



**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
77925

M Wells Printing Co
329 W 18th St
Chicago IL 60616

DATE
10/1/2015
F.O.B. POINT

PURCHASE ORDER NO.
193251 - 000- OP
REQUISITION NO.
00120081 OR

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	Page 1 of 1
3350406	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	CONTRACT 1581-14860 2016 LARGE WALL CALENDARS PROOF MUST BE SUBMITTED PRIOR TO PRODUCTION. PER THE ATTACHED SPECIFICATION	8,200.00 EA	1.9500	15,990.00	3350406.520505
***** Total Order *****				15,990.00	

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: _____

[Signature] 28 October 2015

[Initials]

#12
DEF

Report R66REQ2

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

8/11/15

Purchase Order Number

Requisition # **OR 120081** Contract # **1581-14860** Open Date **8/21**

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

Buyer Number 724149 Supervisor B0
Bid/Sole Src Code NCR
Business Unit 3350406
Internal Req Number 53350044
Board Apr Date & Item 7/14/2015
Requisition Date 7/14/2015
Date Needed 7/14/2015

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

Line #	Commodity Description	Qty	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	615 LARGE OFFICIAL CALENDAR 2016 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	1.00	EA	.0000		3350406.520505

1.00 EA
8,300 M

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

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 are sufficient to identify the item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER BUREAU or DEPARTMENT HEAD

DATE BY

ACCT #

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Requisition # OR 120081 Contract #

Open Date

Ship To: 461331 Clerk of Circuit Court - Suppl
OK Cty Government Facility War
2323 S Rockwell St Rm1111
Chicago IL 60608

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

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code NCR
Business Unit 3350406
Internal Req Number 53350044
Board App Date & Item 7/14/2015
Requisition Date 7/14/2015
Date Needed 7/14/2015

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

Line #	Commodity Description	Bel. on Hand	Quantity	UOM	Est. Unit Cost	Expiration Date	Extended Cost	Business Unit and Object Account	Emergency No.
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WEIGHT: 70# STOCK, WHITE OFFSET.
SIZE: 13.5" X 21.25"
INK: PANTONE REFLEX 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

*****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 -
THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS
FOR PRINTING. IT IS THE VENDORS
RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS
PRINT AND SHIP AS PER CONTRACT.

THE VENDOR MUST SUBMIT A PROOF PRIOR

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 describe the specific line
item budget appropriation approved by the Board of County Commissioners and there is a sufficient
unencumbered balance in the account to grant same.

CCA APPROVED BUDGETARY ACCOUNT PURCHASING USE ONLY

REQUISITIONER BUREAU or DEPARTMENT HEAD

DATE BY

ACCT #

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 120081** Contract #

Open Date

Ship To: 461331

Clerk of Circuit Court - Suppl
Ck Cty Government Facility War
2323 S Rockwell St Rm 111
Chicago IL 60608

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

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code NCR

Business Unit 3350406

Internal Req Number 53350044

Board App Date & Item

Requisition Date 7/14/2015

Date Needed 7/14/2015

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

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

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:
No later than Monday, November 2, 2015

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the total amount of the purchase order does not exceed the amount of 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 #

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Cook County of Illinois

Requisition # OR 120081 Contract #

Open Date

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 MAIL BOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code NCR

Business Unit 3350406

Internal Req Number 53350044

Board App Date & Item

Requisition Date 7/14/2015

Date Needed 7/14/2015

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

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

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

Requisition # 53350044

Total of Items Ordered

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 are correct. I have accurately filled the specific line item budget appropriation approved by the Board of County Commissioners and there are sufficient unencumbered balance in the account to grant same.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

AGENCY or DEPARTMENT HEAD

ACCT #

DATE

BY

2015 JUL 17 AM 11:44