



**OFFICE OF THE CHIEF PROCUREMENT OFFICER
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
849521

Caldwell Letter Service, Inc.
4500 S. Kolin Ave.
Chicago IL 60632

DATE
11/26/2013
F.O.B. POINT

PURCHASE ORDER NO.
187093 - 000- OP
REQUISITION NO.
00111114 OR

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

SHIP TO Comm Elizabeth A Gorman D-17
9763 W 143rd St Ste D1
Orland Park IL 60462

DELIVERY INSTRUCTIONS
Comm. Elizabeth "Liz" Gorman Paula
R. Henley 312/603-6398

DEPT NO	
0970117	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	PRINTING COST NEWSLETTER ARTWORK AND MAILING LIST WILL BE PROVIDED, 8-1/2 X 11 FULL COLOR TWO SIDED 80 # GLOSS COVER NEWSLETTER, FLAT MAILING. SORT AND DELIVER TO POST OFFICE INCLUDING POSTAGE TO ZIP CODES 600, 604 AND 605 (AT LEAST 150 TO EACH) TOTAL PRINTING AND MAILING OF 11,000 PIECES Requisition# 30970018 Cook County Newsletter Project The County Will Not Accept Over Or Under Runs For Printing. It Is The Vendor's Responsibility To Print And Ship As Per Specification.	11.00 M	143.9100	1,583.01	0970117.521230
2.00	MAILING COST	11.00 M	59.3600	652.96	0970117.521230
3.00	POSTAGE	11.00 M	266.0000	2,926.00	0970117.521230
***** Total Order *****				5,161.97	

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE CHIEF PROCUREMENT OFFICER

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.
CHIEF PROCUREMENT OFFICER Date:

John P. M. 26 NOV 2013

CM

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

1870093

Requisition # OR 111114 Contract # NCR

Ship To: 8002124 Comm: Elizabeth A Gorman D-17
9763 W 143rd St Ste D1
Orland Park IL 60462

Delivery Instructions:
Comm: Elizabeth "Liz" Gorman
Paula R. Henley 312803-6398

Supplier: 299999 TEAM LEAD MAILBOX

Open Date
Buyer Number 299999 TEAM LEAD MAILBOX
Bid/Sole Src Code NCR
Business Unit 0970117
Internal Req Number Requisition# 30970018
Board Apr Date & Item
Requisition Date 11/1/2013
Date Needed 11/1/2013

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

Prior Contract No.

Expiration Date

Emergency No.

Line # Commodity Description

Bal. on Hand

Quantity UOM

Est. Unit Cost

Extended Cost

Business Unit and Object Account

1.000 962

Mail Services

< >

LO

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5,499.14

0970117 521230

Requisition# 30970018

Please find attached 3 quotes for

Cook County Newsletter Project

Kevron Printing & Mailing, Inc.

(\$5,499.14) Quote No.: 1743 Date 10/30/2013

Quantum Marketing

(\$5,512.84) Quote Date 10/21/2013

BPTLEDGE

Printing Company

(\$11,890.50) Estimate No. 39558 Date 10/22/2013

Total of Items Ordered

5,499.14

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE

BY

Michael A. ...
GENERAL DEPARTMENT HEAD

RECEIVED
OFFICE OF THE
PURCHASING AGENT
NOV - 9 AM 9:25