Key Rating Guide - Property and Casualty. Failure to submit the bid deposit shall constitute an informal Bid Proposal and such Bid Proposal shall be rejected.

The Bidder hereby agrees that the bid deposit shall be forfeited to the County as liquidated damages and not as penalty in the event Bidder fails to comply with IB-11, IB-13, or otherwise fails or refuses to honor the Bid Proposal upon award of the Contract by the County.

The bid deposit of all bidders will be returned, with the exception of the Contractor, after the County has awarded the Contract. The bid deposit of the Contractor will be returned after the Contract has been awarded and the Contractor has submitted all insurance documentation and the Performance and Payment Bond, as required by the Contract Documents.

IB-05 EXCEPTIONS

If any Bidder intends to take any deviations or exceptions from the Specifications or other Contract Documents, Bidder shall submit to the Purchasing Agent a written request for a deviation or exception prior to the date and time of Bid Opening. If the Purchasing Agent considers such deviation or exception acceptable, the Purchasing Agent shall issue an Addendum setting forth such deviation or exception from the Specifications or other Contract Documents which shall be applicable to all Bidders submitting a Bid Proposal. If no Addendum is issued by the Purchasing Agent, then such deviation or exception shall be deemed rejected. The County may reject any Bid Proposal containing deviations or exceptions not previously accepted through a written Addendum. A copy of such Addendum will be mailed or delivered to each Bidder receiving a set of such Contract Documents. Bidder shall acknowledge receipt of each Addendum issued in the space provided on the proposal form. All written requests for deviations or exceptions shall be addressed to:

Purchasing Agent
Office of the Purchasing Agent
118 North Clark Street, Room 1018
Chicago, Illinois 60602
(Reference the Project Title and Contract Number)

IB-06 BIDDER WARRANTIES

The submission of a Bid Proposal shall constitute a warranty that: (i) Bidder has carefully and thoroughly reviewed the Contract Documents and has found them complete and free from ambiguities and sufficient to describe the Contract work; (ii) Bidder and all workmen and/or employees it intends to use in the performance of this Contract are skilled and experienced in the type of work or services called for by the Contract Documents; and (iii) neither the Bidder nor any of its employees, agents, suppliers or subcontractors have relied on any verbal representations from the County, or any of the County's employees, agents, or consultants, in preparing the Bid Proposal.

IB-07 SUBMISSION OF BID PROPOSALS

All Bidders shall submit the bound copy of the sealed Bid Proposal in an envelope and shall deposit them in the bid box located in the County Board Assembly Room 569, County Building, 118 North Clark Street, Chicago, Illinois 60602 by the date and hour for the Bid Opening as shown in the legal advertisement. The sealed envelope submitted by the Bidder shall carry the following information on the face of the envelope: Bidder's name, address, subject matter of Bid Proposal, advertised date of Bid Opening and the hour designated for Bid Opening as shown in the legal advertisement.

**IB-08 BID PROPOSALS TO CONFORM TO REQUIREMENTS OF LEGAL ADVERTISING
COOK COUNTY ORDINANCE CHAPTER 10, SECTION 11.**

The County will not entertain or consider any Bid Proposals: (i) received after the exact time specified in the legal advertisements; (ii) not accompanied by the required bid deposit; or (iii) in any other way failing to comply fully with the conditions stated in the legal advertisement therefore.

IB-09 COMPETENCY OF BIDDER

No Bid Proposal will be accepted from or Contract awarded to a Bidder that is in arrears or is in default to the County upon any debt or Contract, or that is a defaulter, as surety or otherwise upon any obligation to said County, or has failed to perform faithfully any previous contract with the County.

**IB-10 LOCAL BUSINESS PREFERENCE
COOK COUNTY ORDINANCE CHAPTER 10, SECTION 38.**

The Purchasing Agent shall, in the purchase of all supplies, services and construction by competitive sealed bidding, accept the lowest bid price or lowest evaluated bid price from a responsive or responsible local business, provided that the bid does not exceed the lowest bid price or lowest evaluated bid price from a responsive and responsible non-local business by more than two percent (2%).

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

IB-11 CONSIDERATION OF BID PROPOSALS

The County reserves the right to reject or accept any or all Bid Proposals, to extend the bidding period, to waive technicalities in the Contract Documents and/or to direct that the project be abandoned or rebid prior to award of the Contract.

After Bid Proposals are opened and read aloud, they will be evaluated based on the price, conformance with Specifications, the responsibility of the various Bidders taking into consideration factors including, but not limited to, those noted in IB-09, IB-10 and responsiveness to the County's Minority and Female Owned Business Ordinance.

IB-12 WITHDRAWAL OF BID PROPOSALS

Bidders may withdraw their Bid Proposals at any time prior to the time specified in the legal advertisement as the date and hour set for the Bid Opening. However, no Bidder shall withdraw, cancel or modify its Bid Proposal for a period of ninety (90) calendar days after said advertised Bid Opening.

IB-13 ACCEPTANCE OF PROPOSALS

The Purchasing Agent shall notify the successful Bidder, in writing, of award of the Contract by the County within ninety (90) days from the Bid Opening date. Upon receipt of the Notice of Award, the Contractor shall promptly secure, execute and deliver to the Purchasing Agent any documents required herein.

IB-14 PERFORMANCE AND PAYMENT BOND

When required in the legal advertisement or Special Conditions, the successful Bidder shall furnish a Performance and Payment Bond in the full amount of the Contract on the County Form, a specimen of which is provided herein. The Surety issuing the Performance and Payment Bond must have a general rating of "A" and shall be a Class VII or higher in the financial size category as defined by Best's Key Rating Guide-Property and Casualty.

In the event that the Bidder fails to furnish the Performance and Payment Bond within fourteen (14) calendar days after service of the Notice of Award, the County may elect to retain Bidder's bid deposit as liquidated damages and not as a penalty and the Contract may be terminated. The parties agree that the sum of the bid deposit is a fair estimate of the amount of damages that the County will sustain due to the Bidder's failure to furnish the Performance and Payment Bond and the termination of the Contract.

IB-15 PRICES FIRM

All prices quoted in the Bid Proposal shall be firm and will not be subject to increase during the term of the Contract awarded to the Contractor, except as otherwise provided in these Contract Documents.

IB-16 CASH BILLING DISCOUNTS

Cash billing or percentage discounts for payment will not be considered in evaluating Bid Proposals.

IB-17 CATALOGS

Each Bidder shall submit in TRIPLICATE, where necessary or when requested catalogs, descriptive literature, and detailed drawings, fully detailing features, designs, construction, appointment and finishes not covered in the Specifications but necessary to fully describe the materials, Contract Goods or work proposed to be furnished.

IB-18 AUTHORIZED DEALER/DISTRIBUTOR

The Bidder must be: (i) the manufacturer; (ii) an authorized dealer/distributor; or (iii) able to promptly secure the necessary genuine parts, assemblies and/or accessories as supplied by the original equipment manufacturer (O.E.M.), along with any necessary schematics or drawings to fulfill the contractual obligations. Further, the Bidder must be able to furnish original product warranty and manufacturer's related services such as product information, product re-call notices, etc. Proof of ability to transfer product warranty to the County is to be submitted with the Bid Proposal.

IB-19 TRADE NAMES

In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the Bidder proposes to furnish the item identified and does not propose to furnish an "equal" unless the proposed "equal" is definitely indicated therein by the Bidder. The County reserves the right to review and award alternate Contracts, if the commodity and/or service is suitable to its requirement.

The reference to the above catalog is intended to be descriptive and not restrictive and to indicate to the prospective Bidder articles that shall be satisfactory. Bid Proposals on other makes and catalogs shall be considered, provided each Bidder states on the face of the Bid Proposal exactly what is being proposed to be furnished or forwards with the Bid Proposal an illustration, or other descriptive matter which shall clearly indicate the character of the article covered by the Bid Proposal.

The County reserves the right to approve as an equal, or to reject as not being an equal, any article the Bidder proposes to furnish which contains major or minor variations from Specifications but which may comply substantially.

IB-20 SAMPLES

Bidders may be asked upon request of the Purchasing Agent or the Director to furnish and deliver a representative sample sufficient to effectively evaluate each item listed in the Bid Proposal. All samples must be delivered F.O.B. DESTINATION, FREIGHT PREPAID to an identified delivery location within five (5) business days of the request. Samples submitted must be identical to those specified in the Bid Proposal. Submission of other than the samples reflected in the Bid Proposal or failure to furnish samples within the required time period shall be cause for rejection of the Bid Proposal. All samples are subject to mutilation and will not be returned. Bidders shall bear the cost of any samples and shipping or delivery costs related thereto.

IB-21 NOTICES

All communications and notices between the County and Bidders regarding the Contract Documents shall be in writing and hand delivered or delivered via first class United States mail, postage prepaid. Notices to the Bidders shall be addressed to the name and address provided by the Bidders; notices to the Purchasing Agent shall be addressed to Room 1018, County Building, 118 North Clark Street, Chicago, Illinois 60602.

IB-22 COMPLIANCE WITH LAWS - PUBLIC CONTRACTS

This Contract is a competitively bid public contract of Cook County government subject to laws and ordinances governing public contracts. The Bidder shall at all times observe and comply with all laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner effect the preparation of the Bid Proposal or the performance of the Contract. If the Bidder observes that any of the Contract Documents are at variance therewith, it shall promptly notify the Purchasing Agent in writing and necessary changes shall be effected by appropriate modification.

IB-23 COOPERATION WITH INSPECTOR GENERAL

Persons or businesses seeking County contracts are required to abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

END OF SECTION

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BID CONTRACTS
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GENERAL CONDITIONS

GC-01 SUBCONTRACTING OR ASSIGNMENT OF CONTRACT OR CONTRACT FUNDS

Once awarded, this Contract shall not be subcontracted or any part thereof assigned without the express written approval of the County Purchasing Agent ("Purchasing Agent"). In no case, however, shall such approval relieve the Contractor from his obligations or change the terms of the Contract. The Contractor shall not transfer or assign any Contract funds or claims due or to become due without the advance written approval of the Purchasing Agent. The unauthorized subcontracting or assignment of the Contract, in whole or in part, or the unauthorized transfer or assignment of any Contract funds, either in whole or in part, or any interest therein, which shall be due or are to become due the Contractor shall have no effect on the County and are null and void.

The Contractor shall identify any and all contractors and subcontractors it intends to use in the performance of the Contract. All such persons shall be subject to the prior approval of the County.

The Contractor and its employees, contractors, subcontractors, agents and representatives are, for all purposes arising out of this Contract, independent contractors and are not employees of the County. It is expressly understood and agreed that the Contractor and its employees, contractors, subcontractors, agents and representatives shall in no event as a result of a contract be entitled to any benefit to which County employees are entitled, including, but not limited to, overtime, retirement benefits, worker's compensation benefits and injury leave or other leave benefits.

GC-02 INSPECTION AND RESPONSIBILITY

The County shall have a right to inspect any Contract Goods used in carrying out this Contract and shall be responsible for the quality and standards of all materials or completed work furnished under this Contract. Contract Goods or completed work not complying herewith may be rejected by the Purchasing Agent and/or the Director and shall be replaced and/or re-performed by the Contractor at no cost to the County. Any Contract Goods rejected shall be removed within a reasonable time from the premises of the County at the entire expense of the Contractor, after notice has been given by the County to the Contractor that such Contract Goods have been rejected.

GC-03 INSURANCE

Contractor shall purchase and maintain during the term of this Contract insurance coverage which will satisfactorily insure him against claims and liabilities which could arise because of the performance of the Contract.

GC-04 PAYMENT

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Contract Documents. No payments shall be made without such invoices having been submitted along with a County Voucher Form.

GC-05 PREPAID FEES

In the event this Contract is terminated by either party, for cause or otherwise, and the County has prepaid for any service or Contract Good to be provided pursuant to this Contract, Contractor shall refund to the County, on a prorated basis to the effective date of termination, all amounts prepaid for such service or Contract Good not actually provided as a result of the termination. The refund shall be made within fourteen (14) days of the effective date of termination.

GC-06 TAXES

Federal Excise Tax does not apply to materials purchased by the County by virtue of Exemption Certificate No. 36-75-0038K. Illinois Retailers' Occupation Tax, Use Tax and Municipal Retailers' Occupation Tax do not apply to materials or services purchased by the County by virtue of statute. The price or prices quoted herein shall include any and all other federal and/or state, direct and/or indirect taxes which apply to this Contract. The County's State of Illinois Sales Tax Exemption Identification No. is E-9998-2013-05.

GC-07 PRICE REDUCTION

If at any time after the contract award, Contractor makes a general price reduction in the price of any goods covered by the Contract, the equivalent price reduction based on similar quantities and/or considerations shall apply to this Contract for the duration of the Contract period. Such price reductions shall be effective at the same time and in the same manner as the reduction in the price to customers generally.

GC-08 CONTRACTOR CREDITS

To the extent the Contractor gives credits toward future purchases of goods or services, financial incentives, discounts, value points or other benefits based on the purchase of the materials or services provided for under this Contract, such credits belong to the County and not any specific using department. Contractor shall report any such credits to the Purchasing Agent.

GC-09 DISPUTES

Any dispute arising under the Contract between the County and Contractor shall be decided by the Purchasing Agent. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Purchasing Agent. Upon request of the Purchasing Agent, the party complained against shall respond to the complaint in writing within five days of such request. The Purchasing Agent will reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor and Director. Dispute resolution as provided herein shall be a condition precedent to any other action at law or in equity. Notwithstanding a dispute, Contractor shall continue to discharge all its obligations, duties and responsibilities set forth in the Contract during any dispute resolution proceeding unless otherwise agreed to by the County in writing.

GC-10 DEFAULT

Contractor shall be in default hereunder in the event of a material breach by Contractor of any term or condition of this Contract where Contractor has failed to cure such breach within ten (10) days after written notice of breach is given to Contractor by the County, setting forth the nature of such breach.

County shall be in default hereunder if any material breach of the Contract by the County occurs which is not cured by the County within forty-five (45) days after written notice of breach has been given by Contractor to the County, setting forth the nature of such breach.

GC-11 COUNTY'S REMEDIES

If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-10, Default, the County shall have the right to terminate this Contract provided, however, that the County shall give Contractor prior written notice of its intent to terminate. Following notice of breach to Contractor, the County reserves the right to withhold payments owed to Contractor until such time as Contractor has cured the breach which is the subject matter of the notice. In addition, the County shall have the right to pursue all remedies in law or equity.

GC-12 CONTRACTOR'S REMEDIES

If the County has been notified of breach and fails to remedy the breach during the forty-five (45) day cure period pursuant to General Condition GC-10, Default, the Contractor shall have the right to terminate this Contract providing, however, that Contractor shall give the County thirty (30) days prior written notice of termination.

Contractor shall have the right to pursue all remedies available in law or equity. In all cases the Contractor's damages shall be those provable damages not to exceed the value of the Contract as awarded by the Cook County Board of Commissioners. Contractor shall not disrupt the operation or repossess any component thereof.

GC-13 DELAYS

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever during the progress of any portion of this Contract.

GC-14 MODIFICATIONS AND AMENDMENTS

The parties may from time to time during the term of the Contract make modifications and amendments to the Contract but only as provided in this section. Such modifications and amendments shall only be made by mutual agreement in writing. No such modifications and amendments which individually or cumulatively result in additional cost of \$1,000.00 or greater or which extend the term of the Contract by thirty (30) days or more shall be deemed as authorized without the advance approval of the Cook County Board of Commissioners. Modifications and amendments which increase cost by less than \$1,000.00 or which do not extend the term of the Contract by more than twenty-nine (29) days may only be made with the advance written approval of the Purchasing Agent.

Contractor is hereby notified that except for the specific changes listed in the following paragraph, no County department or employee thereof has authority to make any modification or amendment to this Contract. Any modification or amendment to this Contract except as provided for in the following paragraph made without the express written approval of the Purchasing Agent is void and unenforceable.

The Director may, by written order, make changes with respect to the times of delivery and the places of performance thereof. Any such change shall not cause an increase or decrease the Contract price or the time required for Contract performance.

GC-15 PATENTS, COPYRIGHTS AND LICENSES

Contractor agrees to hold harmless and indemnify the County, its officers, agents, employees and affiliates from and defend, at its own expense (including reasonable attorneys', accountants' and consultants' fees), any suit or proceeding brought against County based upon a claim that the ownership and/or use of equipment, hardware and software or any part thereof utilized in performing Contractor's services constitutes an infringement of any patent, copyright or license or any other intellectual property right.

In the event the use of any equipment, hardware or software or any part thereof is enjoined, Contractor with all reasonable speed and due diligence shall provide or otherwise secure for County, at the Contractor's election, one of the following: the right to continue use of the equipment, hardware or software; an equivalent system having the Specifications as provided in this Contract; or to modify the system or its component parts so that it becomes non-infringing while performing in a substantially similar manner to the original system, meeting the Specifications of this Contract.

GC-16 COMPLIANCE WITH LAWS

The Contractor shall observe and comply with the laws, ordinances, regulations and codes of the Federal, State, County and other local government agencies which may in any manner affect the performance of the Contract, including but not limited to those County Ordinances set forth in the Certifications attached hereto and incorporated herein. Assurance of compliance with this requirement by the Contractor's employees, agents or subcontractors shall be the responsibility of the Contractor.

The Contractor shall secure and pay for all federal, state and local licenses, permits and fees required hereunder.

GC-17 MINORITY AND WOMEN BUSINESS ENTERPRISES
COOK COUNTY ORDINANCE CHAPTER 10, SECTION 43.1 - 43.10.

I. POLICY AND GOALS

- A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County contracts and to eliminate arbitrary barriers for participation, as both prime and sub-contractors, in such contracts by local businesses certified as Minority Business Enterprises (MBE) and Women-owned Business Enterprises (WBE). In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes a goal of awarding not less than twenty-five percent (25%) of the annual total dollar amount of contracts to certified MBEs and ten percent (10%) of the annual dollar value of all such contracts to certified WBEs.
- B. A Bid or Quotation shall be rejected if the County determines that a Bid or Quotation fails to comply with this General Condition, including but not limited to, commitments to achieve for this contract, a MBE goal of twenty-five percent (25%) of the contract amount and a WBE goal of ten percent (10%) of the contract amount or to include a Petition for Reduction/Waiver documenting why the goals are not attainable despite the contractor's Good Faith Efforts. A Bid or Quotation may be rejected and a new Bid or Quotation may be solicited if the public interest is served thereby. Unless otherwise specified in the Bid or Quotation Documents, for purposes of this GC-17, the contract amount is the amount that has been entered on the Proposal page of the Bid or Quotation Documents.
- C. Except to the extent that a Bid or Quotation includes a Reduction/Waiver request, the contract MBE and WBE participation goals may be achieved by the Bid or Quotation entities' status as a MBE or WBE; by entering into a joint venture with one or more MBEs and/or WBEs; by subcontracting a portion of the work to one or more MBEs and WBEs; by establishing and carrying out a mentor/protégé agreement; by the Indirect Participation of one or more MBEs and WBEs used by the entity submitting a Bid or Quotation in other aspects of its business; or by any combination of the foregoing so long as the Utilization Plan evidences a commitment to the MBE and WBE contract goals set forth in (B) above.
- D. The same Business Enterprise, whether as a contractor, subcontractor or supplier, cannot be utilized as both a MBE and a WBE on the same contract.
- E. To the extent that the Ordinance does not apply to this Bid or Quotation, unless specifically waived in the Bid or Quotation Documents, this GC-17 and the wording of the Ordinance shall apply. If there is a conflict between this GC-17 and the Ordinance or the wording of the Ordinance, the Ordinance or its wording controls.
- F. A Contractor's failure to carry out its commitments in the course of the Contract's performance shall constitute a material breach of the Contract and if such breach is not appropriately cured, may result in the termination of the Contract or such remedy authorized by the Ordinance as the County deems appropriate.

II. REQUIRED BID OR QUOTATION SUBMITTALS

To be considered responsive, a Bid or Quotation shall meet the MBE and WBE goals by submitting a Utilization Plan with the Bid or Quotation, which shall be (1) supported by Letters of Intent from the MBEs and WBEs together with the MBEs/WBEs Letters of Certification, and/or (2) include a written Petition for Reduction/Waiver with the Bid or Quotation supported by documentation of Good Faith Efforts to meet the goals. Failure to submit the documents set forth in (A) and (B) of this Section II in accordance with these guidelines will cause the Bid or Quotation to be considered non-responsive and shall be cause to reject the Bid or Quotation.

A. MBE/WBE Utilization Plan

Each Bid or Quotation shall include with the Bid or Quotation a complete Utilization Plan. The Utilization Plan shall list the names, mail and email addresses, telephone number and contact persons of businesses intended to be used as MBEs and WBEs on the Contract. If the entity submitting a Bid or Quotation, or any of its subcontractors, suppliers or consultants, are certified MBEs or WBEs they shall be identified as an MBE or WBE within the Utilization Plan.

1. Letter(s) of Intent

Except as set forth below, a Bid or Quotation shall include with its Utilization Plan, Letter(s) of Intent executed by each MBE and WBE included in the Utilization Plan and by the entity submitting the Bid or Quotation, which sets forth that each MBE and WBE intends to perform as a subcontractor, supplier, joint venture partner and/or consultant on the contract. The Letters of Intent must accurately detail the work to be performed by the MBE or WBE firm and the agreed rates and/or prices to be paid.

If the Bid or Quotation does not include all Letter(s) of Intent with its Utilization Plan, such Letter(s) of Intent may be submitted to the Office of Contract Compliance within three (3) business days after the date of the Bid or Quotation Opening. Failure to submit all Letter(s) of Intent as required shall result in the Contract Compliance Administrator's determination that a Bid or Quotation is not responsive and shall be cause to reject the Bid or Quotation.

All commitments made by a Bid or Quotation in its Utilization Plan must conform to those included in the submitted Letter(s) of Intent. The Contract Compliance Administrator reserves the right to request supplemental information regarding the Letter(s) of Intent submitted with a Bid or Quotation and such information shall be furnished. (Reference pages EDS-3/4 for a format sample of a Letter of Intent)

2. Letter(s) of Certification

Only a Letter of Certification from one of the following entities shall be accepted as certification of MBE/WBE status:

County of Cook
Small Business Administration 8A Program
Illinois Unified Certification Program
or any other governmental body or agency approved by the Contract Compliance Administrator as applying certification standards substantially similar to those applied by the County of Cook may also be accepted.

The Contract Compliance Administrator retains the right to reject the certification of any MBE or WBE on the ground that it does not meet the County's definition of a MBE or WBE.

3. Joint Venture Affidavit

In the event a Bid or Quotation achieves MBE and/or WBE participation by entering into a Joint Venture, the Bid or Quotation shall include the required Joint Venture Affidavit which is available in the Office of Contract Compliance. Such Joint Venture Affidavit shall be submitted with the Bid or Quotation along with Letter(s) of Certification.

B. Reduction/Waiver Petition

In the event a Bid or Quotation is unable to meet the applicable contract MBE and WBE participation goals, the Bid or Quotation must include a Petition for Reduction/Waiver and submit the Petition with its Bid or Quotation. The Petition for Reduction/Waiver shall be supported with evidence and sufficient documentation to demonstrate the Bid's or Quotation's Good Faith Efforts in attempting to achieve the applicable MBE and WBE goals. If a Bid or Quotation does not include all documentation in support of the Petition with its Bid or Quotation, such documentation must be submitted to the Office of Contract Compliance within three (3) business days after the date of the Bid or Quotation opening.

III. REDUCTION/WAIVER OF MBE/MBE GOALS

A. Granting a Reduction/Waiver Request.

1. The determination of the adequacy of the Good Faith Efforts to utilize MBEs and WBEs in a Bid or Quotation will be evaluated on the basis of the actions in attempting to achieve MBE and WBE participation goals set forth in the Bid or Quotation. Examples of actions constituting Good Faith Efforts for a Bid or Quotation are set forth within the Ordinance and in the "Petition for Reduction/Waiver of MBE/WBE Participation Goals" contained in the Bid or Quotation Documents.
2. The Contract Compliance Administrator may grant the Petition for Reduction/Waiver based upon the following criteria: (a) sufficient qualified MBEs and WBEs capable of providing the goods or services required by the contract are unavailable despite the good faith efforts of the contractor; (b) the specifications and the reasonable and necessary requirements for performing the contract make it impossible or economically infeasible to divide the contract into sufficiently small tasks or quantities to enable the contractor to utilize MBEs and WBEs in accordance with the applicable goals; (c) the price(s) quoted by any potential MBE or WBE source of goods or services is more than 10% above competitive levels; and (d) any other factor determined to be relevant by the Contract Compliance Administrator.

B. Denying a Reduction/Waiver Request.

1. If the Contract Compliance Administrator determines that a Bid or Quotation has not demonstrated adequate Good Faith Efforts to meet the applicable contract MBE and WBE goals, the Contract Compliance Administrator may deny a Petition for Reduction/Waiver and declare the Bid or Quotation non-responsive and recommend rejection of the Bid or Quotation.
2. Failure to undertake and/or to document adequate Good Faith Efforts shall be cause to deny a Petition for Reduction/Waiver. Determination of the adequacy of a Bid's or Quotation's Good Faith Effort will be evaluated on the basis of the Bid's or Quotation's actions as of the date of the Bid or Quotation opening.

IV. CHANGES IN CONTRACTOR'S UTILIZATION PLAN

- A. Contractor, during its performance of the Contract, may not change the MBE or WBE commitments specified in its Utilization Plan, including but not limited to, terminating a MBE or WBE contract, reducing the scope of the work to be performed by a MBE/WBE, or decreasing the price to a MBE/WBE, except as otherwise provided by the Ordinance.
- B. Where an enterprise under the Contract was previously considered to be a MBE or WBE but is later found not to be, or work is found not to be creditable toward the MBE or WBE goals as stated in the Utilization Plan, the Contractor shall seek to discharge the disqualified enterprise, upon proper written notification to the Contract Compliance Administrator, and make every effort to identify and engage a qualified MBE or WBE as its replacement. Failure to obtain a MBE or WBE replacement within 30 working days of the Contract Compliance Administrator's written approval of the removal of a MBE or WBE may result in the termination of the contract or the imposition of such remedy authorized by the Ordinance, unless a written Petition for Reduction/Waiver is granted to Contractor allowing Contractor to award the work to a non-MBE or WBE.

V. NON-COMPLIANCE

If the County determines that the Contractor has failed to comply with its contractual commitments or any portion of the Ordinance or this GC-17, the Contract Compliance Administrator will notify the Contractor of such noncompliance and may take any and all appropriate actions as set forth within the Ordinance.

VI. REPORTING/RECORD-KEEPING REQUIREMENTS

The Contractor is required to comply with the reporting and record-keeping requirements as set forth in the Ordinance and as established by the Contract Compliance Administrator. Upon award of a Contract, Contractor is responsible for acquiring all necessary County reporting and record-keeping forms which will be made available in the Office of Contract Compliance.

VII. EQUAL EMPLOYMENT OPPORTUNITY

Compliance with MBE and WBE requirements will not diminish or supplant Equal Employment Opportunity and Civil Rights provisions as required by law as they relate to contractor and subcontractor obligations.

GC-18 MATERIAL DATA SAFETY SHEET

Where required under the Illinois "Toxic Substance Disclosure To Employees Act", Illinois Compiled Statutes, 1994, 820 ILCS 255/1, Contractor shall submit with each delivery of Contract Goods, a Material Safety Data Sheet.

GC-19 CONDUCT OF THE CONTRACTOR

The Contractor agrees to inform the County on a timely basis of all of the Contractor's interests, if any, which are or which the Contractor reasonably believes may be incompatible with any interest of the County. The Contractor shall take notice of and comply with the Cook County Lobbyist Registration Ordinance (No. 93-0-22, 6-22-93). The Contractor shall not use for personal gain or make other improper use of privileged information which is acquired in connection with the Contract.

GC-20 ACCIDENT REPORTS

The Purchasing Agent and Director shall be given written notification within twenty-four (24) hours of any occurrence, on the site or otherwise, which pertains in any way to this Contract and involves the Contractor's personnel, or those of any of his subcontractors or others whether said occurrence be in the nature of bodily injury to employees or third parties or property damage.

The report shall include the name of person(s) injured, name of his employer, date, time and location of occurrence, extent of injury and/or damage, name(s) of eyewitnesses, and who treated the person(s) for injuries sustained, and such other information as may be relevant. The Contractor shall notify the local police any occurrence requiring an official police record. The accident report should indicate whether the police were notified and, if so, the number of the police report.

GC-21 USE OF PREMISES

Contractor shall confer with the Director to ascertain full knowledge of all rules and regulations of the County facilities relative to this Contract and shall comply therewith. The Contractor shall confine the operations of its employees to the limits indicated by laws, ordinances, permits and/or direction of the Director and shall not encumber the premises with materials or debris. The Contractor shall not load or permit any part of the structure to be loaded with a weight that will endanger its safety.

The County reserves the right to prohibit any person from entering any County facility for any reason. All subcontractors, agents and employees of the Contractor shall be accountable to the Director while on any County property and shall abide by all security regulations imposed by the County.

GC-22 GENERAL NOTICE

All notices required pursuant to this Contract shall be in writing and addressed to the parties at their respective addresses set forth below. All such notices shall be deemed duly given if hand delivered or if deposited in the United States mail, registered or certified, return receipt requested. Notice as provided herein does not waive service of summons or process.

TO THE COUNTY:

Purchasing Agent
County of Cook
Room 1018 County Building
118 North Clark Street
Chicago, Illinois 60602
(Reference County Contract Number)

TO THE CONTRACTOR:

At address provided in its bid document or as otherwise indicated in writing to County.

GC-23 TERMINATION FOR CONVENIENCE

The County may terminate this Contract, or any portion, at any time by notice in writing from the County to the Contractor.

GC-24 GUARANTEES AND WARRANTIES

All guarantees and warranties required shall be furnished by the Contractor and shall be delivered to the Director before final voucher on the Contract is issued. The Contractor agrees that the Contract Goods or services to be furnished shall be covered by the most favorable commercial warranties the Contractor gives to any customer for the same or substantially similar Contract Goods or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to County.

GC-25 STANDARD OF CONTRACT GOODS

Only new, originally manufactured Contract Goods will be accepted by the County. The County will not accept any Contract Goods that have been refurbished, rebuilt, restored or renovated in any manner. In addition, experimental materials will not be acceptable. Contract Goods not produced by regular production methods and/or which have not been offered for sale to the public through accepted industry trade channels for a reasonable period of time prior to the offering of the proposal, will be considered experimental.

GC-26 DELIVERY

All Contract Goods shipped to the County shall be shipped F.O.B., DESTINATION, FREIGHT PREPAID. Arrangements shall be made in advance by the Contractor in order that the County may arrange for receipt of the materials.

Truck deliveries will be accepted before 3:00 P.M. on weekdays only. No deliveries will be accepted on Saturdays, Sundays or County Holidays. The County is not responsible for delivery delays due to waiting times for loading and unloading at dock locations.

The quantity of Contract Goods delivered by truck will be ascertained from a weight certificate issued by a duly licensed Public Weight-Master. In the case of delivery by rail, weight will be ascertained from bill of lading from originating line, but the County reserves the right to re-weigh at the nearest available railroad scale.

The County reserves the right to add new delivery locations or delete previously listed delivery locations as required during the Contract period. The only restriction regarding the County's right to add new delivery locations shall be that any new or additional location shall be within the geographical boundaries of the County of Cook.

GC-27 CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS

Contractor acknowledges and agrees that information regarding this Contract is confidential and shall not be disclosed, directly, indirectly or by implication, or be used by Contractor in any way, whether during the term of this Contract or at any time thereafter, except solely as required in the course of Contractor's performance of Services hereunder. Contractor shall comply with the applicable privacy laws and regulations affecting Owner and will not disclose any of Owner's records, materials, or other data to any third party. Contractor shall not have the right to compile and distribute statistical analyses and reports utilizing data derived from information or data obtained from Owner without the prior written approval of Owner. In the event such approval is given, any such reports published and distributed by Contractor shall be furnished to Owner without charge.

All documents, data, studies, reports, work product or product created as a result of the performance of Service(s) shall be the property of the County of Cook. It shall be a breach of this Contract for the Contractor to reproduce or use, any documents, data, studies, report, work product or product obtained from the County of Cook or created hereby for its own purposes or to be copied and used by any third party. During the performance of the Services herein provided for, the Contractor shall be responsible of any loss or damage to the documents herein enumerated while they are in his possession, and any such document lost or damaged shall be restored at the expense of the Contractor. Full access to the work during the preparation of the plans shall be available to the County and other public agencies interested in this work.

GC-28 QUANTITIES

The quantities of materials required for the performance of the Contract are estimates for the purpose of determining an approximate total Contract amount and may not be the actual quantities required during the term of the Contract. The County reserves the right to increase or decrease the quantities at the Contract price, to correspond to the actual needs of the County. The County will be obligated to order and pay for only such quantities as are from time to time ordered, delivered, and accepted on purchase orders issued by the Purchasing Agent.

GC-29 AUDIT; EXAMINATION OF RECORDS

The Contractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after the final payment under the Contract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices, and records of the Contractor related to the Contract, or to Contractor's compliance with any term, condition or provision thereof. The Contractor shall be responsible for establishing and maintaining records sufficient to document the costs associated with performance under the terms of this Contract.

The Contractor further agrees that it shall include in all of its subcontracts hereunder a provision to the effect that the subcontractor agrees that the Cook County Auditor or any of its duly authorized representatives shall, until expiration of three (3) years after final payment under the subcontract, have access and the right to examine any books, documents, papers, canceled checks, bank statements, purveyor's and other invoices and records of such subcontractor involving transactions relating to the subcontract, or to such subcontractor's compliance with any term, condition or provision thereunder or under the Contract.

In the event the Contractor receives payment under the Contract, reimbursement for which is later disallowed by the County, the Contractor shall promptly refund the disallowed amount to the County on request, or at the County's option, the County may credit the amount disallowed from the next payment due or to become due to the Contractor under any contract with the County.

GC-30 GOVERNING LAW

This Contract shall be governed by and construed under the laws of the State of Illinois. The Contractor irrevocably agrees that, subject to the County's sole and absolute election, any action or proceeding in any way, manner or respect arising out of the Contract, or arising from any dispute or controversy arising in connection with or related to the Contract, shall be litigated only in courts within the City of Chicago, County of Cook, State of Illinois, and the Contractor consents and submits to the jurisdiction thereof. In accordance with these provisions, Contractor waives any right it may have to transfer or change the venue of any litigation brought against it by the County pursuant to this Contract.

GC-31 COOPERATION WITH INSPECTOR GENERAL

Contractors, subcontractors, licensees, grantees or persons or businesses who have a County contract, grant, license, or certification of eligibility for County contracts shall abide by all of the applicable provisions of the Office of the Independent Inspector General Ordinance (Section 2-281 et. seq. of the Cook County Code of Ordinances). Failure to cooperate as required may result in monetary and/or other penalties.

GC-32 WAIVER

No term or provision of this Contract shall be deemed waived and no breach consented to unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. The waiver of any such provision shall be strictly limited to the identified provision.

GC-33 ENTIRE CONTRACT

It is expressly agreed that the provisions set forth in this Contract constitute all the understandings and agreements between the parties. Any prior agreements, promises, negotiations, or representations not expressly set forth in this Contract are of no force and effect.

GC-34 FORCE MAJEURE

Neither Contractor nor County shall be liable for failing to fulfill any obligation under this Contract if such failure is caused by an event beyond such party's reasonable control and which is not caused by such party's fault or negligence. Such events shall be limited to acts of God, acts of war, fires, lightning, floods, epidemics, or riots.

GC-35 CONTRACT INTERPRETATION

Whenever the singular is used herein, the masculine, feminine and neuter gender shall be deemed to include the others. The headings of articles, paragraphs and sections in this Contract are included for convenience only and shall not be considered by either party in construing the meaning of this Contract. If any provision or clause of this Contract shall be held to be invalid, such provision or clause shall be deleted from the Contract and the Contract shall be construed to give effect to the remaining portions thereof.

This Contract shall be interpreted and construed based upon the following order of precedence of component parts. Such order of precedence shall govern to resolve all cases of conflict, ambiguity or inconsistency.

1. Addenda, if any.
2. Execution Forms
3. Specification.
4. Special Conditions.
5. General Conditions.
6. Instruction to Bidders.
7. Legal Advertisement.
8. Bid Proposal.

END OF SECTION

SPECIAL CONDITIONS

SC-01 SCOPE

The Vendor shall furnish, PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 AND 2010 PROPERTY TAXES for COOK COUNTY TREASURER all in accordance with the Contract Documents, Specifications and Proposal herein.

SC-02 CONTRACT PERIOD

This is a Requirement Contract effective for twenty-four (24) months after award by the Board of Commissioners and after proper execution of the contract documents.

SC-03 AWARD OF CONTRACT

It is the intent of the County to award this bid in whole and not in part. The County reserves the right to award this Contract in the best interests of the County.

SC-04 OVER/UNDER RUNS

The County will not accept over runs or under runs for printing. It is the Vendor's responsibility to print and ship as per Contract.

SC-05 SAMPLES

Samples may be viewed at the Cook County Treasurer's Office, County Building, 118 N. Clark St., Room 212, and Chicago, IL 60602. To set up an appointment, contact: The Treasurer's Purchasing Department at (312) 603-4426. Vendors outside of Cook County may request samples by mail. Shipping and postage to be paid for by the Vendor. These requests shall be faxed to (312) 603-5895.

SC-06 INQUIRIES

For inquiries after award of Contract, please contact:

JOSEPH HOGAN
COOK COUNTY TREASURER'S OFFICE
(312) 603-4426

A copy of any written request for interpretation of documents shall be provided to the Office of the Purchasing Agent at the address set forth below.

Inquiries about the interpretation of the Specifications must be made only in writing and shall be directed to the Purchasing Agent. Inquiries will be answered in writing, if deemed necessary, by means of an Addendum issued by the Office of the Purchasing Agent. (Reference Instructions to Bidders, Section IB-05 "Exceptions", Page IB-2). Inquiries must be received no later than 5:00 p.m. on Wednesday, June 3, 2009. Inquiries will be answered by the close of business on Friday, June 5, 2009.

DURING THE BIDDING PROCESS, ALL INQUIRIES MUST BE DIRECTED, IN WRITING, ONLY TO THE COOK COUNTY PURCHASING AGENT AS FOLLOWS:

CARMEN TRICHE-COLVIN
COOK COUNTY PURCHASING AGENT
118 N. CLARK ST., #1018
CHICAGO, IL 60602

SPECIAL CONDITIONS

SC-07 DELIVERY LOCATION

Inside deliveries of tax bills shall be made to the County site where the variable data will be printed on the tax bills. Deliveries of completed tax bills, envelopes and brochures shall be made, where indicated, to the site where inserting, folding and mailing of the tax bills shall take place. In addition, deliveries of excess tax bills, envelopes and brochures shall be made to a storage facility provided by the Vendor as agreed upon by the Treasurer's Office, in accordance with the documents, specifications and proposal herein. All deliveries shall be made with the use of a bonded transportation firm with storage areas that are properly secured with a lock or similar security measure.

SC-08 NOTIFICATION

Do not deliver until notified by the Using Department.

SPECIAL CONDITIONS

SC-09 INSIDE DELIVERY

Vendor is responsible for inside delivery. This includes the requirement that the Vendor's courier or transportation firm shall arrive with an electric forklift. This electric forklift shall be capable of moving skids of materials from the Daley Center loading dock, up the ramp to the basement delivery area of the County Building freight elevators and/or to the Treasurer's storage area.

SC-10 SUPPLEMENTAL DELIVERY INSTRUCTIONS/REQUIREMENTS

Procedures for deliveries utilizing the dock for Richard J. Daley Center, 50 West Washington Street, Chicago, are as follows:

All deliveries must be pre-arranged, utilizing the enclosed form. Notification must be provided at least 48 hours in advance during the week and at least 72 hours in advance for weekends and Mondays. Copy the form as needed. A form must be filled out for each and every delivery. Fax completed forms to the Richard J. Daley Center, Office of the Building at (312) 603-6950.

Every delivery made to the building will need to be made by a pre-approved driver from your company. We require that your company furnish legible photocopies of your staff's valid driver's license(s). In addition, the County will be taking photographs of approved drivers for its own records.

Delivery personnel will receive a temporary identification badge to be worn at all times while in the building.

Delivery vehicles will be searched prior to gaining access to the dock area.

Kindly send all legible photocopies of pertinent documents to the following:

Edward Carik
Director of Security-Security Command Center
Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602

No driver will be allowed to gain access to the building without prior authorization. Therefore, please fill out the "Request for Dock Access" form and fax it in a timely manner to the number listed above. In addition, replacement drivers not recognized by County staff as being pre-approved will not be allowed entrance into the building. It is imperative that the County is notified, in advance, of staffing changes. The County requires these notifications to be in writing, accompanied by a photocopy of the replacement personal driver's license.

Please type or print

CONTRACT NO. 09-84-126

SPECIAL CONDITIONS

**REQUEST FOR DOCK ACCESS
RICHARD J. DALEY CENTER**

Date(s) of Delivery:	Time:
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Delivery Company/Agency:	Contact:
Address:	Phone:

Items to be Delivered:

Intended Delivery Location (please check one):

Building	X	Room	Contact:	Phone No. of Contact:
Daley Center	<input checked="" type="checkbox"/>			
City Hall	<input type="checkbox"/>			
County Building	<input type="checkbox"/>			

FAX COMPLETED FORM TO OFFICE OF THE BUILDING at (312) 603 – 6950



To be filled out by Daley Center Security **ONLY**:
DELIVERY PERSONNEL INFORMATION:

Date:	Time:
-------	-------

	Last	First	Middle
Driver			
Helper			

License No.	State:
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VEHICLE INFORMATION:

Vehicle	Make:	Model:	Year:
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License Plate	No.:	State:
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Transport License	No.:
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SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TAX YEAR 2009 AND TAX YEAR 2010

BY OCTOBER 6, 2009 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER & ENVELOPES TO VENDOR.

BY OCTOBER 5, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER & ENVELOPES TO VENDOR.

BY OCTOBER 12, 2009 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

BY OCTOBER 11, 2010 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

IN THE EVENT THAT THE COOK COUNTY TREASURER'S OFFICE DOES NOT PROVIDE FINAL SIGNOFF AND REQUESTS ADDITIONAL CHANGES, THE VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH REVISED PDF PROOFS WITHIN 2 BUSINESS DAYS AFTER THE SUBMISSION OF ADDITIONAL CHANGES.

BY NOVEMBER 3, 2009 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)
-

THESE SAMPLES WILL BE USED FOR U.S. POSTAL SERVICE TESTS. IF THE INDICIA, FACING IDENTIFICATION MARK (FIM), OR POSTAL BAR CODES ARE PREPARED IMPROPERLY BY THE VENDOR, ANY COSTS FOR PRODUCTION OF NEW TESTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

BY NOVEMBER 2, 2010 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)

THESE SAMPLES WILL BE USED FOR U.S. POSTAL SERVICE TESTS. IF THE INDICIA, FACING IDENTIFICATION MARK (FIM), OR POSTAL BAR CODES ARE PREPARED IMPROPERLY BY THE VENDOR, ANY COSTS FOR PRODUCTION OF NEW TESTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TAX YEAR 2009 AND TAX YEAR 2010 (CONTINUED)

BY JANUARY 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,120,000 TAX BILLS (ITEM NOS. 1, 2, AND 3). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR THE TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 1,800,000 #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 21)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 12)

BY JANUARY 3, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,120,000 TAX BILLS (ITEM NOS. 1, 2, AND 3). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR THE TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 10)
- 1,800,000 #9 WINDOW RETURN ENVELOPES (ITEM NO. 11)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 21)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 12)

BY JANUARY 22, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 21)
- 120,000 ENVELOPES FOR MAILING REFUND CHECKS (ITEM NO. 32)
- 60,000 REFUND CHECK PAPER STOCK (FIRST OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND DELIVERING TO THE U.S. POSTAL SERVICE THE 1,800,000 1ST INSTALLMENT TAX BILLS (ITEM NO. 29)

BY JANUARY 21, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 21)
- 120,000 ENVELOPES FOR MAILING REFUND CHECKS (ITEM NO. 32)
- 60,000 REFUND CHECK PAPER STOCK (FIRST OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND DELIVERING TO THE U.S. POSTAL SERVICE THE 1,800,000 1ST INSTALLMENT TAX BILLS (ITEM NO. 29)

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES FOR TAX YEAR 2009 AND TAX YEAR 2010 (CONTINUED)

BY MARCH 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (FIRST OF TWO PORTIONS OF ITEM NO.8).
- 100,000 #10 WINDOW TOP-FLAP REFUND NOTICE ENVELOPES (ITEM NO. 13)
- 100,000 #9 NON-WINDOW TOP-FLAP REFUND RETURN ENVELOPES (ITEM NO. 14)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 15); AND 550,000 #9 WINDOW DELINQUENCY RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 16).

BY MARCH 4, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY, TO THE DOWNTOWN LOCATION, OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (FIRST OF TWO PORTIONS OF ITEM NO.8).
- 100,000 #10 WINDOW TOP-FLAP REFUND NOTICE ENVELOPES (ITEM NO. 13)
- 100,000 #9 NON-WINDOW TOP-FLAP REFUND RETURN ENVELOPES (ITEM NO. 14)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 15); AND 550,000 #9 WINDOW DELINQUENCY RETURN ENVELOPES (FIRST OF TWO PORTIONS OF ITEM NO. 16).

BY APRIL 28, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER AND ENVELOPES TO VENDOR.

BY APRIL 28, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, COOK COUNTY TREASURER'S OFFICE SHALL MAKE DELIVERY OF FINAL DESIGN FOR TAX BILL PAPER AND ENVELOPES TO VENDOR.

BY MAY 5, 2010 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

BY MAY 5, 2011 (OR WITHIN 5 BUSINESS DAYS AFTER FINAL DESIGN IS DELIVERED), VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH PDF PROOFS THAT MATCH CONTENT OF FINAL DESIGN OF TAX BILL PAPER AND ENVELOPES TO ALLOW FOR SIGNOFF.

IN THE EVENT THAT THE COOK COUNTY TREASURER'S OFFICE DOES NOT PROVIDE FINAL SIGNOFF AND REQUESTS ADDITIONAL CHANGES, THE VENDOR SHALL PROVIDE COOK COUNTY TREASURER'S OFFICE WITH REVISED PDF PROOFS WITHIN 2 BUSINESS DAYS AFTER THE SUBMISSION OF ADDITIONAL CHANGES.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES . FOR TAX YEAR 2009 AND TAX YEAR 2010 (CONTINUED)

BY MAY 26, 2010 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)
- 500 SAMPLES OF #10 WINDOW OUTER MAILING ENVELOPES (ITEM NO. 17)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 18)

BY MAY 26, 2011 (OR WITHIN 15 BUSINESS DAYS AFTER COOK COUNTY TREASURER'S OFFICE PROVIDES FINAL SIGNOFF), VENDOR SHALL PROVIDE:

- 500 SAMPLES OF #10 WINDOW OUTER ENVELOPES (ITEM NO. 15)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 16)
- 500 SAMPLES OF #10 WINDOW OUTER MAILING ENVELOPES (ITEM NO. 17)
- 500 SAMPLES OF #9 WINDOW RETURN ENVELOPES (ITEM NO. 18)

THESE SAMPLES WILL BE USED FOR U.S. POSTAL SERVICE TESTS. IF THE INDICIA, FACING IDENTIFICATION MARK (FIM), OR POSTAL BAR CODES ARE PREPARED IMPROPERLY BY THE VENDOR, ANY COSTS FOR PRODUCTION OF NEW TESTS WILL BE THE RESPONSIBILITY OF THE VENDOR.

BY JUNE 2, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,320,000 TAX BILLS (ITEM NOS. 4, 5, 6, AND 7). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 17)
- 1,800,000 #9 WINDOW ENVELOPES (ITEM NO. 18)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 22)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 12)

BY JUNE 1, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 2,320,000 TAX BILLS (ITEM NOS. 4, 5, 6, AND 7). THIS DELIVERY IS TO INCLUDE 20 EMPTY UNMARKED BOXES LIKE THOSE USED FOR TAX BILLS AND THE BLANK BAG TAGS/TRAY TAGS NEEDED FOR MAILING.
- 1,800,000 #10 WINDOW OUTER ENVELOPES (ITEM NO. 17)
- 1,800,000 #9 WINDOW ENVELOPES (ITEM NO. 18)
- 1,750,000 TAX BILL BROCHURES (ITEM NO. 22)
- 10,000 #9 NON-WINDOW RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 12)

BY JUNE 16, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 22)
- 60,000 REFUND CHECK PAPER STOCK (SECOND OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND MAILING OF THE 1,800,000 2ND INSTALLMENT TAX BILLS (ITEM NO. 29)

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES . FOR TAX YEAR 2009 AND TAX YEAR 2010 (CONTINUED)

BY JUNE 15, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 50,000 TAX BILL BROCHURES (ITEM NO. 22)
- 60,000 REFUND CHECK PAPER STOCK (SECOND OF TWO PORTIONS OF ITEM NO. 33).
- FOLDING, INSERTING AND MAILING OF THE 1,800,000 2ND INSTALLMENT TAX BILLS (ITEM NO. 29)

BY AUGUST 4, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (SECOND OF TWO PORTIONS OF ITEM NO. 8)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 15)
- 550,000 #9 WINDOW DELINQUENCY NOTICE RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 16).

BY AUGUST 3, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 550,000 DELINQUENCY NOTICE TAX BILLS (SECOND OF TWO PORTIONS OF ITEM NO. 8)
- 550,000 #10 WINDOW DELINQUENCY NOTICE ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 15)
- 550,000 #9 WINDOW DELINQUENCY NOTICE RETURN ENVELOPES (SECOND OF TWO PORTIONS OF ITEM NO. 16).

BY NOVEMBER 17, 2010 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 5,000 WINTER PRE-PAYMENT TAX BILLS (ITEM NO. 9)
- 5,000 WINTER PRE-PAYMENT WINDOW #10 OUTER ENVELOPES (ITEM NO. 19)
- 5,000 WINTER PRE-PAYMENT WINDOW #9 RETURN ENVELOPES (ITEM NO. 20)

BY NOVEMBER 16, 2011 OR UPON NOTIFICATION BY THE COOK COUNTY TREASURER'S OFFICE, VENDOR SHALL MAKE DELIVERY OF:

- 5,000 WINTER PRE-PAYMENT TAX BILLS (ITEM NO. 9)
- 5,000 WINTER PRE-PAYMENT WINDOW #10 OUTER ENVELOPES (ITEM NO. 19)
- 5,000 WINTER PRE-PAYMENT WINDOW #9 RETURN ENVELOPES (ITEM NO. 20)

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 34: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS, ENVELOPES, BROCHURES AND TAX SYSTEM INFORMATIONAL PUBLICATIONS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES . FOR TAX YEAR 2009 AND TAX YEAR 2010 (CONTINUED)

UPON NOTIFICATION BY COOK COUNTY TREASURER'S OFFICE THROUGHOUT THE TERM OF THE CONTRACT, VENDOR SHALL MAKE PERIODIC DELIVERIES OF:

- TAX SYSTEM INFORMATIONAL PUBLICATIONS (ITEM NO. 23 THROUGH 28);
- FOLDING, INSERTING AND MAILING OF DELINQUENCY NOTICES (ITEM NO. 30)
- FOLDING, INSERTING AND MAILING OF REFUND APPLICATION FORMS (ITEM NO. 31)
- REFUND APPLICATION FORMS (ITEM NO. 34)

Printing press services purchased by the County from an outside Vendor shall utilize soy or other vegetable-based inks. If lithographic ink is used in printing services purchased by the County from an outside Vendor, the ink shall contain not less than the following percentages of vegetable oil:

1. New ink, 40 percent;
2. Sheet-fed and forms ink, 20 percent;
3. Heat-set ink, 10 percent

High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increase production costs.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

PRODUCT: Paper to be 8-1/2" x 11" exact with grain long, 24# laser bond of Champion Xerox copy 24# laser guaranteed bond or comparable quality with a minimum 92 brightness and smooth finish suitable for high-volume laser printing. VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Printing process must be done with an ultra-violet printing press that utilizes MX ultra heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS. Inks must adhere to paper preventing any smearing of copier heat rollers during imaging.

Printing process must allow for full bleeds to the edge of the flat-cut sheets.

Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at the County's discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must be packaged 500 sheets per package with heavy-gauge 40-point chipboard on bottom of each package. Boxes must be white. All corners must be square with no bent edges.

Packages must use tear-away ZIP-STRIP poly wrap to allow for ease in handling by end user at County.

Vendor shall pack 10 packages per carton (5,000 sheets total per carton), and skids must be completely poly wrapped to keep moisture out.

Finished cut sheets must arrive in a state of guaranteed run ability with no paper or ink issues.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)

The tax bills must be able to withstand the high heat environment of Xerox DocuPrint N-40 series laser printers, Xerox 180 MX EPS printers or similar and any more recent upgrades of high-speed laser-printing equipment. Tax Bills may have up to 75% ink coverage. Perforations must be positioned per instruction at time of proof. Printing on backsides cannot bleed through to the front as to interfere with OCR printing. On front side, a stripe of 1/4" to be printed along the right edge with text in reverses. Ink must be dried completely at time of packaging without additional drying time necessary, and ink must be able to withstand extreme heat generated in high-speed laser printing system without bleeding onto rollers or otherwise causing jamming of machinery. Vendor shall be responsible for costs of printer servicing and replacement of rollers if ink cannot withstand printing-system heat system and causes jamming of printers.

Proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office.

THE FOLLOWING GUIDELINES MUST BE STRICTLY ADHERED TO:

500 sheets per pack, ten packs (5,000 sheets) per case, 32 cases per skid (160,000 sheets per skid)

Vendor must use delivery service with electric-powered forklift capable of moving skids up long ramp in basement delivery area of the Cook County Building and then to seventh-floor computer printing area via freight elevator. Due to size of Cook County freight elevators, forklift end of skid cannot be more than three (3) feet in width.

Each case must be marked clearly so as to differentiate between the cases scheduled for delivery with installment and paper type as listed in Item No. 1 through Item No. 9 below. Supplier/printer shall notify Cook County Treasurer's office at least 72 hours in advance of delivery (or the Wednesday before a weekend delivery) so that appropriate arrangements for accepting shipment can be made.

TRANSPORT OF PRINTED BILLS

Vendors shall use bonded and licensed transportation to ship printed tax bills to site of folding and inserting. Vendor's trucks shall have solid doors with locks, and these locks shall be used during transport of completed bills. Vendor's transportation shall produce all bills of lading that detail the pick-up points, times of pickup, destinations, times of delivery, number of skids and/or boxes and recipient's acknowledgement. Copies of these completed bills of lading shall be transmitted by fax to the Cook County Treasurer's Office immediately after completion of a delivery of completed tax bills to the mailing and inserting house.

CHANGES AT PROOF STAGE

Until mass production of tax bill forms and envelopes begins, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

SPECIFICATIONSITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING, TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):PROOF OF QUALIFICATIONS

Successful bidder shall list all equipment available to complete various tasks and must specify in bid documents if any work would be completed at separate sites not directly or wholly owned by the Vendor and must specify which procedures would keep data and other aspects of the tax bill production, envelope production, folding and insertion and related workings of this contract secure. Prior to award of contract, Vendor must make facilities, equipment, staffing and all transportation plans and subcontractors available for inspection and interview by the Cook County Treasurer's Office. In addition, all production facilities should be located within Illinois, with the bidder demonstrating an active and dedicated pre-press department. Cause for disqualification can include one or more of the following failures by the bidder: to provide adequate available proof of security; to account for work planned to be performed at a secondary facility; to provide a secured folding/inserting/storage operation and location within Cook County that is accessible on all normal business days (excluding national holidays) with the ability to transport materials to the U.S. Postal Service (Chicago Main Harrison Street Post Office) on a weekend, if needed; to prove there is adequate available functional equipment; to prove ownership of presses; to prove ownership or agreements assuring access to adequate folding and inserting equipment related machinery for the mailing preparation; to provide evidence of adequately trained full-time staff capable of preparing tax-bill forms; to provide evidence of adequate staff and equipment to complete the folding and inserting work with the appropriate quality controls and within the specified time frame; and failure to show related commitments, including transportation that assure the completion of work in both a thorough and timely manner necessary for the Treasurer's Office to meet its statutory requirements for the preparation and mailing of real-estate tax bills.

1ST INSTALLMENT TAX BILL PAPERITEM NO. 1: PRINTING, 1ST INSTALLMENT TAX BILLS

3,810,000 with face printing of up to three colors (Pantones to be determined at proof stage), and back printing of up to three colors (Pantones to be determined at proof stage), with one full horizontal perforation to be specified at proof stage. This "microperf" perforation shall be strong enough to keep the forms intact during processing. At the same time, this perforation must not be so strong that the perforation will cause the recipient to destroy the form when detaching the coupon. This perforation will create a tear-away portion Payment Coupon that the taxpayer may return to the Cook County Treasurer's Office by mail or in person. (This amount does include 5,000 sheets of tax bill paper that must be delivered to the Cook County Treasurer's Office separately from the main delivery by overnight parcel immediately after production begins.) 1,905,000 will be shipped in 2010 and 1,905,000 will be shipped in 2011.

ITEM NO. 2: PRINTING, 1ST INSTALLMENT PROOF OF PAYMENT TAX BILLS

400,000 with face printing of up to three colors (same Pantones as Item No. 1) but distinct text and layout and back printing of up to three colors (same Pantones and one full horizontal perforation as back side of Item No. 1) but with distinct text and layout. 200,000 will be shipped in 2010 and 200,000 will be shipped in 2011.

ITEM NO. 3: PRINTING, 1ST INSTALLMENT SPECIALTY TAX BILLS

40,000 with face printing of up to three colors (one full horizontal perforation and text as Item No. 1 above) and back printing of up to three colors but with distinct text and layout. 20,000 will be shipped in 2010 and 20,000 will be shipped in 2011.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING, TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):

ITEM NO. 4: PRINTING, 2ND INSTALLMENT TAX BILLS

3,810,000 with face printing of up to three colors (Pantones to be determined at proof stage), and back printing of up to three colors (Pantones to be determined at proof stage), with one full horizontal perforation to be specified at proof stage. NOTE: Text and Pantones to be distinct from Item No. 1. (This amount does include 5,000 sheets of tax bill paper that must be delivered to the Cook County Treasurer's Office separately from the main delivery by overnight parcel immediately after production begins.) 1,905,000 will be shipped in 2010 and 1,905,000 will be shipped in 2011.

ITEM NO. 5: PRINTING, 2ND INSTALLMENT PROOF OF PAYMENT TAX BILLS

400,000 with face printing of up to three colors (same Pantones and one full horizontal perforation as Item No. 4 but distinct text) and back printing of up to three colors (same pantone as back side of Item No. 4 but with distinct text). 200,000 will be shipped in 2010 and 200,000 will be shipped in 2011.

ITEM NO. 6: PRINTING, 2ND INSTALLMENT SPECIALTY TAX BILLS

40,000 with face printing of up to three colors (one full horizontal perforation and text as Item No. 1 above) and back printing of up to three colors but with distinct text and layout. 20,000 will be shipped in 2010 and 20,000 will be shipped in 2011.

ITEM NO. 7: PRINTING, 2ND INSTALLMENT CERTIFICATE OF ERROR CORRECTED TAX BILLS

400,000 cream-colored sheets with one full horizontal perforation and distinct text and layout front and back. The cream color tax bills must match samples provided by Cook County Treasurer's Office. 200,000 will be shipped in 2010 and 200,000 will be shipped in 2011.

ITEM NO. 8: PRINTING OF DELINQUENCY NOTICE TAX BILLS

1,100,000 with 550,000 delivery on March 4, 2010 or upon notification by Cook County Treasurers' Office with one full horizontal perforation and back-side Pantones as Item No. 1 but text that is distinct from Item No. 1; then 550,000 delivery on August 4, 2010 or upon notification by the Cook County Treasurer's Office with same face printing, one full horizontal perforation and back-side Pantones as Item No. 4, but text that is distinct from Item No. 4. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

1,100,000 with 550,000 delivery on March 3, 2011 or upon notification by Cook County Treasurers' Office with one full horizontal perforation and back-side Pantones as Item No. 1 but text that is distinct from Item No. 1; then 550,000 delivery on August 3, 2011 or upon notification by the Cook County Treasurer's Office with same face printing, one full horizontal perforation and back-side Pantones as Item No. 4, but text that is distinct from Item No. 4. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

SPECIFICATIONS

ITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING, TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):

ITEM NO. 9: PRINTING OF WINTER PRE-PAYMENT TAX BILLS FOR THE COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

10,000 with up to three colors front and back, one full horizontal perforation, with text and layout distinct from other tax bills. 5,000 will be shipped in 2010 and 5,000 will be shipped in 2011.

ITEM NO. 10 THROUGH ITEM NO. 20 AND ITEM NO. 32: GENERAL SPECIFICATIONS: PRINTING, ENVELOPES FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Envelopes bid shall conform to the specifications submitted by Cook County. No deviations or substitutions shall be allowed.

CHANGES AT PROOF STAGE

Until film is produced by Vendor for mass production for tax bill forms and envelopes, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

DELIVERY

VENDOR SHALL BE RESPONSIBLE FOR SECURE, BONDED AND LICENSED TRANSPORTATION NECESSARY TO MOVE ENVELOPES FROM PRODUCTION SITE TO FOLDING/INSERTING SITE PRIOR TO MAILING OF JOB.

STORAGE

Vendor shall be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility, within the County of Cook, provided by the vendor at the vendor's expense, for a period of one year or the length of the contract, whichever is longer. This storage facility shall be accessible to Cook County Treasurer's office personnel during normal business hours. A forklift and operator shall be provided by the storage facility for use by the Cook County Treasurer's Office.

SPECIFICATIONSITEM NO. 1 THROUGH ITEM NO. 9: GENERAL SPECIFICATIONS FOR PRINTING, TAX BILLS FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):PROOF OF QUALIFICATIONS

Successful bidder shall list all equipment available to complete various tasks and must specify in bid documents if any work would be completed at separate sites not directly or wholly owned by the Vendor and must specify which procedures would keep data and other aspects of the tax bill production, envelope production, folding and insertion and related workings of this contract secure. Prior to award of contract, Vendor must make facilities, equipment, staffing and all transportation plans and subcontractors available for inspection and interview by the Cook County Treasurer's Office. In addition, all production facilities should be located within Illinois with the bidder demonstrating an active pre-press department. Cause for disqualification can include one or more of the following failures by the bidder: to provide adequate available proof of security; to account for work planned to be performed at a secondary facility; to provide a secured folding/inserting/storage operation and location within Cook County that is accessible on all normal business days (excluding national holidays) with the ability to transport materials to the U.S. Postal Service (Chicago Main Harrison Street Post Office) on a weekend, if needed; to prove there is adequate available functional equipment; to prove ownership of presses; to prove ownership or agreements assuring access to adequate folding and inserting equipment related machinery for the mailing preparation; to provide evidence of adequately trained full-time staff capable of preparing tax-bill forms; to provide evidence of adequate staff and equipment to complete the folding and inserting work with the appropriate quality controls and within the specified time frame; and failure to show related commitments, including transportation that assure the completion of work in both a thorough and timely manner necessary for the Cook County Treasurer's Office to meet its statutory requirements for the preparation and mailing of real-estate tax bills.

SPECIFICATIONS

ITEM NO. 10: PRINTING, #10 WINDOW OUTER MAILING ENVELOPE FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

SIZE: #10 ENVELOPES 4-1/8" x 9-1/2"
 WINDOW SIZE -1-5/8" x 4" OPEN WINDOW, NO GLASSINE OR PATCH
 WINDOW PLACEMENT - 5/8" from left, 5/8" from bottom

QUANTITY: 3,601,000 (This amount does include the 500 samples per General Specifications schedule above.)

FLAP: 1-3/16"
 THROAT: 1/2"
 PAPER: 24# WHITE WOVE
 STYLE: Booklet-style seams

PRINTING: Two colors, inverted printing on the face and back of the envelope exterior. Black or dark blue inside tint. Treasurer's Office may use up to 2-color envelope with 40%-60% ink coverage when the two colors are combined.

OUTER MAILING ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
 Each skid not to exceed 55" in height
 Each skid poly wrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width. 1,800,500 will be shipped in 2010 and 1,800,500 will be shipped in 2011.

ITEM NO. 11: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

SIZE: #9 WINDOW ENVELOPE 3-7/8" x 8-7/8"
 WINDOW SIZE - 1-1/4" x 3-3/4" OPEN WINDOW, NO GLASSINE OR PATCH
 WINDOW PLACEMENT - 4-3/8" from left, 5/8" from bottom

QUANTITY: 3,601,000 (This amount does include the 500 samples per General Specifications schedule above.)

THROAT : 5/16"
 SQUARE FLAP: 1-1/4"
 PAPER: 20# WHITE WOVE
 STYLE: BOOKLET STYLE SEAMS

PRINTING: Two colors printing on face and back of the envelope exterior. Black or dark blue inside tint. Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing.

RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per case
 Each skid not to exceed 55" in height
 Each skid polywrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width. 1,800,500 will be shipped in 2010 and 1,800,500 will be shipped in 2011.

SPECIFICATIONS

ITEM NO. 11: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED)
CHANGES AT PROOF STAGE

Until actual mass production of tax bill forms and envelopes begins, Vendor shall be responsible for costs of additional proofs necessary until final signoff by Cook County Treasurer's Office.

DELIVERY

Vendor shall be responsible for secure, bonded and licensed transportation necessary to move envelopes from production site to folding/inserting site prior to mailing of job. Vendor shall be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility provided by the Vendor at the Vendor's expense.

ITEM NO. 12: PRINTING, #9 NON-WINDOW RETURN ENVELOPES FOR CIRCULATOR, RAILROAD, OMMITTED ASSESSMENT, AND OTHER SPECIAL TAX BILLS—1ST INSTALLMENT

SIZE: #9 ENVELOPE: 3-7/8" x 8-7/8"
 THROAT: 1/2" Square flap: 1-1/4"
 FLAP LOCATION: TOP FLAP
 QUANTITY: 40,000
 PAPER: 24# WOVE
 STYLE: BOOKLET STYLE SEAMS
 PRINTING: Black ink, inverted printing on the face of the envelope. Black inside tint. Printing as per sample submitted.

RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

- 2,500 per case
- Each skid not to exceed 55" in height
- Each skid polywrapped

20,000 will be shipped in 2010 and 20,000 will be shipped in 2011.

DELIVERY: Vendor shall be responsible for secure, bonded and licensed transportation necessary to move envelopes from production site to folding/inserting site prior to mailing of job. Vendor shall then be responsible for same secure, bonded and licensed transportation of excess materials, up to twenty pallets (not to exceed 55" in height), from the folding/inserting site to a secure, temperature/humidity controlled storage facility provided by the Vendor at the Vendor's expense.

FOR 2010, 20,000 CANARY NON-WINDOW BOOKLET STYLE WITH PRINTING ON FRONT AND BACK SIDES (10,000 for 1ST INSTALLMENT and 10,000 for 2ND INSTALLMENT) Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing. Canary color of envelopes must match samples provided by Cook County Treasurer's Office and meet all applicable United States Postal Service requirements for acceptable color and reflectance.

FOR 2011, 20,000 CANARY NON-WINDOW BOOKLET STYLE WITH PRINTING ON FRONT AND BACK SIDES (10,000 for 1ST INSTALLMENT and 10,000 for 2ND INSTALLMENT) Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing. Canary color of envelopes must match samples provided by Cook County Treasurer's Office and meet all applicable United States Postal Service requirements for acceptable color and reflectance.

SPECIFICATIONS

ITEM NO. 13: PRINTING, #10 WINDOW ENVELOPES FOR REFUND APPLICATION FORMS

FOR 2010, ENVELOPE: #10 top-flap window envelope, 4-1/8" x 9 1/2"

QUANTITY: 100,000

WINDOW SIZE: Approximately 1-5/8" x 4-1/4" open window, no glassine patch
WINDOW LOCATION: Approximately 7/8" (but never less than 1/2") from the left, approximately (but never less than) 5/8" from the bottom
FLAP SIZE: 1-1/4": Square flap
FLAP LOCATION: TOP FLAP
THROAT: 1/2"
PAPER: 24# WHITE WOVE
STYLE: BOOKLET STYLE SEAM
PRINTING: Two colors, inverted printing on the face front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use.

OUTER MAILING ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
Each skid not to exceed 55" in height
Each skid polywrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 4, 2010 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

FOR 2011, ENVELOPE: #10 top-flap window envelope, 4-1/8" x 9 1/2"

QUANTITY: 100,000

WINDOW SIZE: Approximately 1-5/8" x 4-1/4" open window, no glassine patch
WINDOW LOCATION: Approximately 7/8" (but never less than 1/2") from the left, approximately (but never less than) 5/8" from the bottom
FLAP SIZE: 1-1/4": Square flap
FLAP LOCATION: TOP FLAP
THROAT: 1/2"
PAPER: 24# WHITE WOVE
STYLE: BOOKLET STYLE SEAM
PRINTING: Two colors, inverted printing on the face front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use.

OUTER MAILING ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
Each skid not to exceed 55" in height
Each skid polywrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 3, 2011 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

SPECIFICATIONS

ITEM NO. 14: PRINTING, #9 RETURN ENVELOPES FOR REFUND APPLICATION FORMS

SIZE: #9 ENVELOPES TOP FLAP 3-7/8" x 8-7/8"
QUANTITY: 100,000 FLAP: 1-1/2"
THROAT: 3/4"
PAPER: 24# WHITE WOVE
STYLE: BOOKLET STYLE SEAM
PRINTING: Two colors, inverted printing on the front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use. Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing.

FLAP LOCATION: TOP FLAP
RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
Each skid not to exceed 55" in height
Each skid polywrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 4, 2010 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

SIZE: #9 ENVELOPES TOP FLAP 3-7/8" x 8-7/8"
QUANTITY: 100,000 FLAP: 1-1/2"
THROAT: 3/4"
PAPER: 24# WHITE WOVE
STYLE: BOOKLET STYLE SEAM
PRINTING: Two colors, inverted printing on the front and back of the envelope exterior. Black or dark blue inside tint, depending on Pantones in use. Vendor is responsible for proper printing and positioning of the Facing Identification Mark (FIM) and the appropriate bar code in compliance with U.S. Postal Service regulations at the time of the printing and mailing.

FLAP LOCATION: TOP FLAP
RETURN ENVELOPES TO BE PACKAGED AS FOLLOWS:

500 per box
Each skid not to exceed 55" in height
Each skid polywrapped

Due to freight elevator door in Cook County Building, the forklift end of the skid cannot exceed three feet (3') in width.

Delivery schedule: On March 3, 2011 to the Cook County Treasurer's Office or upon notification by the Cook County Treasurer's Office.

SPECIFICATIONSITEM NO. 15: PRINTING, #10 WINDOW ENVELOPES FOR DELINQUENCY NOTICES

Same as Item No. 10, but in quantity of 1,101,000 (includes samples from both installments) with distinct text and layout with 550,000 to be delivered on March 4, 2010 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 4, 2010, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

Same as Item No. 10, but in quantity of 1,101,000 (includes samples from both installments) with distinct text and layout with 550,000 to be delivered on March 3, 2011 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 3, 2011, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

ITEM NO. 16: PRINTING, #9 WINDOW RETURN ENVELOPES FOR DELINQUENCY NOTICES

Same as Item No. 11, but with distinct color and text on exterior and in quantity of 1,101,000 (includes samples from both installments) with 550,000 to be delivered on March 4, 2010 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 4, 2010, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

Same as Item No. 11, but with distinct color and text on exterior and in quantity of 1,101,000 (includes samples from both installments) with 550,000 to be delivered on March 3, 2011 or upon notification by Cook County Treasurer's Office and 550,000 to be delivered on August 3, 2011, or upon notification by the Cook County Treasurer's Office, plus the sample batches of 500 as outlined in the General Specifications above. Please note that bidder should take into consideration that Cook County Treasurer's Office reserves the right to order as few as 200,000 per installment and that Vendor shall be allowed to invoice based only on the quoted price per thousand. This amount does not include the samples required per the General Specifications schedule above.

2ND INSTALLMENT TAX BILL ENVELOPESITEM NO. 17: PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same as above in Item No. 10, but with distinct color and text on exterior and for 2ND installment delivery by June 2, 2010 or upon notification by the Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

Same as above in Item No. 10, but with distinct color and text on exterior and for 2ND installment delivery by June 1, 2011 or upon notification by the Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

SPECIFICATIONSITEM NO. 18: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same specifications as Item No. 11, but with distinct color and text on exterior and for delivery by June 2, 2010 or upon notification by Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

Same specifications as Item No. 11, but with distinct color and text on exterior and for delivery by June 1, 2011 or upon notification by Cook County Treasurer's Office, and with 500 samples per General Specifications schedule above.

ITEM NO. 19: PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT 2008 PRE-PAYMENT TAX BILLS

5,000 with same specifications as Item No. 10 but with distinct color and text on exterior and for delivery by November 17, 2010 or upon notification by Cook County Treasurer's Office.

5,000 with same specifications as Item No. 10 but with distinct color and text on exterior and for delivery by November 16, 2011 or upon notification by Cook County Treasurer's Office.

ITEM NO. 20: PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT 2008 PRE-PAYMENT TAX BILLS

5,000 with same specifications as Item No. 11 but with distinct color and text on exterior and for delivery by November 17, 2010 or upon notification by Cook County Treasurer's Office.

5,000 with same specifications as Item No. 11 but with distinct color and text on exterior and for delivery by November 16, 2011 or upon notification by Cook County Treasurer's Office.

ITEM NO. 21: PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Paper to be 8-1/2" x 11" – 80# gloss enamel text.

Quantity: 3,600,000

1,800,000 will be shipped in 2010 and 1,800,000 will be shipped in 2011.

For 1ST Installment, 1,800,000 with face printing of three colors PLUS OVERALL VARNISH.

Pantones to be determined at proof stage) and back printing of up to three colors (Pantones to be determined at proof stage).

Vendor shall have web-press capability for oil-based ink necessary for 80# gloss enamel text paper PLUS OVERALL VARNISH. VENDOR MUST EXPECT HEAVY INK COVERAGE. Vendor shall supply printed product that is folded twice (into one-third sections folded twice), so that printed product can be inserted in #10 address envelopes with one tax bill and a #9 return envelope.

Unless otherwise specified, paper to be 80# gloss enamel text #2 grade, 8-1/2" x 11" exact. NOTE: VENDOR SHALL NOT ATTEMPT TO SUBSTITUTE PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Printing process must be done with an ultra-violet printing press utilizing heat-resistant laser guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling.

Printed cut brochures must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor will pay for emergency replacements at the Cook County's discretion.

SPECIFICATIONS

ITEM NO. 21: PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):

Full bleeds on face and back of brochures.

Each pack of 500 folded brochures shall be stacked consistently with the face up, in the same direction top to bottom, and all closed end of the folds on the same side. Each pack must be banded with a strip of paper strong enough to hold the pack together through shipping but easily removed by hand for processing by the Vendor's end user at the folding-and-inserting operation.

Finished brochures must arrive in a state of guaranteed run ability with no paper or ink issues. Sample of paper and text to be supplied to Cook County Treasurer's Office prior to printing.

Prior to printing, proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office.. A Cook County Treasurer's Office representative must have the option to attend the press OK prior to start of job.

THESE STRICT GUIDELINES MUST BE ADHERED TO:

500 sheets per pack, eight packs per case, 32 cases per skid (128,000 sheets per skid)

Due to size of county freight elevators, forklift end of skids cannot be more than three (3') feet in width.

Vendor to deliver 1,750,000 on or about January 4, 2010 to the folding and inserting operation and remaining 50,000 to the Cook County Treasurer's Office by January 22, 2010 or upon notification by the Cook County Treasurer's Office.

Cases must be labeled individually and clearly on both ends of each box with words "2009 1ST INSTALL. TAX BILL BROCHURES."

Supplier/printer should notify Cook County Treasurer's office at least 24 hours in advance of delivery so that appropriate arrangements for accepting shipment can be made.

Vendor to deliver 1,750,000 on or about January 3, 2011 to the folding and inserting operation and remaining 50,000 to the Cook County Treasurer's Office by January 22, 2011 or upon notification by the Cook County Treasurer's Office.

Cases must be labeled individually and clearly on both ends of each box with words "2010 1ST INSTALL. TAX BILL BROCHURES."

Supplier/printer should notify Cook County Treasurer's office at least 24 hours in advance of delivery so that appropriate arrangements for accepting shipment can be made.

ITEM NO. 22: PRINTING, TAX BILL BROCHURES FOR COLLECTION OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Same as Item No. 21, but with Pantones and text that are distinct from 1ST Installment brochures with delivery of 1,750,000 by June 2, 2010 and remaining 50,000 by June 16, 2010 or upon notification by Cook County Treasurer's Office. Vendor shall label boxes individually, clearly and on each end with the words:

"2009 2ND INSTALL. TAX BILL BROCHURES."

Same as Item No. 21, but with Pantones and text that are distinct from 1ST Installment brochures with delivery of 1,750,000 by June 1, 2011 and remaining 50,000 by June 15, 2011 or upon notification by Cook County Treasurer's Office. Vendor shall label boxes individually, clearly and on each end with the words:

"2009 2ND INSTALL. TAX BILL BROCHURES."

SPECIFICATIONS

ITEM NO. 23: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (English 8-1/2" X 13")

Total quantity: 300,000 (1 language X 3 versions X 100,000 per version) for shipment in 2010

Final cut size: 8-1/2" X 13"

Paper: 80-pound cover stock, bright white, #2 grade, enamel coated on both sides
After printing, stock shall be folded two times to create three panels on each side.
Printer must have offset system that uses heat-set inks.
All edges must be cut cleanly and squarely with no bent edges.

Publications must be boxed 5,000 per box with a label on the end of each box that clearly states the publication number, publication topic, language used, vendor's name and address and phone number, and run date (for example: PUB. #1, SENIOR SERVICES, ENGLISH, VENDOR NAME, 123 MAIN, COOKTOWN, IL, 708-555-1234, PRINTED FEB 5, 2010).

Publications of different topics and languages must be boxed separately.

Total quantity: 300,000 (1 language X 3 versions X 100,000 per version) for shipment in 2011

Final cut size: 8-1/2" X 13"

Paper: 80-pound cover stock, bright white, #2 grade, enamel coated on both sides
After printing, stock shall be folded two times to create three panels on each side.
Printer must have offset system that uses heat-set inks.
All edges must be cut cleanly and squarely with no bent edges.

Publications must be boxed 5,000 per box with a label on the end of each box that clearly states the publication number, publication topic, language used, vendor's name and address and phone number, and run date (for example: PUB. #1, SENIOR SERVICES, ENGLISH, VENDOR NAME, 123 MAIN, COOKTOWN, IL, 708-555-1234, PRINTED FEB 5, 2011).

Publications of different topics and languages must be boxed separately.

Printing detail: Individual publications have full bleeds front and back, three colors on both sides ("three over three") with black and PMS tone with overall gloss varnish on both sides with allowance for half or partial tones.

Individual versions will have different PMS tone.

Printer must have capacity to accept and print in foreign languages from files produced in Quark X Press or Illustrator programs on Macintosh or PC computer systems.

Cook County Treasurer's Office shall have the responsibility for translations of materials into foreign languages, preparation of translated materials into Quark X Press or Illustrator programs, and proofreading of foreign-language translations.

Printer shall be responsible for preparing proofs, providing PDF images of files and also providing PDF "thumbnails" of only one panel to Treasurer's Office for use on its Web site.

SPECIFICATIONS

ITEM NO. 24: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (English, 8-1/2" X 7-1/4")

Same as Item 23, except for following:

Total quantity: 100,000 (1 language X 1 versions X 100,000 items per version) for 2010

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

Same as Item 23, except for following:

Total quantity: 100,000 (1 language X 1 versions X 100,000 items per version) for 2011

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

ITEM NO. 25: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Spanish & Polish 8-1/2" X 13")

Same as 23 except for the following:

Total quantity: 120,000 (2 languages X 3 versions per language X 20,000 items per version) for 2010

Same as 23 except for the following:

Total quantity: 120,000 (2 languages X 3 versions per language X 20,000 items per version) for 2011

ITEM NO. 26: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Spanish & Polish 8-1/2" X 7-1/4")

Same as 23 except for the following:

Total quantity: 40,000 (2 languages X 1 versions per language X 20,000 items per version) for 2010

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

Same as 23 except for the following:

Total quantity: 40,000 (2 languages X 1 versions per language X 20,000 items per version) for 2011

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

ITEM NO. 27: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Other languages, 8-1/2" X 13")

Same as 23 except for the following:

Total quantity: 285,000 (19 languages X 3 versions per language X 5,000 items per version) for 2010

Same as 23 except for the following:

Total quantity: 285,000 (19 languages X 3 versions per language X 5,000 items per version) for 2011

SPECIFICATIONSITEM NO. 28: PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS (Other languages, 8-1/2" X 7-1/4")

Same as 23 except for the following:

Total quantity: 95,000 (19 languages X 1 versions per language X 5,000 items per version) for 2010

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

Same as 23 except for the following:

Total quantity: 95,000 (19 languages X 1 versions per language X 5,000 items per version) for 2011

Final cut size: 8-1/2" X 7-1/4"

Publications to be folded one time to create two panels on each side, each panel approximately 8-1/2" X 3-5/8"

ITEM NO. 29: FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES

Vendor shall be responsible for secure, bonded and licensed transport of tax bills with variable data from Cook County Building and/or warehouse to site(s) of folding/inserting work, likely in two or three shipments. Vendor also shall be responsible for the secure, bonded and licensed transport of prepared trays, as needed, to U.S. Postal Service's Chicago Main Harrison Street Post Office and must be able to make delivery, if necessary, on a weekend.

Same transportation will be needed for various shipments of printed delinquency and refund notices with deliveries between the production and storage facilities utilized by the Vendor and Cook County for tax-bill paper, envelopes, brochures and tax-bill publications.

Vendor shall provide proper folding and insertion and related mailing preparation for approximately 1,800,000 pieces for the 1ST Installment 2009 and 2010 Cook County Real Estate Tax collections, scheduled to be mailed in late January 2010 and 2011. Vendor shall provide proper folding and inserting and related mailing preparation for approximately 1,800,000 pieces for the 2ND Installment tax years 2009 and 2010 Cook County Real Estate Tax collections, which are scheduled to be mailed in the summer or early fall of 2010 and 2011 upon notification by the Cook County Treasurer's Office. Note: Because of year-to-year fluctuations in the quantities of exempt properties and property divisions, vendor may have as few as 1,600,000 tax bills and will be allowed to invoice only for the quantity actually mailed. The quantity of 1,800,000 is used for estimating and quoting purposes only. Note: Under Item No. 29, quote by Vendor must allow Cook County Treasurer's Office to mail as few as 1,550,000 pieces, Vendor shall be allowed to invoice based only on the quoted price per thousand.

For each billing cycle, Vendor shall be responsible for proper preparation of approximately 1,800,000 "complete tax bill packages." Each "complete tax bill package" shall consist of a folded and inserted property tax bill (8-1/2" x 11" in size, folded twice in a C-fold pattern), a folded and inserted brochure (8-1/2 x 11" or 8-1/2 x 14" in size, folded two or three times in a closed-end pattern) two 3-11/16" x 8-1/2" card and one No. 9 return envelope, for a total of five inserts that the Vendor shall insert correctly into a No. 10 window outer mailing envelope with insertion pattern to be approved by Cook County Treasurer's Office.

SPECIFICATIONSITEM NO. 29: FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):

Vendor shall be responsible for sealing outer mailing envelopes. Vendor shall be responsible for ensuring finished product has postal scan lines, addressee names and addresses from the tax bills visible through the No. 10 envelope windows so that they can be processed by the U.S. Postal Service. Vendor shall be responsible for proper placement of envelopes and bag tags (Zip Code tags) in trays for pre-sort mailing and delivery to Chicago Main Post Office for processing or processing by on-site U.S. Postal Service staff. Cook County is responsible for postage.

Vendor shall have on-site, secure storage capacity to "hurry up and wait" to complete mailing preparation and hold finished product for as many as five calendar days before actual mailing. Prior to mailing, Vendor shall weigh materials and subtract tares, in compliance with U.S. Postal Service regulations, and send confirmation of approximate number of materials by fax to Cook County Treasurer's Office to indicate whether there is a match or any discrepancy between numbers of pieces in the Cook County Treasurer's Office.

Office's reports and those actually to be mailed. Vendor shall mail product all in same day and not make separate, partial drops unless directed otherwise by the Cook County Treasurer's Office. Prior to actual mailing of completed tax bills, Vendor must receive written communication by fax or in person that is signed by a representative of the Cook County Treasurer's Office designated by the Cook County Treasurer.

Because time is of the essence, Vendor shall have capacity to fold, insert and process entire mailing in as little as four calendar days from the initial arrival of the first 600,000 bills, presuming the balance will arrive in the subsequent two calendar days. Vendor shall have at least three operable folding machines and staff capable of operating the folding machines, with each folding machine capable of folding tax bills at a rate that can exceed 24,000 pieces per hour.

Vendor shall have five or more mail inserting machines and staffing to operate the machinery properly. Vendor shall insert tax bills, brochures and Courtesy Reply Mail (CRM) envelopes and seal the outer envelopes to form "complete tax bill packages" at an average aggregate rate of 24,000 "complete tax bill packages" per hour. Vendor's inserting machines must have the capacity to insert "open-end" side of folded tax bill into open envelope for use of payment coupon at bottom of invoice with top-flap (#10) window envelope.

If there is a natural or man-made disaster or if the Vendor is incapable of keeping functional equipment or adequate, trained staffing to complete the job in a timely fashion, the Cook County may locate an alternate mailing house to complete the work at the Vendor's expense. This is a zero-spoilage job. Vendor shall return all copies of ripped, shredded, misprinted, or otherwise damaged tax bills, brochures and envelopes for replacements to fold, insert and mail.

Vendor shall be Coding Accuracy Support System (CASS) certified, System Certified and offer ZIP + 4 barcoding and address hygiene, as necessary, to achieve maximum postage discount and furnish proof with bid proposal.

SPECIFICATIONSITEM NO. 29: FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1ST AND 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES (CONTINUED):

Actual postage expense shall be obligation of the County of Cook and not the Vendor. Vendor shall be responsible for generating tray tags (commonly known as "bag tags"), as needed, from CASS reports. Cook County Department of Management of Information Systems (MIS) shall be responsible for the preparation of the CASS reports for each mailing. Vendor shall supply blank tray tags, which MIS will then image, but Vendor must be able to generate tray tags, as needed, based on the requirements of the Postal Service and the CASS reports.

RETURN OF UNUSED SUPPLIES

After completion of insertion and mailing, Vendor shall be responsible for storage and/or secure transport of unused envelopes and brochures to the Cook County Building with bonded, licensed courier equipped with solid doors that are properly locked and electric forklift that is capable of transporting skids up ramp in basement delivery area of Cook County Building to the freight elevators and then to the Cook County Treasurer's Office's storage area.

ITEM NO. 30: FOLDING, INSERTING AND MAILING FOR DELINQUENCY NOTICES

For 2010: Same as Item No. 29 above, except that no brochure insertion is necessary and quantities will involve approximately 120,000 "complete tax bill packages," again without brochure insertion, with quantities that will involve approximately 55,000 to 175,000 items per mailing (five mailings not to exceed 550,000 items total).

Note: Under Item No. 30, quote by Vendor must allow Cook County Treasurer's Office to place orders as small as 55,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

For 2011: Same as Item No. 29 above, except that no brochure insertion is necessary and quantities will involve approximately 120,000 "complete tax bill packages," again without brochure insertion, with quantities that will involve approximately 55,000 to 175,000 items per mailing (five mailings not to exceed 550,000 items total).

Note: Under Item No. 30, quote by Vendor must allow Cook County Treasurer's Office to place orders as small as 55,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

Vendor shall be responsible for folding one 8-1/2" x 11" notice and inserting the notice and a #9 window return envelope properly into a #10 outer mailing envelope so that the name on the notice appears through the window of the #10 outer mailing envelope.

Vendor shall include set-up costs for five mailings in price per thousand. Cook County Treasurer's Office responsible for postage costs and any necessary pre-sorts or CASS reports.

SPECIFICATIONS

ITEM NO. 31: FOLDING, INSERTING AND MAILING FOR REFUND APPLICATION FORMS

For 2010: Same as Item No. 29 above, except that Vendor shall use #11 outer mailing window envelope and #10 non-window return envelope and that quantities will involve approximately 10,000 to 60,000 items per mailing (4 mailings not to exceed 100,000 items total). Note: Under Item No. 31, quote by Vendor must allow Cook County Treasurer's Office to place orders as small as 10,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

For 2011: Same as Item No. 29 above, except that Vendor shall use #11 outer mailing window envelope and #10 non-window return envelope and that quantities will involve approximately 10,000 to 60,000 items per mailing (4 mailings not to exceed 100,000 items total). Note: Under Item No. 31, quote by Vendor must allow Cook County Treasurer's Office to place orders as small as 10,000 and that Vendor shall be allowed to invoice based only on the quoted price per thousand.

Vendor shall include set-up costs for various mailings in price per thousand. Cook County Treasurer's Office responsible for postage costs and any necessary pre-sorts or CASS reports.

ITEM NO. 32: PRINTING, ENVELOPES FOR MAILING REFUND CHECKS

ENVELOPE: 4" (height) x 9" (width)

QUANTITY: 240,000

WINDOW: FULL GLASSINE PATCH- Glassine patch must be smooth, with no wrinkles, bumps or curls, and must be adhered cleanly on all side of patch to the interior of the envelope meeting all USPS regulations at the time of printing.

WINDOW SIZE: Up to 1" x 4". Exact dimensions and location to be determined at proof stage.

WINDOW LOCATION: Exact dimensions and location to be determined at proof stage.

FLAP SIZE: 1-1/4": Diagonal Seam

FLAP LOCATION: TOP FLAP

THROAT: 1/2"

PAPER: 24# WHITE WOVE

STYLE: DIAGONAL SEAM

PRINTING: Two colors face and back, no inverted printing. Black or navy inside tint.

120,000 will be shipped in 2010 and 120,000 will be shipped in 2011.

ITEM NO. 33: PRINTING, REFUND CHECK PAPER STOCK

QUANTITY: 240,000 (Deliverable in two portions)

120,000 will be shipped in 2010 and 120,000 will be shipped in 2011.

Paper to be 8 1/2" x 11" exact run grain long, 28# MORC Bond – with VOID pantograph – Cook County Logo screened 5% black. Printing to include two colors on front and one color on back ("two over one") with text and layout for both sides to be determined at the proof stage. VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.

Check stock will have one full horizontal perforation with precise location to be specified at proof stage. This "microperf" perforation shall be strong enough to keep the forms intact during processing. At the same time, this perforation must not be so strong that the perforation will cause the recipient to damage or destroy the check when detaching the check from the stub section of the form.

SPECIFICATIONSITEM NO. 33: PRINTING, REFUND CHECK PAPER STOCK(CONINUED):

Printing process must be done with an ultra-violet printing press that utilizes heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS.

Printing process must allow for full bleeds to the edge of the flat-cut sheets.

Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at Cook County's Treasurer's Office discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must arrive in a state of guaranteed runability with no paper or ink issues.

ITEM NO. 34: PRINTING, REFUND APPLICATION FORMS

QUANTITY: 200,000 total to be produced and delivered by Vendor upon notification by the Cook County Treasurer's Office in quantities as small as 25,000 at a time. Quote and subsequent billing must take into consideration that Cook County Treasurer's Office may order as few as 25,000 refund application forms at a time and that the Pantones, design and content of the form may change between orders.

100,000 will be shipped in 2010 and 100,000 will be shipped in 2011.

PRODUCT: Up to three Pantones on front side and up to three Pantones on back side with Pantones to be determined at proof stage. Paper to be 8-1/2" x 14" exact with grain long, 24# laser bond of Champion Xerocopy 24# laser guaranteed bond or comparable quality with a minimum 92 brightness and smooth finish suitable for high-volume laser printing. **VENDOR MUST NOT ATTEMPT TO SUBSTITUTE 60# OFFSET OR PAPER THAT IS NOT RUN GRAIN LONG ON PRESS. STOCK MUST BE RUN GRAIN LONG ON PRESS.**

Printing process must be done with an ultra-violet printing press that utilizes MX ultra heat-resistant laser-guaranteed ultraviolet inks with curing units between each ink tower and in-line decurling and perforation-iron units to insure flat-cut sheets with NO CURLS OR PERF BUMPS. Inks must adhere to paper preventing any smearing of copier heat rollers during imaging.

Printing process must allow for full bleeds to the edge of the flat-cut sheets.

SPECIFICATIONS

ITEM NO. 34: PRINTING, REFUND APPLICATION FORMS (CONTINUED)

PRODUCT: Printed cut forms must be completely dry and ready for use as they come off the end of the press. No drying time will be allowed. Sheets that show any signs of ink that has not been completely cured and dried will be rejected and shall be replaced immediately at the expense of the Vendor. If Vendor is unable to replace rejected materials, Vendor shall pay for emergency replacements at Cook County's discretion.

Finished cut sheets (forms) must be clean and completely dust free.

Finished cut sheets must be packaged 500 sheets per pack with heavy-gauge 40-point chipboard on bottom of each package, 10 packs per box (5,000 sheets per box total). Boxes must be white. All corners must be square with no bent edges. Packages must use tear-away ZIP-STRIP polywrap to allow for ease in handling by end user at Cook County.

Finished cut sheets for Refund Application Forms must arrive in a state of guaranteed runability with no paper or ink issues.

The Refund Application Forms must be able to withstand the high heat environment of Xerox Docuprint N-40 laser printers, Xerox 180 MX EPS printers or similar and any more recent upgrades of high-speed laser-printing equipment. Refund Application Forms may have up to 50% ink coverage. Printing on backsides cannot bleed through to the front as to interfere with barcode imaging by Cook County Treasurer's Office. Ink must be dried completely at time of packaging without additional drying time necessary, and ink must be able to withstand extreme heat generated in high-speed laser printing system without bleeding onto rollers or otherwise causing jamming of machinery. Vendor shall be responsible for costs of printer servicing and replacement of rollers if ink cannot withstand printing-system heat system and causes jamming of printers.

Proofs and paper quality must be approved by a representative designated by the Cook County Treasurer's Office.

Until production of Refund Application Forms, Vendor shall be responsible for costs of any proofs necessary until final signoff by Cook County Treasurer's Office.

PROPOSAL

The undersigned declares that they have carefully examined the Advertisement for Bids, the Proposal Form, General and Special Conditions and Specifications identified as Contract Document No. 09-84-126 for , PRINTING, TAX BILL PAPER, ENVELOPES, BROCHURES, FOLDING AND INSERTING FOR THE BILLING AND COLLECTION OF TAX YEARS 2009 and 2010 PROPERTY TAXES for COOK COUNTY TREASURER, as prepared by Cook County, and that they have familiarized themselves with all the conditions under which it must be carried out and understand that in making this Proposal they waive all right to plead any misunderstanding regarding the same.

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
1.	M	3,810	PRINTING, 1 ST INSTALLMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>76,200⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
2.	M	400	PRINTING, 1 ST INSTALLMENT PROOF OF PAYMENT TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>8,000⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
3.	M	40	PRINTING, 1 ST INSTALLMENT SPECIALTY TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>800.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
4.	M	3,810	PRINTING, 2 ND INSTALLMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>76,200⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
5.	M	400	PRINTING, 2 ND INSTALLMENT PROOF OF PAYMENT TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>8,000⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
6.	M	40	PRINTING, 2 ND INSTALLMENT SPECIALTY TAX BILLS (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN \$ <u>20.00</u> /M \$ <u>800.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
7.	M	400	PRINTING, 2 ND INSTALLMENT CERTIFICATE OF ERROR TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ <u>18.00</u> /M \$ <u>7,200⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
8.	M	2,200	PRINTING, DELINQUENCY NOTICE TAX BILLS, AS PER SPECIFICATIONS HEREIN \$ <u>16.00</u> /M \$ <u>35,200⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
9.	M	10	PRINTING, WINTER PRE-PAYMENT TAX BILLS FOR COLLECTIONS OF 1 ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN \$ <u>300.00</u> /M \$ <u>3,000⁰⁰</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
10.	M	3,601	<p>PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>20.00</u> /M</p> <p>\$ <u>72,020⁰⁰</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
11.	M	3,601	<p>PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAX BILLS (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>16.00</u> /M</p> <p>\$ <u>57,616⁰⁰</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
12.	M	40	<p>PRINTING, #9 NON-WINDOW RETURN ENVELOPES FOR CIRCULATOR, RAILROAD, OMMITTED ASSESSMENT, AND OTHER SPECIAL TAX BILLS AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>65.00</u> /M</p> <p>\$ <u>2,600⁰⁰</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
13.	M	200	<p>PRINTING, #10 WINDOW ENVELOPES FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>85.00</u> /M</p> <p>\$ <u>17,000⁰⁰</u> /TOTAL</p> <p>MFR. <u>JSL</u></p> <p>MFR. NO. _____</p>
14.	M	200	<p>PRINTING, #9 RETURN ENVELOPES FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>55.00</u> /M</p> <p>\$ <u>11,000⁰⁰</u> /TOTAL</p> <p>MFR. <u>JSL</u></p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
15.	M	2,202	<p>PRINTING, #10 WINDOW ENVELOPES FOR DELINQUENCY NOTICES, (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>26.00</u> /M</p> <p>\$ <u>57,252.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
16.	M	2,202	<p>PRINTING, #9 WINDOW RETURN ENVELOPES FOR DELINQUENCY NOTICES, (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>23.00</u> /M</p> <p>\$ <u>50,646.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
17.	M	3,601	<p>PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT (INCLUDES SAMPLES), AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>21.00</u> /M</p> <p>\$ <u>75,621.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
18.	M	3,601	<p>PRINTING, #9 WINDOW RETURN ENVELOPES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAX BILLS (INCLUDES SAMPLES) AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>17.00</u> /M</p> <p>\$ <u>61,217.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
19.	M	10	<p>PRINTING, #10 WINDOW OUTER MAILING ENVELOPES FOR COLLECTIONS OF 1ST INSTALLMENT PRE-PAYMENTS, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>130.00</u> /M</p> <p>\$ <u>1,300.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
20.	M	10	<p>PRINTING, #9 WINDOW RETURN ENVELOPES FOR 1ST INSTALLMENT PRE-PAYMENT TAX COLLECTIONS, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>130.00</u> /M</p> <p>\$ <u>1,300.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
21.	M	3,600	<p>PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 1ST INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>15.00</u> /M \$ <u>54,000.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
22.	M	3,600	<p>PRINTING, TAX BILL BROCHURES FOR COLLECTIONS OF 2ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES, AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>15.00</u> /M \$ <u>54,000.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>
23.	M	600	<p>PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, ENGLISH (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN</p> <p>\$ <u>35.65</u> /M \$ <u>21,390.00</u> /TOTAL</p> <p>MFR. <u>JJC</u></p> <p>MFR. NO. _____</p>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
24.	M	200	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, ENGLISH (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN

\$ 49.50 /M
 \$ 9,900⁰⁰ /TOTAL
 MFR. JSC
 MFR. NO. _____

25.	M	240	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, SPANISH & POLISH (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN
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\$ 58.85 /M
 \$ 7,062⁰⁰ /TOTAL
 MFR. JSC
 MFR. NO. _____

14,124.00

26.	M	80	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, SPANISH & POLISH (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN
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\$ 77.50 /M
 \$ 6,200⁰⁰ /TOTAL
 MFR. JSC
 MFR. NO. _____

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
27.	M	570	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, OTHER LANGUAGES (8-1/2" X 13"), AS PER SPECIFICATIONS HEREIN \$ <u>57.00</u> /M \$ <u>32,490⁰⁰</u> /TOTAL MFR. <u>JSC</u> MFR. NO. _____
28.	M	190	PRINTING, TAX SYSTEM INFORMATIONAL PUBLICATIONS, OTHER LANGUAGES (8-1/2" X 7-1/4"), AS PER SPECIFICATIONS HEREIN \$ <u>50.00</u> /M \$ <u>9,500⁰⁰</u> /TOTAL MFR. <u>JSC</u> MFR. NO. _____
29.	M	7,200	FOLDING, INSERTING AND MAILING FOR COLLECTIONS OF 1 ST & 2 ND INSTALLMENT COOK COUNTY REAL ESTATE TAXES AS PER SPECIFICATIONS HEREIN \$ <u>28.20</u> /M \$ <u>203,040⁰⁰</u> /TOTAL <u>JJC</u>

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
30.	M	1,100	FOLDING, INSERTING AND MAILING FOR DELIQUENCY NOTICES, AS PER SPECIFICATIONS HEREIN \$ <u>35.00</u> /M \$ <u>38,500⁰⁰</u> /TOTAL
31.	M	200	FOLDING, INSERTING AND MAILING FOR REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN \$ <u>71.00</u> /M \$ <u>14,200⁰⁰</u> /TOTAL
32.	M	240	PRINTING, ENVELOPES FOR MAILING REFUND CHECKS, AS PER SPECIFICATIONS HEREIN \$ <u>44.00</u> /M \$ <u>10,560⁰⁰</u> /TOTAL MFR. <u>JSC</u> MFR. NO. _____

BIDDER: JJ Collins Sons Inc.

PROPOSAL

<u>ITEM NO.</u>	<u>UNIT OF MEASURE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>
33.	M	240	PRINTING, REFUND CHECK PAPER STOCK, AS PER SPECIFICATIONS HEREIN \$ <u>45.00</u> /M \$ <u>10,800.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____
34.	M	200	PRINTING, REFUND APPLICATION FORMS, AS PER SPECIFICATIONS HEREIN \$ <u>60.00</u> /M \$ <u>12,000.00</u> /TOTAL MFR. <u>JJC</u> MFR. NO. _____

GRAND TOTAL: \$ 1,106,614.00

113,600

DELIVERY DATE: PER SPECIFICATIONS
(NUMBER OF CALENDAR DAYS AFTER AWARD OF CONTRACT)

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

SEP 16 2009

COM _____

**ECONOMIC DISCLOSURE STATEMENT
AND EXECUTION DOCUMENT
INDEX**

Section	Description	Pages
Instructions	Instructions for Completion of EDS	EDS i - ii
1	MBE/WBE Utilization Plan	EDS 1,2
2	Letter of Intent	EDS 3, 4
3	Petition for Reduction/Waiver of MBE/WBE Participation Goals	EDS 5, 6
4	Certifications	EDS 7, 8
5	Economic and Other Disclosures, Affidavit of Child Support Obligations and Disclosure of Ownership Interest	EDS 9 - 13
6	Sole Proprietor Signature Page	EDS 14a/b/c
7	Partnership Signature Page	EDS 15/a/b/c
8	Corporation Signature Page	EDS 16a/b/c
9	Cook County Signature Page	EDS 17

**INSTRUCTIONS FOR COMPLETION OF
ECONOMIC DISCLOSURE STATEMENT AND EXECUTION DOCUMENT**

This Economic Disclosure Statement and Execution Document ("EDS") is to be completed and executed by every Bidder on a County contract, every party responding to a Request for Proposals or Request for Qualifications ("Proposer"), and others as required by the Purchasing Agent. If the Undersigned is awarded a contract pursuant to the procurement process for which this EDS was submitted (the "Contract"), this Economic Disclosure Statement and Execution Document shall stand as the Undersigned's execution of the Contract.

Definitions. Capitalized terms used in this EDS and not otherwise defined herein shall have the meanings given to such terms in the Instructions to Bidders, General Conditions, Request for Proposals, Request for Qualifications, or other documents, as applicable.

"Affiliated Entity" means a person or entity that, directly or indirectly: controls the Bidder, is controlled by the Bidder, or is, with the Bidder, under common control of another person or entity. Indicia of control include, without limitation, interlocking management or ownership; identity of interests among family members; shared facilities and equipment; common use of employees; and organization of a business entity following the ineligibility of a business entity to do business with the County under the standards set forth in the Certifications included in this EDS, using substantially the same management, ownership or principals as the ineligible entity.

"Bidder," "Proposer," "Undersigned," or "Applicant," is the person or entity executing this EDS. Upon award and execution of a Contract by the County, the Bidder, Proposer, Undersigned or Applicant, as the case may be, shall become the Contractor or Contracting Party.

"Proposal," for purposes of this EDS, is the Undersigned's complete response to an RFP/RFQ, or if no RFQ/RFP was issued by the County, the "Proposal" is such other proposal, quote or offer submitted by the Undersigned, and in any event a "Proposal" includes this EDS .

"Code" means the Code of Ordinances, Cook County, Illinois available through the Cook County Clerk's Office website (<http://www.cookctyclerk.com/sub/ordinances.asp>). This page can also be accessed by going to www.cookctyclerk.com, clicking on the tab labeled "County Board Proceedings," and then clicking on the link to "Cook County Ordinances."

"Contractor" or "Contracting Party" means the Bidder, Proposer or Applicant with whom the County has entered into a Contract.

"EDS" means this complete Economic Disclosure Statement and Execution Document, including all sections listed in the Index and any attachments.

"Lobby" or "lobbying" means to, for compensation, attempt to influence a County official or County employee with respect to any County matter.

"Lobbyist" means any person or entity who lobbies.

"Prohibited Acts" means any of the actions or occurrences which form the basis for disqualification under the Code, or under the Certifications hereinafter set forth.

Sections 1 through 3: MBE/WBE Documentation. Sections 1 and 2 must be completed in order to satisfy the requirements of the County's MBE/WBE Ordinance, as set forth in the Contract Documents, if applicable. If the Undersigned believes a waiver is appropriate and necessary, Section 3, the Petition for Waiver of MBE/WBE Participation must be completed.

Section 4: Certifications. Section 4 sets forth certifications that are required for contracting parties under the Code. Execution of this EDS constitutes a warranty that all the statements and certifications contained, and all the facts stated, in the Certifications are true, correct and complete as of the date of execution.

Section 5: Economic and Other Disclosures Statement. Section 5 is the County's required Economic and Other Disclosures Statement form. Execution of this EDS constitutes a warranty that all the information provided in the EDS is true, correct and complete as of the date of execution, and binds the Undersigned to the warranties, representations, agreements and acknowledgements contained therein.

Sections 6, 7, 8: Execution Forms. The Bidder executes this EDS, and the Contract, by completing and signing three copies of the appropriate Signature Page. Section 6 is the form for a sole proprietor; Section 7 is the form for a partnership or joint venture; and Section 8 is the form for a corporation. Proper execution requires **THREE ORIGINALS**; therefore, the appropriate Signature Page must be filled in, three copies made, and all three copies must be properly signed, notarized and submitted. The forms may be printed and completed by typing or hand writing the information required. The County is in the process of converting these forms into a format that may be downloaded and completed on the user's computer. Once this feature is available, those having the necessary software may follow the instructions set forth below under the heading "Instructions for Completing PDF Forms."

Required Updates. The information provided in this EDS will be kept current. In the event of any change in any information provided, including but not limited to any change which would render inaccurate or incomplete any certification or statement made in this EDS, the Undersigned will supplement this EDS up to the time the County takes action, by filing an amended EDS or such other documentation as is requested.

Additional Information. The County's Governmental Ethics and Campaign Financing Ordinances, impose certain duties and obligations on persons or entities seeking County contracts, work, business, or transactions. For further information please contact the Director of Ethics at (312) 603-4304 (69 W. Washington St. Suite 3040, Chicago, IL 60602) or visit our web-site at www.cookcountygov.com and go to the Ethics Department link. The Bidder must comply fully with the applicable ordinances.

MBE/WBE UTILIZATION PLAN

Section 1

BIDDER/PROPOSER HEREBY STATES that all MBE/WBE firms included in this Plan are certified MBEs/WBEs by at least one of the entities listed in the General Conditions.

I. BIDDER/PROPOSER MBE/WBE STATUS: (check the appropriate line)

_____ Bidder/Proposer is a certified MBE or WBE firm. (If so, attach copy of appropriate Letter of Certification.)

_____ Bidder/Proposer is a Joint Venture and one or more Joint Venture partners are certified MBEs or WBEs, (If so, attach copies of Letter(s) of Certification, a copy of Joint Venture Agreement clearly describing the role of the MBE/WBE firm(s) and its ownership interest in the Joint Venture and a completed Joint Venture Affidavit – available from the Office of Contract Compliance.)

X Bidder/Proposer is not a certified MBE or WBE firm, nor a Joint Venture with MBE/WBE partners, but will utilize MBE and WBE firms either Directly or Indirectly in the performance of the Contract. (If so, complete Sections II and III).

II. Direct Participation of MBE/WBE Firms

MBEs/WBEs will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: ENCORE PAPER AND SUPPLIES

Address: 6529 N. TALMAN, CHICAGO, IL 60645

E-mail: ENCOREPAPER-SUPPLIES@MSN.COM

Contact Person: DENNIS CHAN Phone: 773-465-6422

Dollar Amount Participation: \$ 276,653.00

Percent Amount of Participation: 25% %

*Letter of Intent attached? Yes X No _____

*Letter of Certification attached? Yes X No _____

MBE/WBE Firm: COM GRAPHICS INC.

Address: 329 W. 18TH ST. 10TH FLOOR CHICAGO, IL 60616

E-mail: LYDIAE@CGICCHICAGO.COM

Contact Person: LYDIA ERICKSON Phone: 312-226-0900

Dollar Amount Participation: \$ 110,661.40

Percent Amount of Participation: 10% %

*Letter of Intent attached? Yes X No _____

*Letter of Certification attached? Yes X No _____

Attach additional sheets as needed.

*Where goals have not been achieved through Direct Participation, Bidder/Proposer shall include documentation outlining efforts to achieve Direct Participation at the time of Bid/Proposal submission.

II. Indirect Participation of MBE/WBE Firms

NOTE: This section need not be completed if the MBE/WBE goals have been met through Direct Participation. However, Indirect Participation will only be considered after all efforts to achieve Direct Participation have been exhausted. Only after written documentation of Good Faith Efforts is received will Indirect Participation be considered.

MBEs/WBEs will perform as subcontractors/suppliers/consultants include the following:

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____

*Letter of Certification attached? Yes _____ No _____

MBE/WBE Firm: _____

Address: _____

E-mail: _____

Contact Person: _____ Phone: _____

Dollar Amount Participation: \$ _____

Percent Amount of Participation: _____ %

*Letter of Intent attached? Yes _____ No _____

*Letter of Certification attached? Yes _____ No _____

Attach additional sheets as needed.

***All Letters of Intent, Letters of Certification and documentation of Good Faith Efforts omitted from this bid/proposal must be submitted to the Office of Contract Compliance so as to assure receipt by the Contract Compliance Administrator not later than three (3) business days after bid opening or proposal due date.**

COOK COUNTY LETTER OF INTENT (Section 2)

FROM MBE/WBE TO PERFORM AS SUBCONTRACTOR, SUPPLIER AND/OR CONSULTANT

Contract Title & Number: PRINTING TAX BILL PAPER ENVELOPES COOK COUNTY 2009 + 2010 09-84-126

From: ENCORE PAPER + SUPPLIES (MBE/WBE Firm)

To: JS COLLINS SONS INC. and the County of Cook (Bidder/Proposer Firm)

The Undersigned is prepared to provide the following services, supplies and project in connection with the above named contract (the "Contract"):

Each service performed and /or item supplied will be detailed under Description of Service/Supply and Project with all services/items totaled under Fee/Cost to equal the full dollar amount of the Letter of Intent. All services performed and/or supplies provided must be directly related to this specific Cook County contract and must not include any services/supplies related to any other government contract.

Description of Service/Supply/Project	Fee/Cost
1. <u>PAPER FOR 2010+2011 TAXES</u>	<u>\$276,653.50</u> 25 %
2. _____	\$ _____ %
3. _____	\$ _____ %
4. _____	\$ _____ %
Total: <u>\$276,653.50</u> 25 %	

THE UNDERSIGNED PARTIES AGREE that this Letter of Intent will become a binding Subcontract Agreement conditioned upon the Bidder/Proposer's receipt of a signed contract from the County of Cook. The Undersigned Parties do also certify that they did not affix their signatures to this document until all areas under Description of Service/Supply and Fee/Cost were completed.

Upon Penalty of perjury, I DORIS CHAN (print name) the PRESIDENT (title) and duly authorized representative of the ENCORE PAPER + SUPPLIES (MBE/WBE firm) affirm

that the foregoing information is true and correct and the services, supplies, and/or project indicated above will be supplies/performed for the above indicated total dollar amount \$ 276,653.50 which represents the above indicated total percentage 25 % for the contract amount \$ 1,106,614.00

Doris Chan (Signature of affiant) 6, 2, 09 (Date)
Subscribed and sworn to before me this 2nd day of June, 2009

[Signature] (Notary's Signature) _____ (Notary Seal)



COOK COUNTY LETTER OF INTENT
FROM BIDDER OR PROPOSER TO COOK COUNTY

Upon penalty of perjury, MICHAEL PICKRAM (print name),
the SALES REP (title) and duly authorized
representative of JO COLLINS SONS INC. (Bidder Proposer firm),

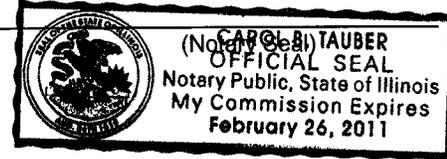
affirm that the foregoing information is true and correct and the services, supplies, and/or project indicated above will
be supplied/performed for the above indicated total dollar amount \$ 274,653.50, which represents the
above indicated total percentage 25 % for the contract amount \$ 1,106,614.00.

Michael Pickram
(Signature of affiant)

6, 5, 2009
(Date)

Subscribed and sworn to before me this 5th day of JUNE, 2009.

Carol B Tauber
(Notary's Signature)



COOK COUNTY LETTER OF INTENT
FROM BIDDER OR PROPOSER TO COOK COUNTY

Upon penalty of perjury, MICHAEL PICKRAM (print name),
the SALES REP (title) and duly authorized
representative of JS COLLINS SONS INC. (Bidder Proposer firm),

affirm that the foregoing information is true and correct and the services, supplies, and/or project indicated above will
be supplied/performed for the above indicated total dollar amount \$ 110,661.40, which represents the
above indicated total percentage 10 % for the contract amount \$ 1,106,614.00.

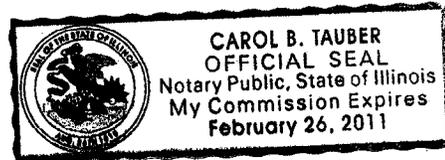
Michael Pickram
(Signature of affiant)

6, 5, 2009
(Date)

Subscribed and sworn to before me this 5th day of JUNE, 2009.

Carol B Tauber
(Notary's Signature)

(Notary Seal)



PETITION FOR WAIVER OF MBE/WBE PARTICIPATION
(SECTION 3)

A. BIDDER/PROPOSER HEREBY REQUESTS:

- FULL MBE WAIVER**
- FULL WBE WAIVER**
- REDUCTION (PARTIAL MBE and/or WBE PARTICIPATION)**
_____ % of Reduction for MBE Participation
_____ % of Reduction for WBE Participation

B. REASON FOR FULL/REDUCTION WAIVER REQUEST

Bidder/Proposer shall check each item applicable to its reason for a waiver request. **Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.**

- 1) lack of sufficient qualified MBEs and/or WBEs capable of providing the goods or services required by the contract **(please explain)**
- 2) the specifications and necessary requirements for performing the Contract make it impossible or economically infeasible to divide the Contract to enable the contractor to utilize MBEs and/or WBEs in accordance with the applicable participation **(please explain)**
- 3) price(s) quoted by potential MBEs and/or WBEs are above competitive levels and increase cost of doing business and would make acceptance of such MBE and/or WBE bid economically impracticable, taking into consideration the percentage of total contract price represented by such MBE and/or WBE bid **(please explain)**
- 4) there are other relevant factors making it impossible or economically infeasible to utilize MBE and/or WBE firms **(please explain)**

C. GOOD FAITH EFFORTS TO OBTAIN MBE/WBE PARTICIPATION

Bidder/Proposer shall check each item applicable to its reason for a waiver request. **Additionally, supporting documentation shall be submitted with this request. If such supporting documentation cannot be submitted with bid/proposal/quotation, such documentation shall be submitted directly to the Office of Contract Compliance no later than three (3) days from the date of submission date.**

- 1) Made timely written solicitation to identified MBEs and WBEs for utilization of goods and/or services; and provided MBEs and WBEs with a timely opportunity to review and obtain relevant specifications, terms and conditions of the proposal to enable MBEs and WBEs to prepare an informed response to solicitation **(please attach)**

- 2) Followed up initial solicitation of MBEs and WBEs to determine if firms are interested in doing business **(please attach)**

- 3) Advertised in a timely manner in one or more daily newspapers and/or trade publication for MBEs and WBEs for supply of goods and services **(please attach)**

- 4) Use the services and assistance of the Office of Contract Compliance Staff **(please explain)**

- 5) Engaged MBEs & WBEs for indirect participation **(please explain)**

D. OTHER RELEVANT INFORMATION

Attach any other documentation relative to Good Faith Efforts in complying with MBE/WBE participation.

**CERTIFICATIONS
(SECTION 4)**

THE FOLLOWING CERTIFICATIONS ARE MADE PURSUANT TO STATE LAW AND THE CODE. THE UNDERSIGNED IS CAUTIONED TO CAREFULLY READ THESE CERTIFICATIONS PRIOR TO SIGNING THE SIGNATURE PAGE. SIGNING THE SIGNATURE PAGE SHALL CONSTITUTE A WARRANTY BY THE UNDERSIGNED THAT ALL THE STATEMENTS, CERTIFICATIONS AND INFORMATION SET FORTH WITHIN THESE CERTIFICATIONS ARE TRUE, COMPLETE AND CORRECT AS OF THE DATE THE SIGNATURE PAGE IS SIGNED. THE UNDERSIGNED IS NOTIFIED THAT IF THE COUNTY LEARNS THAT ANY OF THE FOLLOWING CERTIFICATIONS WERE FALSELY MADE, THAT ANY CONTRACT ENTERED INTO WITH THE UNDERSIGNED SHALL BE SUBJECT TO TERMINATION.

A. PERSONS AND ENTITIES SUBJECT TO DISQUALIFICATION

No person or business entity shall be awarded a contract or sub-contract, for a period of five (5) years from the date of conviction or entry of a plea or admission of guilt, civil or criminal, if that person or business entity:

- 1) Has been convicted of an act committed, within the State of Illinois, of bribery or attempting to bribe an officer or employee of a unit of state, federal or local government or school district in the State of Illinois in that officer's or employee's official capacity;
- 2) Has been convicted by federal, state or local government of an act of bid-rigging or attempting to rig bids as defined in the Sherman Anti-Trust Act and Clayton Act. Act. 15 U.S.C. Section 1 *et seq.*;
- 3) Has been convicted of bid-rigging or attempting to rig bids under the laws of federal, state or local government;
- 4) Has been convicted of an act committed, within the State, of price-fixing or attempting to fix prices as defined by the Sherman Anti-Trust Act and the Clayton Act. 15 U.S.C. Section 1, *et seq.*;
- 5) Has been convicted of price-fixing or attempting to fix prices under the laws the State;
- 6) Has been convicted of defrauding or attempting to defraud any unit of state or local government or school district within the State of Illinois;
- 7) Has made an admission of guilt of such conduct as set forth in subsections (1) through (6) above which admission is a matter of record, whether or not such person or business entity was subject to prosecution for the offense or offenses admitted to; or
- 8) Has entered a plea of *nolo contendere* to charge of bribery, price-fixing, bid-rigging, or fraud, as set forth in sub-paragraphs (1) through (6) above.

In the case of bribery or attempting to bribe, a business entity may not be awarded a contract if an official, agent or employee of such business entity committed the Prohibited Act on behalf of the business entity and pursuant to the direction or authorization of an officer, director or other responsible official of the business entity, and such Prohibited Act occurred within three years prior to the award of the contract. In addition, a business entity shall be disqualified if an owner, partner or shareholder controlling, directly or indirectly, 20 % or more of the business entity, or an officer of the business entity has performed any Prohibited Act within five years prior to the award of the Contract.

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned has read the provisions of Section A, Persons and Entities Subject to Disqualification, that the Undersigned has not committed any Prohibited Act set forth in Section A, and that award of the Contract to the Undersigned would not violate the provisions of such Section or of the Code.

B. BID-RIGGING OR BID ROTATING

THE UNDERSIGNED HEREBY CERTIFIES THAT: *In accordance with 720 ILCS 5/33 E-11, neither the Undersigned nor any Affiliated Entity is barred from award of this Contract as a result of a conviction for the violation of State laws prohibiting bid-rigging or bid rotating.*

C. **DRUG FREE WORKPLACE ACT**

THE UNDERSIGNED HEREBY CERTIFIES THAT: The Undersigned will provide a drug free workplace, as required by Public Act 86-1459 (30 ILCS 580/2-11).

D. **DELINQUENCY IN PAYMENT OF TAXES**

THE UNDERSIGNED HEREBY CERTIFIES THAT: *The Undersigned is not an owner or a party responsible for the payment of any tax or fee administered by Cook County, by a local municipality, or by the Illinois Department of Revenue, which such tax or fee is delinquent, such as bar award of a contract or subcontract pursuant to the Code, Chapter 34, Section 34-129.*

E. **HUMAN RIGHTS ORDINANCE**

No person who is a party to a contract with Cook County ("County") shall engage in unlawful discrimination or sexual harassment against any individual in the terms or conditions of employment, credit, public accommodations, housing, or provision of County facilities, services or programs (Code Chapter 42, Section 42-30 et seq).

F. **ILLINOIS HUMAN RIGHTS ACT**

THE UNDERSIGNED HEREBY CERTIFIES THAT: *It is in compliance with the the Illinois Human Rights Act (775 ILCS 5/2-105), and agrees to abide by the requirements of the Act as part of its contractual obligations.*

G. **MACBRIDE PRINCIPLES, CODE CHAPTER 34, SECTION 34-132**

If the primary contractor currently conducts business operations in Northern Ireland, or will conduct business during the projected duration of a County contract, the primary contractor shall make all reasonable and good faith efforts to conduct any such business operations in Northern Ireland in accordance with the MacBride Principles for Northern Ireland as defined in Illinois Public Act 85-1390.

H. **LIVING WAGE ORDINANCE PREFERENCE (COOK COUNTY CODE, CHAPTER 34, SECTION 34-127;**

The Code requires that a living wage must be paid to individuals employed by a Contractor which has a County Contract and by all subcontractors of such Contractor under a County Contract, throughout the duration of such County Contract. The amount of such living wage is determined from time to time by, and is available from, the Chief Financial Officer of the County.

For purposes of this EDS Section 4, H, "Contract" means any written agreement whereby the County is committed to or does expend funds in connection with the agreement or subcontract thereof. The term "Contract" as used in this EDS, Section 4, I, specifically excludes contracts with the following:

- 1) Not-For Profit Organizations (defined as a corporation having tax exempt status under Section 501(C)(3) of the United State Internal Revenue Code and recognized under the Illinois State not-for -profit law);
- 2) Community Development Block Grants;
- 3) President's Office of Employment Training;
- 4) Sheriff's Work Alternative Program; and
- 5) Department of Correction inmates.

**REQUIRED DISCLOSURES
(SECTION 5)**

1. DISCLOSURE OF LOBBYIST CONTACTS

List all persons or entities that have made lobbying contacts on your behalf with respect to this contract:

Name	Address

2. LOCAL BUSINESS PREFERENCE DISCLOSURE; CODE, CHAPTER 34, SECTION 34-151(p);

"Local Business" shall mean a person authorized to transact business in this State and having a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County, including a foreign corporation duly authorized to transact business in this State and which has a bona fide establishment for transacting business located within Cook County at which it was actually transacting business on the date when any competitive solicitation for a public contract is first advertised or announced and further which employs the majority of its regular, full time work force within Cook County.

a) Is Bidder a "Local Business" as defined above?
Yes: _____ No: X

b) If yes, list business address(es) within Cook County:

c) Does Bidder employ the majority of its regular full-time workforce within Cook County?
Yes: _____ No: X

3. THE CHILD SUPPORT ENFORCEMENT ORDINANCE (PREFERENCE (CODE, CHAPTER 34, SECTION 34-366))

Every Applicant for a County Privilege shall be in full compliance with any child support order before such Applicant is entitled to receive or renew a County Privilege. When delinquent child support exists, the County shall not issue or renew any County Privilege, and may revoke any County Privilege. All Applicants are required to review the Cook County Affidavit of Child Support Obligations attached to this EDS and complete the following, based upon the definitions and other information included in such Affidavit:

None

Applicant has no "Substantial Owner."

OR

The Cook County Affidavit of Child Support Obligations has been completed by all "Substantial Owners" and is attached to this EDS.

4. REAL ESTATE OWNERSHIP DISCLOSURES.

The Undersigned must indicate by checking the appropriate provision below and providing all required information that either:

- a) The following is a complete list of all real estate owned by the Undersigned in Cook County:

PERMANENT INDEX NUMBER(S): _____

(ATTACH SHEET IF NECESSARY TO LIST ADDITIONAL INDEX NUMBERS)

OR:

(None)

b) The Undersigned owns no real estate in Cook County.

5. EXCEPTIONS TO CERTIFICATIONS OR DISCLOSURES.

If the Undersigned is unable to certify to any of the Certifications or any other statements contained in this EDS and not explained elsewhere in this EDS, the Undersigned must explain below:

If the letters, "NA", the word "None" or "No Response" appears above, or if the space is left blank, it will be conclusively presumed that the Undersigned certified to all Certifications and other statements contained in this EDS.

THE BOARD OF COMMISSIONERS

TODD H. STROGER

PRESIDENT

EARLEAN COLLINS
ROBERT STEELE
JERRY BUTLER
WILLIAM M. BEAVERS
DEBORAH SIMS
JOAN PATRICIA MURPHY
JOSEPH MARIO MORENO
ROBERTO MALDONADO

1st Dist. PETER N. SILVESTRI 9th Dist.
2nd Dist. MIKE QUIGLEY 10th Dist.
3rd Dist. JOHN P. DALEY 11th Dist.
4th Dist. FORREST CLAYPOOL 12th Dist.
5th Dist. LARRY SUFFREDIN 13th Dist.
6th Dist. GREGG GOSLIN 14th Dist.
7th Dist. TIMOTHY O. SCHNEIDER 15th Dist.
8th Dist. ANTHONY J. PERAICA 16th Dist.
ELIZABETH ANN DOODY GORMAN 17th Dist.



COOK COUNTY
OFFICE OF CONTRACT COMPLIANCE

BETTY HANCOCK PERRY
DIRECTOR

118 North Clark Street, Room 1020
Chicago, Illinois 60602-1304
E-MAIL: bherry@cookcountygov.com
TEL (312) 603-5502
FAX (312) 603-4547

May 13, 2008

Ms. Denise Kretzer, President
Com Graphics, Inc.
329 W. 18th Street
Chicago, IL 60616

Annual Certification Expires: June 11, 2009

Dear Ms. Kretzer:

Congratulations on your continued eligibility for Certification as a **WBE** by Cook County Government. This **WBE** Certification is valid until **June 11, 2011**; however your firm must be revalidated annually. Your firm's next annual validation is required by **June 11, 2009**.

As a condition of continued Certification during this three (3) year period, you must file a "**No Change Affidavit**" within **sixty (60) business days** prior to the date of annual expiration. Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance, of any change in ownership or control of your firm or any other matters or facts affecting your firm's eligibility for Certification.

Cook County Government may commence action to remove your firm as a **WBE** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of Minority Business Enterprises and Women Business Enterprises in the area(s) of specialty:

Commercial Printing & Mailing Service

Your firm's participation on Cook County contracts will be credited toward **WBE** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **WBE** goals will be given only for work done in the specialty category.

Thank you for your continued interest in Cook County Government's Minority and Women Business Enterprise Programs.

Sincerely,

Betty Hancock Perry ^{ea.}

Betty Hancock Perry

Director

BHP/es

Enclosed: **No Change Affidavit**

Revised 2/28/08



THE BOARD OF COMMISSIONERS

TODD H. STROGER

PRESIDENT

EARLEAN COLLINS
ROBERT STEELE
JERRY BUTLER
WILLIAM M. BEAVERS
DEBORAH SIMS
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8th Dist. ANTHONY J. PERAICA 16th Dist.
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COOK COUNTY
OFFICE OF CONTRACT COMPLIANCE

BETTY HANCOCK PERRY
DIRECTOR

118 North Clark Street, Room 1020
Chicago, Illinois 60602-1304
E-MAIL: bherry@cookcountygov.com
TEL (312) 603-5502
FAX (312) 603-4547

May 8, 2008

Mr. Dennis Chan, President
Encore Paper & Supplies, Inc.
6529 N. Talman Avenue
Chicago, IL 60645

Annual Certification Expires: June 15, 2009

Dear Mr. Chan:

Congratulations on your continued eligibility for Certification as an **MBE (8)** by Cook County Government. This **MBE (8)** Certification is valid until **June 15, 2011**; however your firm must be revalidated annually. Your firm's next annual validation is required by **June 15, 2009**.

As a condition of continued Certification during this three (3) year period, you must file a "**No Change Affidavit**" within **sixty (60) business days** prior to the date of annual expiration. Failure to file this Affidavit shall result in the termination of your Certification. You must notify Cook County Government's Office of Contract Compliance, of any change in ownership or control of your firm or any other matters or facts affecting your firm's eligibility for Certification.

Cook County Government may commence action to remove your firm as an **MBE (8)** vendor if you fail to notify us of any changes of facts affecting your firm's Certification, or if your firm otherwise fails to cooperate with the County in any inquiry or investigation. Removal of your status may also be commenced if your firm is found to be involved in bidding or contractual irregularities.

Your firm's name will be listed in Cook County's Directory of Minority Business Enterprises and Women Business Enterprises in the area(s) of specialty:

Supplier of Paper: Copier, Computer, Printing; Copy Machines and Office Supplies

Your firm's participation on Cook County contracts will be credited toward **MBE (8)** goals in your area(s) of specialty. While your participation on Cook County contracts is not limited to your specialty, credit toward **MBE (8)** goals will be given only for work done in the specialty category.

Thank you for your continued interest in Cook County Government's Minority and Women Business Enterprise Programs.

Sincerely,

Betty Hancock Perry

Director

BHP/es

Enclosed: **No Change Affidavit**

Revised 2/28/08



Pending Logfile / Certified County File

Applicant's Information

Applicant

Control#

Date Received

Sort Name

Incoming References for Certification

MBE/WBE/MWE: Staff

More Info/Interim Status Date: Status:

Date Assigned FollowUp Date Final

Select Option

- Pending Log
- Final Log
- All Log
- Add to County
- Certs/Recert
- County Table
- All Records

Log Selection

Save/Next

Back to Menu

Find

Add New Log

Cancel

Delete

LastYear:

Roll Over

Cert/Recert Log

PriorYear:

BeforePriorYear:

Vendor sort nam	Com Graphics, Inc.		Date Entered	4 /29/2008
Vendor name	Com Graphics, Inc.			
Vendor address	329 W. 18th Street		Ext address	
City	Chicago	State	ILLINOIS	Zip code
				60616-
Telephone	312-226-0900	Fax number	312-226-9411	E-Mail
				lydia@cgichicago.com
PrimeOwner	Demose Kretzer	MainContact	Denise Kretzer	Ethnicity
				White
CertDate	6/11/2008	Chicago	<input type="checkbox"/>	OMBDC
			<input type="checkbox"/>	CT
			<input type="checkbox"/>	PACE
			<input type="checkbox"/>	IDO
			<input type="checkbox"/>	SB
			<input type="checkbox"/>	Metra
			<input type="checkbox"/>	WBDC
Cook county	<input type="checkbox"/>	MBE/WBE/MWE	WBE	Original Cert Dat
Comm code	8212	Description	Print Shop & Forms Management Specialists & Technicians	
Comm code2	9705	Description	Printing Preparations - Etching, Photoengraving, Typesetting; Prep	
Comm code3		Description		
Comm code4		Description		
Comm code5		Description		
Comm code6		Description		
Comm code7		Description		
Comm code8		Description		
Comm code9		Description		
Comm code1		Description		
Comment	Commerical Printing & Mailing Service			

Find
Save/Next
Cancel

Cook County Disclosure of Ownership Interest Statement

J. J. Collins' Sons, Inc.

Schedule "A"

<u>NAME</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>Ownership</u>
Thomas M. Collins	1433 Calcutta Lane	Naperville	IL	60563	6.34%
John J. Collins	6024 Ridge Court	Downers Grove	IL	60516	6.34%
Mary Kay Esposito	15010 N Meander Mountain Way	Prescott	AZ	86305	7.59%
Peg Napralla	573 East Howard	Portage	WI	53901	7.59%
Jeanne Farrell	2304 Flambeau Dr.	Naperville	IL	60564	7.59%
Eileen McArdle	591 Hillside	Glen Ellyn	IL	60137	7.59%
James F. Collins	220 Course Drive	Lake In the Hills	IL	60156	50.19%

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

SIGNATURE BY A SOLE PROPRIETOR
(SECTION 6)

The Undersigned hereby certifies and warrants: that all of the statements, certifications and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

FEIN/SSN: _____

COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SOLE PROPRIETOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____
Notary Public Signature

Notary Seal

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)
(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege. .

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20__.

My commission expires:

X _____
Notary Public Signature

Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)
(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege. .

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____

Notary Public Signature

Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

SIGNATURE BY A PARTNERSHIP (AND/OR A JOINT VENTURE)

(SECTION 7)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege. .

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS TELEPHONE: _____ FAX NUMBER: _____

CONTACT PERSON: _____ FEIN/SSN: _____

*COOK COUNTY BUSINESS REGISTRATION NUMBER: _____

SIGNATURE OF PARTNER AUTHORIZED TO EXECUTE CONTRACTS ON BEHALF OF PARTNERSHIP:

*BY: _____

Date: _____

Subscribed to and sworn before me this

_____ day of _____, 20____.

My commission expires:

X _____

Notary Public Signature

Notary Seal

* **Attach hereto a partnership resolution or other document authorizing the individual signing this Signature Page to so sign on behalf of the Partnership.**

SIGNATURE BY A CORPORATION
(SECTION 8)

The Undersigned hereby certifies and warrants: that all of the statements, certifications, and representations set forth in this EDS are true, complete and correct; that the Undersigned is in full compliance and will continue to be in compliance throughout the term of the Contract or County Privilege issued to the Undersigned with all the policies and requirements set forth in this EDS; and that all of the facts and information provided by the Undersigned in this EDS are true, complete and correct. The Undersigned agrees to inform the Purchasing Agent in writing if any of such statements, certifications, representations, facts or information becomes or is found to be untrue, incomplete or incorrect during the term of the Contract or County Privilege.

BUSINESS NAME: JJ COLLINS SONS INC.

BUSINESS ADDRESS: 7125 JAMES AVE SUITE 200 WOODRIDGE, IL 60517

BUSINESS TELEPHONE: 630-960-2525 FAX NUMBER: 630-960-7487

CONTACT PERSON: MIKE PICKRUM

FEIN: 36-0933370 *IL CORPORATE FILE NUMBER: D-1794-186-1

LIST THE FOLLOWING CORPORATE OFFICERS:

PRESIDENT: JAMES F. COLLINS VICE PRESIDENT: THOMAS M. COLLINS

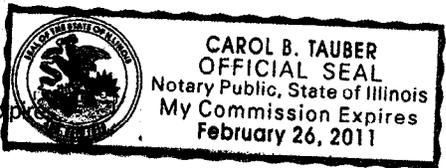
SECRETARY: THOMAS J. GUTTOSH TREASURER: ROBERT E. COLLINS

**SIGNATURE OF PRESIDENT: James F. Collins

ATTEST: Thomas J. Guttosh (CORPORATE SECRETARY)

Subscribed and sworn to before me this
21st day of MAY, 2009.

x Carol B. Tauber
Notary Public Signature



My commission expires

Notary Seal

* If the corporation is not registered in the State of Illinois, a copy of the Certificate of Good Standing from the state of incorporation must be submitted with this Signature Page.

** In the event that this Signature Page is signed by any persons than the President and Secretary, attach either a certified copy of the corporate by-laws, resolution or other authorization by the corporation, authorizing such persons to sign the Signature Page on behalf of the corporation.

COOK COUNTY SIGNATURE PAGE
(SECTION 9)

ON BEHALF OF THE COUNTY OF COOK, A BODY POLITIC AND CORPORATE OF THE STATE OF ILLINOIS, THIS CONTRACT IS HEREBY EXECUTED BY:

Todd H. Shroy

PRESIDENT, COOK COUNTY BOARD OF COMMISSIONERS

Laura K. Trinke-Cobin

COOK COUNTY PURCHASING AGENT

Constantine M. Klavitz

COOK COUNTY COMPTROLLER

DATED AT CHICAGO, ILLINOIS THIS 1 DAY OF Sept, 2009

IN THE CASE OF A BID PROPOSAL, THE COUNTY HEREBY ACCEPTS:

THE FOREGOING BID/PROPOSAL AS IDENTIFIED IN THE CONTRACT DOCUMENTS FOR CONTRACT NUMBER

09-84-126

OR

ITEM(S), SECTION(S), PART(S): _____

TOTAL AMOUNT OF CONTRACT: \$ 1,113,676.00
(DOLLARS AND CENTS)

FUND CHARGEABLE: _____

APPROVED BY BOARD OF
COOK COUNTY COMMISSIONERS

SEP 16 2009

APPROVED AS TO FORM:

John M. McElroy

ASSISTANT STATE'S ATTORNEY

COM _____