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

DATE
10/27/2014
F.O.B. POINT

PURCHASE ORDER NO.
189980 - 000- OP
REQUISITION NO.
00114837 OR

PURCHASE ORDERED ISSUED TO

774291

Liberty Creative Solutions Inc
18625 W Creek Dr
Tinley Park IL 60477

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

SHIP TO Clerk of the Circuit Court - Supply Roo
Ck Cty Government Facility Warehouse
2323 S Rockwell St Rm111
Chicago IL 60608

DELIVERY INSTRUCTIONS
69 W. Washington, 25th floor Danna
E. Hall 312.603.7265

DEPT NO	
3350406	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	CONTRACT # 1481-14052 LARGE OFFICAL COURT CALENDARS 2015 LARGE Wall Calendar PRINTING ON THE FACE ONE COLOR-EACH INDIVIDUAL MONTH ALL TWELVE (12) MONTHS TO BE MOUNTED ON A CHIP BOARD BACKER- DRILL ONE HOLE AT THE 1/4" TOP THROUGH ALL PARTS FOR HANGING PURPOSES . COLOR BLEEDS ON 3 SIDES: -TOP -LEFT -RIGHT . 12 MONTHS PRINTED ON 12 INDIVIDUAL SHEETS . GLUE: PADDED EDGE GLUE AT THE TOP (REINFORCED GLUE- MUST HOLD ALL 12 SHEETS) . 13.5 " DIMENSION 40 POINT. CHIP BOARD WEIGHT: 70# STOCK, WHITE OFFSET SIZE: 13.5" X 21.25" INK: PANTONE RFLEX BLUE U . THE FORMAT FOR THE CALENDAR CAN BE GIVEN TO THE VENDOR IN "PDF" FORMAT FILE DISKETTE . PROOF MUST BE SUBMITTED WITHIN 15 WORKING DAYS AFTER RECEIPT OF PDF FILE OR HARD COPY SAMPLE FROM THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY	8,200.00 EA	1.2000	9,840.00	3350406.520500

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:**
Shannon E. Andrews 31-Oct-2014

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	********PLEASE NOTE******** ALL PROOFS AND TYPESETTING TO BE INCLUDED IN THE BID PRICE - MAY BE MINOR CHANGES AT NO COST TO THE CLERK OF THE CIRCUIT COURT - Cook County, Description THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTNG. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS PRINT AND SHIP AS PER CONTRACT. . THE VENDOR MUST SUBMIT A PROOF PRIOR TO PRODUCTION. THE KEY PROOF MUST BE IDENTICAL TO THE FINAL PRODUCT IN LAYOUT, PAPER STOCK, SIZE, COLOR, ETC. . A PROOF THAT IS NOT IDENTICAL TO THE FINAL PRODUCTS WILL BE REJECTED. . APPROVAL TO PRINT WILL BE GIVEN TO VENDOR IN WRITING, UPON FINAL APPROVAL OF VENDOR PROOF. . PROOFS MUST BE FORWARDED TO: OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY PURCHASING DEPARTMENT 69 W. WASHINGTON, 25TH FLOOR CHICAGO, IL 60602 ATTN: DANNA E. HALL 312.603.7265 . Large calendars - 100 per box (82 boxes) Delivery Date: Friday, November 21, 2015 . DELIVERY TIME AND LOCATION: 8:00AM - 2:00PM 2323 S. Rockwell Chicago, IL 60608 ATTN: Bryan Coachman 773.843.5183 Inside delivery required .				
	******* Total Order *******			9,840.00	

#9/DEH/2014

81 NCR

OK 9/4

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number 189980

Requisition # OR 114837 Contract # 1481-14052 Open Date 10/15

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code NCR
Business Unit 3350406
Internal Req Number 43350035
Board Apr Date & Item
Requisition Date 8/22/2014
Date Needed 8/22/2014

Ship To: 461331 Clerk of Circuit Court - Suppl
Ck Cty Government Facility War
2323 S Rockwell St Rm111
Chicago IL 60608

Delivery Instructions:
69 W. Washington, 25th floor
Danna E. Hall 312.603.7265

Supplier: 299999 TEAM LEAD MAILBOX

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	615	LARGE OFFICIAL COURT CALENDARS 2015 LARGE Wall Calendar PRINTING ON THE FACE ONE COLOR-EACH INDIVIDUAL MONTH ALL TWELVE(12) MONTHS TO BE MOUNTED ON A CHIP BOARD BACKER- DRILL ONE HOLE AT THE 1/4" TOP THROUGH ALL PARTS FOR HANGING PURPOSES . COLOR BLEEDS ON 3 SIDES: -TOP -LEFT -RIGHT . 12 MONTHS PRINTED ON 12 INDIVIDUAL SHEETS . GLUE: PADDED EDGE GLUE AT THE TOP (REINFORCED GLUE-MUST HOLD ALL 12 SHEETS) . 13.5 " DIMENSION 40PT. CHIP BOARD	< >	8200.00	BX ~~EA~~	1.7655	14,477.10	3350406.520500

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.

REQUISITIONER

BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

ACCT # _____

DATE _____ BY _____

PURCHASING USE ONLY

Report: R56REQ2

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # OR 114837 Contract #

Open Date

Buyer Number 724149 Supervisor 80
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Line #	Commodity	Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account

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SIZE: 13.5" X 21.25"
INK: PANTONE RFLEX BLUE U

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THE FORMAT FOR THE CALENDAR CAN
BE GIVEN TO THE VENDOR IN
"PDF" FORMAT FILE DISKETTE

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PROOF MUST BE SUBMITTED WITHIN
15 WORKING DAYS AFTER RECEIPT
OF PDF FILE OR HARD COPY SAMPLE
FROM THE CLERK OF THE CIRCUIT
COURT OF COOK COUNTY

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To view a sample of the 2014
Please contact:
~~Office of the Purchasing Agent~~
~~118 N. Clark Street~~
~~Chicago, IL 60602~~
~~312.603.5370~~

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********PLEASE NOTE********
ALL PROOFS AND TYPESETTING TO BE
INCLUDED IN THE BID PRICE - MAY BE

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MINOR CHANGES AT NO COST TO THE
CLERK OF THE CIRCUIT COURT - IT IS
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PRINT AND SHIP AS PER CONTRACT.

THE VENDOR MUST SUBMIT A PROOF PRIOR
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COURT OF COOK COUNTY
PURCHASING DEPARTMENT
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ATTN: DANNA E. HALL

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312.603.7265

IT IS THE VENDORS RESPONSIBILITY
TO PRINT AND SHIP AS PER
SPECIFICATIONS:
Large calendars - 100 per box (82 boxes)

DELIVERY TIME AND LOCATION:
8:00AM - 2:00PM
2323 S. Rockwell
Chicago, IL 60608
ATTN: Bryan Coachman
773.843.5183
Inside delivery required

Requisition # 43350035

Total of Items Ordered 14,477.10

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