

CONTRACT NO. 2519-03180

(Purchase Order No. 70000347032)

PRINTING AND MANUFACTURING OF FILE JACKETS AND FOLDERS  
OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

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**SECTION I**  
**AGREEMENT**

**1. Overview:**

Upon execution of this Contract by Cook County Office of the Chief Procurement Officer, Cook County accepts the Vendor's invoice (See Exhibit B) for Printing and Manufacturing of File Jackets and Folders.

**2. Scope of Work:**

The Contractor has been selected to supply Printing and Manufacturing of File Jackets and Folders.

**3. Contract Value: \$118,930.83**

**4. Contract Term:**

Contract shall be effective for six (6) months beginning March 20, 2025, through September 19, 2025.

**5. Vendor Information:**

Vendor Name: SAFESOURCE LTD.  
d/b/a Paper Solutions, Inc.  
Address: 4403 First Ave SE, Ste 302, Cedar Rapids, IA 52402  
Telephone: (312) 929-5658  
Contact Name: Jordan Jaeger  
Email: [jjjaeger@solutionsco.net](mailto:jjjaeger@solutionsco.net)

**6. Exhibits:**

Exhibit A – Statement of Work  
Exhibit B – Schedule of Compensation  
Exhibit B – Certificate of Insurance

**7. Proposal:**

Contractor has reviewed the Statement of Work and General Conditions and has familiarized itself with all of the conditions under which it must be carried out and understands that by this agreement it waives all right to plead any misunderstanding regarding the same.

**SECTION II**  
**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 Chief Procurement Officer ("Chief Procurement Officer"). 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 Chief Procurement Officer. 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 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 INDEMNIFICATION**

The Contractor covenants and agrees to indemnify and save harmless the County and its commissioners, officials, employees, agents and representatives, and their respective heirs, successors and assigns, from and against any and all costs, expenses, attorney's fees, losses, damages and liabilities incurred or suffered directly or indirectly from or attributable to any claims arising out of or incident to the performance or nonperformance of the Contract by the Contractor, or the acts or omissions of the officers, agents, employees, contractors, subcontractors, licensees or invitees of the Contractor, including any claim that the ownership and/or use of equipment, hardware and software or any part thereof provided to the County by Consultant or utilized in performing Consultant's services constitutes an infringement of any patent, copyright or license or any other property right. The Contractor expressly understands and agrees that any Performance Bond or insurance protection required of the Contractor, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify the County as hereinabove provided.

**GC-03 INSPECTION AND RESPONSIBILITY**

The County shall have a right to inspect and approve any Contract goods, equipment, supplies or services used in carrying out this Contract and shall approve the quality and standards of all materials or completed work furnished under this Contract. Contract goods, equipment, supplies or services not complying herewith may be rejected by the Chief Procurement Officer and/or the Using Agency and shall be replaced and/or re-performed by the Contractor at no cost to the County. Any Contract goods, equipment or supplies 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, equipment or supplies have been rejected.

**GC-04 PAYMENT TO CONTRACTORS**

All invoices submitted by the Contractor shall be in accordance with the cost provisions contained in the Contract Documents and shall contain a detailed description of the Deliverables (i.e., the goods, equipment, supplies or services) including the quantity of the Deliverables, for which payment is requested. All invoices for services shall include itemized entries indicating the date or time period in which the services were provided, the amount of time spent performing the services, and a detailed description of the services provided during the period of the invoice. All Contracts for services that are procured as Sole Source must also contain a provision requiring the Contractor to submit itemized records indicating the dates that services were provided, a detailed description of the work performed on each such date, and the amount of time spent performing work on each such date. All invoices shall reflect the amounts invoiced by and the amounts paid to the Contractor as of the date of the invoice. Invoices for new charges shall not include "past due" amounts, if any, which amounts must be set forth on a separate invoice. Contractor shall not be entitled to invoice the County for any late fees or other penalties.

In accordance with Section 34-177 of the Cook County Procurement Code, the County shall have a right to set off and subtract from any invoice(s) or Contract price, a sum equal to any fines and penalties, including interest, for any tax or fee delinquency and any debt or obligation owed by the Contractor to the County.

The Contractor acknowledges its duty to ensure the accuracy of all invoices submitted to the County for payment. By submitting the invoices, the Contractor certifies that all itemized entries set forth in the invoices are true and correct. The Contractor acknowledges that by submitting the invoices, it certifies that it has delivered the Deliverables, i.e., the goods, supplies or equipment set forth in the Contract to the Using Agency, or that it has properly performed the services set forth in the Contract. The invoice must also reflect the dates and amount of time expended in the provision of services under the Contract. The Contractor acknowledges that any inaccurate statements or negligent or intentional misrepresentations in the invoices shall result in the County exercising all remedies available to it in law and equity including, but not limited to, a delay in payment or non-payment to the Contractor, and reporting the matter to the Cook County Office of the Independent Inspector General.

**GC-05 INSURANCE REQUIREMENTS**

The Consultant, at its cost, shall secure and maintain at all times, unless specified otherwise, until completion of the term of this Contract the insurance specified below.

Nothing contained in these insurance requirements is to be construed as limiting the extent of the Consultant’s responsibility for payment of damages resulting from its operations under this Contract.

The Consultant shall require all Subcontractors to provide the insurance required in this Contract, or Consultant may provide the coverages for Subcontractors. All Subcontractors are subject to the same insurance requirements as Consultant except paragraph (d) Excess/Umbrella Liability or unless specified otherwise.

Contractor shall maintain for the duration of this contract a policy or policies of insurance with coverage and limits adequate to satisfy all claims and liabilities which could arise because of the performance of the Contract, including but not limited to, Commercial General Liability Insurance and any liability Contractor may incur resulting from indemnification obligations as stated in GC-02 Indemnification. The insurance shall be commensurate with the usual and customary industry practices for similarly situated businesses. Contractor shall comply with applicable laws governing workers’ compensation and mandatory insurance for vehicles. The County reserves the right to request a certificate of insurance at any time.

The Cook County Department of Risk Management maintains the right to modify, delete, alter or change these requirements.

**Coverages**

**(a.) Workers Compensation Insurance**

Workers' Compensation shall be in accordance with the laws of the State of Illinois or any other applicable jurisdiction.

The Workers Compensation policy shall also include the following provisions:

Employers' Liability coverage with a limit of:

- \$1,000,000 each Accident
- \$1,000,000 each Employee
- \$1,000,000 Policy Limit for Disease

**(b.) Commercial General Liability Insurance**

The Commercial General Liability shall be on an occurrence form basis (ISO Form CG 0001 or equivalent) to cover bodily injury, personal injury and property damage.

Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Completed Operations Aggregate	\$2,000,000

The General Liability Policy shall include the following coverages:

- (1.) All premises and operations;
- (2.) Contractual Liability;
- (3.) Products/Completed Operations;
- (4.) Severability of interest/separation of insureds clause

**(c.) Commercial Automobile Liability Insurance**

When any vehicles are used in connection with this contract, Consultant shall secure Automobile Liability Insurance for bodily injury and property damage arising from the Ownership, maintenance or use of owned, hired and non-owned vehicles with a limit no less \$1,000,000 per accident

**(d.) Umbrella/Excess Liability Insurance**

Such policy shall be excess over Commercial General Liability, Automobile Liability, and Employer's Liability with limits not less than the following amounts:

Each Occurrence: \$1,000,000

**Additional Requirements**

**(a.) Additional Insured:**

The required insurance policies, with the exception of Workers Compensation and Errors & Omissions, shall name Cook County, its officials, employees and agents as additional insureds with respect to operations performed on a primary and non-contributory basis. Any insurance or self-insurance maintained by Cook County shall be excess of the Consultant's insurance and shall not contribute with it. The full policy limits and scope of protection shall apply to Cook County as an additional insured even if they exceed the minimum insurance requirements specified herein.

All insurance companies providing coverage shall be licensed or approved by the Department of Insurance, State of Illinois, and shall have a financial rating no lower than (A-) VII as listed in A.M. Best's Key Rating Guide, current edition or interim report. Companies with ratings lower than (A-) VII will be acceptable only upon consent of the Cook County Department of Risk Management. The insurance limits required herein may be satisfied by a combination of primary, umbrella and/or excess liability insurance policies.

**(b.) Insurance Notices:**

The Consultant shall provide the Office of the Chief Procurement Officer with thirty (30) days advance written notice in the event any required insurance will be cancelled, materially reduced or non-renewed. The Consultant shall secure replacement coverage to comply with the stated insurance requirements and provide new certificates of insurance to the Office of the Chief Procurement Officer.

Prior to the date on which the Consultant commences performance of its part of the work, the Consultant shall furnish to the Office of the Chief Procurement Officer certificates of insurance maintained by Consultant. The receipt of any certificate of insurance does not constitute Contract by the County that the insurance requirements have been fully met or that the insurance policies indicated on the certificate of insurance are in compliance with insurance required above.

In no event shall any failure of the County to receive certificates of insurance required hereof or to demand receipt of such Certificates of Insurance be construed as a waiver of the Consultant's obligations to obtain insurance pursuant to these insurance requirements.

**(c.) Waiver of Subrogation Endorsements**

All insurance policies must contain a Waiver of Subrogation Endorsement in favor of Cook County.

**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-9998-2013-07.

**GC-07 CONTRACT AMENDMENTS**

The parties may during the term of the Contract make amendments to the Contract but only as provided in this section. Such amendments shall only be made by mutual agreement in writing. No Using Agency or employee thereof has authority to make any amendments to the Contract.

Any modifications or amendments to the Contract made without the express written approval of the Chief Procurement Officer is void and unenforceable.

**GC-08 DISPUTES**

Any dispute arising under the Contract between the County and Contractor shall be decided by the Chief Procurement Officer. The complaining party shall submit a written statement detailing the dispute and specifying the specific relevant Contract provision(s) to the Chief Procurement Officer. Upon request of the Chief Procurement Officer, the party complained against shall respond to the complaint in writing within five days of such request. The Chief Procurement Officer will reduce his/her decision to writing and mail or otherwise furnish a copy thereof to the Contractor and Using Agency. 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-09 DELAYS**

Contractor agrees that no charges or claims for damages shall be made by Contractor for any delays or hindrances from any cause whatsoever related to the performance of the Contract.

**GC-10 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, Affidavits or EDS 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 in order to perform this Contract.

**GC-11 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.

A material breach of the contract by the Contractor includes but is not limited to the following:

1. Failure to perform any obligation under the Contract;
2. Failure to begin performance under the Contract within the specified time;
3. Failure to perform under the Contract with sufficient qualified personnel, equipment, or materials to ensure completion of within the specified time;
4. Performance of the Contract in an unsatisfactory manner;
5. Refusal to perform services deemed to be defective or unsuitable; or
6. Any other material breach of any term or condition of the Contract.

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-12 REMEDIES**

If the Contractor fails to remedy a material breach during the ten (10) day cure period pursuant to General Condition GC-11, Default, the County shall have the right to terminate the 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-13 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. Unless otherwise stated in the notice, the effective date of such termination shall be three business days after the date the notice of termination is mailed by the County. If the County elects to terminate the Contract in full, unless otherwise specified in the notice of termination, the Contractor shall immediately cease performance and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses, whether completed or in process. If the County elects to terminate the Contract in part, unless otherwise specified in the notice of partial

termination, the Contractor shall immediately cease performance of those portions of the Contract which are terminated and shall promptly tender to the County all work products, reviews, recommendations, reports, documents and analyses relating to said portions of the Contract, whether completed or in process. Contractor shall refrain from incurring any further costs with respect to portions of the Contract which are terminated except as specifically approved by the Chief Procurement Officer. The Contractor shall not invoice the County for any goods, equipment, supplies or services provided after the effective date of termination.

**GC-14 GUARANTEES AND WARRANTIES**

The Contractor agrees that the Contract goods, equipment, supplies 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, equipment, supplies or services and that the rights and remedies so provided are in addition to and do not limit any rights afforded to County.

**GC-15 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-16 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 in connection with or related to the Contract, shall be litigated only in courts within the Circuit Court of Cook County, 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-17 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-18 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 term or provision.

**GC-19 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-20 FEDERAL CLAUSES

The following provisions apply to all Contracts which are funded in whole or in part with federal funds.

1. Interest of Members of or Delegates to the United States Congress

In accordance with 41 U.S.C. § 22, the Contractor agrees that it will not admit any member of or delegate to the United States Congress to any share or part of the Contract or any benefit derived therefrom.

2. False or Fraudulent Statements and Claims

(a) The Contractor recognizes that the requirements of the Program Fraud Civil Remedies Act of 1986, as amended, 49 U.S.C. §§ 3081 et seq and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to the Contract. Accordingly, by signing the Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, or it may make pertaining to the Contract, including without limitation any invoice for its services. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986, as amended, on the Contractor to the extent the Federal Government deems appropriate.

(b) The Contractor also acknowledges that if it makes a false, fictitious, or fraudulent claim, statement, submission, or certification to the County or Federal Government in connection with an urbanized area formula project financed with Federal assistance authorized by 49 U.S.C. § 5307, the Government reserves the right to impose on the Contractor the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1), to the extent the Federal Government deems appropriate.

3. Federal Interest in Patents

(a) General. If any invention, improvement, or discovery of the Contractor is conceived or first actually reduced to practice in the course of or under the Contract, and that invention, improvement, or discovery is patentable under the laws of the United States of America or any foreign country, the Contractor agrees to notify County immediately and provide a detailed report.

(b) Federal Rights. Unless the Federal Government later makes a contrary determination in writing, the rights and responsibilities of the County, Contractor, and the Federal Government pertaining to that invention, improvement, or discovery will be determined in accordance with applicable Federal laws and regulations, including any waiver thereof. Unless the Federal Government later makes a contrary determination in writing, the Contractor agrees that, irrespective of its status or the status of any subcontractor at any tier (e.g., a large business, small business, non-profit organization, institution of higher education, individual), the Contractor agrees it will transmit to the Federal Government those rights due the Federal Government in any invention resulting from the contract.

4. Federal Interest in Data and Copyrights

(a) Definition. The term "subject data" used in this section means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the Contract. Examples include, but are not limited, to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to Contract administration.

(b) Federal Restrictions. The following restrictions apply to all subject data first produced in the performance of the Contract. Except as provided in the Contract and except for its own internal use, the Contractor may not publish or publicly reproduce subject data in whole or in part, or in any manner or form, nor may the Contractor authorize others to do so, without the written consent of the County and the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public.

- (c) Federal Rights in Data and Copyrights. In accordance with subparts 34 and 36 of the Common Rule, the County and the Federal Government reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for County or Federal Government purposes, the types of subject data described below. Without the copyright owner's consent, the County and Federal Government may not extend their license to other parties.
- (1) Any subject data developed under the contract or subagreement financed by a federal Grant Agreement or Cooperative Agreement, whether or not a copyright has been obtained; and
  - (2) Any rights of copyright which the Contractor purchases ownership with Federal assistance.
- (d) Special Federal Rights for Planning Research and Development Projects. When the Federal Government provides financial assistance for a planning, research, development, or demonstration project, its general intention is to increase public knowledge, rather than limit the benefits of the project to participants in the project. Therefore, unless the Federal Government determines otherwise, the Contractor on a planning, research, development, or demonstration project agrees that, in addition to the rights in data and copyrights set forth above, the County or Federal Government may make available to any third party either a license in the copyright to the subject data or a copy of the subject data. If the project is not completed for any reason whatsoever, all data developed under the project will become subject data and will be delivered as the County or Federal Government may direct. This subsection, however, does not apply to adaptations of automatic data processing equipment or previously existing software programs for the County's use whose costs are financed with Federal transportation funds for capital projects.
- (e) Hold Harmless. Unless prohibited by state law, upon request by the County or the Federal Government, the Contractor agrees to indemnify, save, and hold harmless the County and the Federal Government and their officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Contract. The Contractor will not be required to indemnify the County or Federal Government for any such liability arising out of the wrongful acts of employees or agents of the County or Federal Government.
- (f) Restrictions on Access to Patent Rights. Nothing contained in this section on rights in data will imply a license to the County or Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the County or Federal Government under any patent.
- (g) Application on Materials Incorporated into Project. The requirements of Subsections 2, 3, and 4 of this Section do not apply to material furnished by the County and incorporated into the work.

5. Records and Audits

Contractor will deliver or cause to be delivered all documents (including but not limited to all Deliverables and supporting data, records, graphs, charts and notes) prepared by or for the County under the terms of this Agreement to the County promptly in accordance with the time limits prescribed in this Contract, and if no time limit is specified, then upon reasonable demand therefor or upon termination or completion of the Services hereunder. In the event of the failure by the Contractor to make such delivery, then and in that event, the Contractor will pay to County reasonable damages the County may sustain by reason thereof.

The County and the Federal Government will have the right to audit all payments made to the Contractor under this Agreement. Any payments to the Contractor which exceed the amount to which the Contractor is entitled under the terms of this Agreement will be subject to set-off.

The Contractor will keep and retain records relating to this Agreement and will make such records available to representatives of the County and the Federal Government, including without limitation the sponsoring federal agency, other participating agencies,

and the Comptroller General of the United States, at reasonable times during the performance of this Agreement and for at least five years after termination of this Agreement for purposes of audit, inspection, copying, transcribing and abstracting.

No provision in this Agreement granting the County or the Federal Government a right of access to records is intended to impair, limit or affect any right of access to such records which the County or the Federal Government would have had in the absence of such provisions.

6. Environmental Requirements

The Contractor recognizes that many Federal and state laws imposing environmental and resource conservation requirements may apply to the Contract. Some, but not all, of the major Federal Laws that may affect the Contract include: the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq.; the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. and scattered sections of 29 U.S.C.; the Clean Water Act, as amended, scattered sections of 33 U.S.C. and 12 U.S.C.; the Resource Conservation and Recovery Act, as amended, 42 U.S.C. §§ 6901 et seq.; and the Comprehensive Environmental Response, Compensation, and Liability Act, as amended, 42 U.S.C. §§ 9601 et seq. The Contractor also recognizes that U.S. EPA, U.S. DOT and other agencies of the Federal Government have issued and are expected in the future to issue regulations, guidelines, standards, orders, directives, or other requirements that may affect the Contract. Thus, the Contractor agrees to adhere to, and impose on its subcontractors, any such Federal requirements as the Federal Government may now or in the future promulgate. Listed below are requirements of particular concern.

The Contractor acknowledges that this list does not constitute the Contractor's entire obligation to meet all Federal environmental and resource conservation requirements. The Contractor will include these provisions in all subcontracts.

- (a) Environmental Protection. The Contractor agrees to comply with the applicable requirements of the National Environmental Policy Act of 1969, as amended, 42 U.S.C. §§ 4321 et seq. in accordance with Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 59 Fed. Reg. 7629, Feb. 16, 1994; U.S. DOT statutory requirements on environmental matters at 49 U.S.C. § 5324(b); Council on Environmental Quality regulations on compliance with the National Environmental Policy Act of 1969, as amended, 40 C.F.R. Part 1500 et seq.; and U.S. DOT regulations, "Environmental Impact and Related Procedures," 23 C.F.R. Part 771 and 49 C.F.R. Part 622.
- (b) Air Quality. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 et seq. Specifically, the Contractor agrees to comply with applicable requirements of U.S. EPA regulations, "Conformity to State of Federal Implementation Plans of Transportation Plans, Programs, and Projects Developed, Funded or Approved Under Title 23 U.S.C. or the Federal Transit Act," 40 C.F.R. Part 51, Subpart T; and "Determining Conformity of Federal Actions to State or Federal Implementation Plans," 40 C.F.R. Part 93. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (c) Clean Water. The Contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Contractor further agrees to report and require each subcontractor at any tier to report any violation of these requirements resulting from any Contract implementation activity to the County and the appropriate U.S. EPA Regional Office.
- (d) List of Violating Facilities. The Contractor agrees that any facility to be used in the performance of the Contract or to benefit from the Contract will not be listed on the U.S. EPA List of Violating Facilities ("List"), and the Contractor will promptly notify the County if the Contractor receives any communication from the U.S. EPA that such a facility is under consideration for inclusion on the List.

(e) Preference for Recycled Products. To the extent practicable and economically feasible and to the extent that it does not reduce or impair the quality of the work, the Contractor agrees to use recycled products in performance of the Contract pursuant to U.S. Environment Protection Agency (U.S. EPA) guidelines at 40 C.F.R. Parts 247-253, which implement section 6002 of the Resource Conservation and Recovery Act, as amended, 42 U.S.C. § 6962.

7. No Exclusionary or Discriminatory Specifications

Apart from inconsistent requirements imposed by Federal statute or regulations, the Contractor agrees that it will comply with the requirements of 49 U.S.C. § 5323(h)(2) by refraining from using any Federal assistance to support subcontracts procured using exclusionary or discriminatory specifications.

8. Fly America

Section 14.c of the Master Agreement states that if the contract or subcontracts may involve the international transportation of goods, equipment, or personnel by air, the contract must require Contractors and subcontractors at every tier to use U.S.-flag air carriers, to the extent service by these carriers is available. 49 U.S.C. 40118 and 4 C.F.R. Part 52.

9. No Federal Government Obligations to Third Parties

The Contractor agrees that, absent the Federal Government's express written consent, the Federal Government will not be subject to any obligations or liabilities to any contractor or any other person not a party to the Grant Agreement or Cooperative Agreement between the County and the Federal Government which is a source of funds for this Contract. Notwithstanding any concurrence provided by the Federal Government in or approval of any solicitation, agreement, or contract, the Federal Government continues to have no obligations or liabilities to any party, including the Contractor.

10. Allowable Costs

Notwithstanding any compensation provision to the contrary, the Contractor's compensation under this Contract will be limited to those amounts which are allowable and allocable to the Contract in accordance with OMB Circular A-87 and the regulations in 49 C.F.R. Part 18. To the extent that an audit reveals that the Contractor has received payment in excess of such amounts, the County may offset such excess payments against any future payments due to the Contractor and, if no future payments are due or if future payments are less than such excess, the Contractor will promptly refund the amount of the excess payments to the County.

11. Trade Restrictions

Contractor certifies that neither it nor any Subcontractor:

- (a) is owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- (b) has knowingly entered into any contract or subcontract with a person that is a citizen or national of a foreign country on said list, nor is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- (c) will procure, subcontract for, or recommend any product that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no Notice-to-Proceed will be issued to an entity who is unable to certify to the above. If Contractor knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the USDOT may direct, through the County, cancellation of the Contract at no cost to the Government.

Further, Contractor agrees that it will incorporate this provision for certification without modification in each subcontract. Contractor may rely on the certification of a prospective Subcontractor unless it has knowledge that the certification is erroneous. Contractor

will provide immediate written notice to the County if it learns that its certification or that of a Subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. Each Subcontractor must agree to provide written notice to Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances. Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision.

The knowledge and information of the Contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 100.

12. Veteran's Preference

In the employment of labor (except in executive, administrative, and supervisory positions), preference will be given to Vietnam-era veterans and disabled veterans. However, this preference may be given only where individuals are available and qualified to perform the work to which employment relates.

13. Copyright Ownership

Consultant and the County intend that, to the extent permitted by law, the Deliverables to be produced by Consultant at the County's instance and expense pursuant to this Agreement are conclusively deemed "works made for hire" within the meaning and purview of Section 101 of the United States Copyright Act, 17 U.S.C. §101 et seq. (the "Copyright Act"), and that the County will be the copyright owner of the Deliverables and of all aspects, elements and components of them in which copyright can subsist.

To the extent that any Deliverable does not qualify as a "work made for hire," Consultant irrevocably grants, conveys, bargains, sells, assigns, transfers and delivers to the County, its successors and assigns, all right, title and interest in and to the copyrights and all U.S. and foreign copyright registrations, copyright applications and copyright renewals for them, and other intangible, intellectual property embodied in or pertaining to the Deliverables prepared for the County under this Agreement, free and clear of any liens, claims or other encumbrances, to the fullest extent permitted by law. Consultant will execute all documents and perform all acts that the County may reasonably request in order to assist the County in perfecting its rights in and to the copyrights relating to the Deliverables, at the sole expense of the County.

Consultant warrants to County, its successors and assigns, that on the date of transfer Consultant is the lawful owner of good and marketable title in and to the copyrights for the Deliverables and has the legal rights to fully assign them. Consultant further warrants that it has not assigned any copyrights nor granted any licenses, exclusive or nonexclusive, to any other party, and that it is not a party to any other agreements or subject to any other restrictions with respect to the Deliverables. Consultant warrants and represents that the Deliverables are complete and comprehensive, and the Deliverables are a work of original authorship.

14. Accessibility Compliance

If this Agreement involves design for construction, the Consultant warrants that all design documents produced or utilized under this Agreement and all construction or alterations undertaken under this Agreement will comply with all federal, state and local laws and regulations regarding accessibility standards for persons with disabilities or environmentally limited persons including, but not limited to, the following: the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. and the Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities ("ADAAG"); the Architectural Barriers Act, Pub. L. 90-480 (1968), and the Uniform Federal Accessibility Standards ("UFAS"); and the Illinois Environmental Barriers Act, 410 ILCS 25/1 et seq., and all regulations promulgated thereunder, see Illinois Administrative Code, Title 71, Chapter 1, Section 400.110. If the above standards are inconsistent, the Consultant must comply with the standard providing the greatest accessibility. Also, the Consultant must, prior to construction, review the plans and specifications to insure compliance with the above referenced standards. If the

Consultant fails to comply with the foregoing standards, the Consultant must perform again, at no expense, all services required to be re-performed as a direct or indirect result of such failure.

15. Visual Rights Act Waiver

The Consultant/Contractor waives any and all rights that may be granted or conferred under Section 106A and Section 113 of the United States Copyright Act, (17 U.S.C. § 101 et seq.) (the "Copyright Act") in any work of visual art that may be provided pursuant to this Agreement. Also, the Consultant/Contractor represents and warrants that the Consultant/Contractor has obtained a waiver of Section 106A and Section 113 of the Copyright Act as necessary from any employees and subcontractors, if any.

16. Equal Employment Opportunity

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures

authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

17. Copeland "Anti-Kickback" Act (40 U.S.C. 3145)

All contracts and subgrants in excess of \$2000 for construction or repair awarded by recipients and subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the Federal awarding agency.

18. Davis-Bacon Act, as amended ((40 U.S.C. 3141-3148)

When required by Federal program legislation, all construction contracts awarded by the recipients and subrecipients of more than \$2000 shall include a provision for compliance with the Davis-Bacon Act ((40 U.S.C. 3141-3148) and as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provisions Applicable to Contracts Governing Federally Financed and Assisted Construction").

Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of a contract shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the Federal awarding agency.

19. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)

Where applicable, all contracts awarded by recipients in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

20. Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

21. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

22. Debarment and Suspension (E.O.s 12549 and 12689)

No contract shall be made to parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees.

23. DHS Seal, Logo, and Flags

Contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

24. No Obligation by Federal Government

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the Agreement.

25. Coronavirus Relief Fund

All amounts paid from the Coronavirus Relief Fund ("Fund") are subject to the restrictions set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

EXECUTION

Office of the Chief Procurement Officer

Raffi  
Sarrafian

Digitally signed by Raffi Sarrafian  
Date: 2025.03.20 16:02:53 -05'00'

Raffi Sarrafian, Chief Procurement Officer

Date

SAFESOURCE LTD.

d/b/a Paper Solutions, inc.

*Jordan Jaeger*

Authorized Signature

3/19/2025

Date

Printed Name:

*Jordan Jaeger*

Title: OWNER

**EXHIBIT A**  
**STATEMENT OF WORK**

## STATEMENT OF WORK

The Vendor shall furnish Printing and Manufacturing of File Jackets and Folders for the Clerk of the Circuit Court, all in accordance with the Contract Documents, Specifications and Proposal herein.

The following attached list of items should be delivered to 1330 S 54th Ave, Cicero, IL 604808 by July 1, 2025 between the hours of 8am and 1pm.

### Contract Period

The contract would be effective for 6 months to cover delivery, billing and payments.

## GENERAL SPECIFICATIONS FOR VARIOUS ITEM NOS.

### Box Information

In order for shipment to be accepted, all materials must be delivered in Regular, Slotted Carton, ECT (Edge Crush Test) 32 lbs. corrugated cardboard boxes that weigh a maximum of 40 pounds. Boxes must be stacked in numeric order on skids that measure 40"x48". Boxes will be stacked in order (first box on top) with all box labels facing out and shrink wrapped. Boxes must be full and stacked in a consistent manner on the pallets. The Vendor shall provide inside delivery, with boxes to the location where the contact manager designates. The box label must be at least 6"x4" and must contain the following information: Case Type, Record Series, Contract Item Number, Item Identification Number, Legend, Number of folders in box, Box number out of total number of boxes, and Number sequence of numbered file jackets contained in the box. This information must be printed along with a 3 of 9 barcode that contains the Item Identification Number and box number out of the total number of boxes (for example FJ2006 12345).

### Proof Approval

Vendor shall provide two copies of draft of proofs to Sherri Kusek-Riley, Procurement Director for the Clerk of the Circuit Court, or his designee for approval before printing. Draft of jacket or folder printing proofs and strip label proofs are due 30 business days after contract is awarded. If revisions to the draft of proofs, or strip label proofs are needed prior to final approval, the Vendor must provide the revisions within 10 business days.

**Numbering System:** The quantities for the third year will be the same as the quantities for the first and second year, and will repeat the numbering sequence supplied in the legend provided by the Clerk of the Circuit Court prior to review of the samples of the folders, jackets, and labels. An example of the numbering system is as follows:

Example of the first year for the legend: M1-CH-NU-30000-2021-(ITEM 1.1.1).

Example of the second year for the legend: M1-CH-NU-30000-2022-(ITEM 1.1.1).

Example of the third year for the legend: M1-CH-NU-30000-2023-(ITEM 1.1.1).

Example of the first year for the amount: 30000 NUMBERED Jackets, 21CH 000001 to 21CH 030000.

Example of the second year for the amount: 30000 NUMBERED Jackets, 22CH 000001 to 22CH 030000.

Example of the third year for the amount: 30000 NUMBERED Jackets, 23CH 000001 to 23CH 030000

Delivery Truck Dimensions

## SPECIFICATIONS

### **Item Number 47: D2-CV-NU Civil NUMBERED Jacket, ink color Black**

1. Item: 2021 Civil Jacket for Civil cases
2. Item Id. No. 2.2.1
3. Legend D2-CV-NU-5500-2021-(ITEM 2.2.1).
4. Amount 5500 NUMBERED Jackets. 21M2 000001 to 21M2 005500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "2", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **16%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **84%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**. Between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 47A: D2-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 47A are the same as the above Item No. 47, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 48: D2-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
2. Item Id. No. 2.4.1
3. Legend D2-CM-CM-3000-2021-(ITEM 2.4.1).
4. Amount 3000 NUMBERED Jackets. 21MC2 000001 to 21MC2 003000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "2" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **58%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **42%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 48A: D2-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 48A are the same as the above Item No. 48, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 49: D2-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 2.4.2
3. Legend D2-CM-DV-1200-2021-(ITEM 2.4.2).
4. Amount 1200 NUMBERED Jackets. 21DV 20001 to 21DV 21200 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long for the first delivery.

### **Item Number 49A: D2-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 49A are the same as the above Item No. 49, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 50: D2-DR-NU Domestic Relations NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Domestic Relations cases
2. Item Id. No. 2.5.1
3. Legend D2-DR-NU-750-2021-(ITEM 2.5.1).
4. Amount 750 NUMBERED Jackets. 21D 230001 to 21D 230750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

### **Item Number 50A: D2-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 50A are the same as the above Item No. 50, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 51: D2-OP-NU Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 2.5.2
3. Legend D2-OP-NU-750-2021-(ITEM 2.5.2).
4. Amount 750 NUMBERED Jackets. 21OP 20001 to 21OP 20750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Rd., Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

### **Item Number 51A: D2-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 51A are the same as the above Item No. 51, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 52, D2-LW-NU Law NUMBERED Jacket, ink color Black**

1. Item: 2021 Law Jacket for Law cases
2. Item Id. No. 2.6.1
3. Legend D2-LW-NU-100-2021-(ITEM 2.6.1).
4. Amount 100 NUMBERED Jackets. 21L 062001 to 21L 062100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Road, Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

### **Item Number 52A, D2-LW-NU Law NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 52A are the same as the above Item No. 52, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 53: D2-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for States Attorney Parentage “IV-D” cases
2. Item Id. No. 2.9.1
3. Legend D2-SA-NU-200-2021-(ITEM 2.9.1).
4. Amount 200 NUMBERED Jackets. 21D 250000 to 21D 250199 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9” X 12-1/2” with a pocket body size of 8 1/2” X 11-3/4”
8. Construction The top of the front of the jacket shall be 1/2” lower than the back and scored for “drop front”. The expandable pocket is to be a one piece construction, open side with a 1.5” W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, “D”, black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk’s Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk’s Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Road Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 53A: D2-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 53A are the same as the above Item No. 53, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 54: D2-PA-NU Private Attorney NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for Private Attorney cases
2. Item Id. No. 2.9.2
3. Legend D2-PA-NU-100-2021-(ITEM 2.9.2).
4. Amount 100 NUMBERED Jackets. 21D 279001 to 21D 279100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2 " X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Road, Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

### **Item Number 54A: D2-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 54A are the same as the above Item No. 54, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 55: D2-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 2.12.1
3. Legend D2-CR-NU-400-2021-(ITEM 2.12.1).
4. Amount 400 NUMBERED Jackets. 21C 220001 to 21C 220400 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 5600 Old Orchard Road, Skokie, IL 60077**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 36 feet long and can have a maximum height of 12 feet.

### **Item Number 55A: D2-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 55A are the same as the above Item No. 55, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 56: D3-CV-NU Civil NUMBERED Jacket, ink color Black**

1. Item: 2021 Civil Jacket for Civil cases
2. Item Id. No. 3.2.1
3. Legend D3-CV-NU-9000-2021-(ITEM 3.2.1).
4. Amount 9000 NUMBERED Jackets. 21M3 000001 to 21M3 009000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "3", white with black outline in a white

### **Item Number 56: D3-CV-NU Civil NUMBERED Jacket, ink color Black (cont.)**

field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **15%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 85% balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except for court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 56A: D3-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 56A are the same as the above Item No. 56, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 57: D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
2. Item Id. No. 3.4.1
3. Legend D3-CM-CM-3800-2021-(ITEM 3.4.1).
4. Amount 3800 NUMBERED Jackets. 21MC3 000001 to 21MC3 003800 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "3" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches

### **Item Number 57: D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black (cont.)**

high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.

10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first 23% of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the 77% balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 57A: D3-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 57A are the same as the above Item No. 57, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 58: D3-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 3.4.2
3. Legend D3-CM-DV-1400-2021-(ITEM 3.4.2).
4. Amount 1400 NUMBERED Jackets. 21DV 30001 to 21DV 31400 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 58A: D3-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 58A are the same as the above Item No. 58, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 59: D3-DR-NU Domestic Relations NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Domestic Relations cases
2. Item Id. No. 3.5.1
3. Legend D3-DR-NU-1250-2021-(ITEM 3.5.1).
4. Amount 1250 NUMBERED Jackets. 21D 330001 to 21D 331250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 59A: D3-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 59A are the same as the above Item No. 59, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 60: D3-OP-NU Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 3.5.2
3. Legend D3-OP-NU-1125-2021-(ITEM 3.5.2).
4. Amount 1125 NUMBERED Jackets. 21OP 30001 to 21OP 31125 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field, 3/4 inch –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 60A: D3-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 60A are the same as the above Item No. 60, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 61: D3-LW-NU Law NUMBERED Jacket, ink color Black**

1. Item: 2021 Law Jacket for Law cases
2. Item Id. No. 3.6.1
3. Legend D3-LW-NU-150-2021-(ITEM 3.6.1).
4. Amount 150 NUMBERED Jackets. 21L 063001 to 21L 063150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, Mylar coated, preprinted and fully glued to the end tab. The year code box measure 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 61A: D3-LW-NU Law NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 61A are the same as the above Item No. 61, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 62: D3-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for States Attorney Parentage “IV-D” cases
2. Item Id. No. 3.9.1
3. Legend D3-SA-NU-250-2021-(ITEM 3.9.1).
4. Amount 250 NUMBERED Jackets. 21D 350000 to 21D 350249 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9” X 12-1/2” with a pocket body size of 8 1/2” X 11-3/4”
8. Construction The top of the front of the jacket shall be 1/2” lower than the back and scored for “drop front”. The expandable pocket is to be a one piece construction, open side with a 1.5” W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, “D”, black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk’s Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk’s Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 62A: D3-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 62A are the same as the above Item No. 62, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 63: D3-PA-NU Private Attorney NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for Private Attorney cases
2. Item Id. No. 3.9.2
3. Legend D3-PA-NU-250-2021-(ITEM 3.9.2).
4. Amount 250 NUMBERED Jackets. 21D 379001 to 21D 379250 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Avenue, Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 63A: D3-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 63A are the same as the above Item No. 63, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 64: D3-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 3.12.1
3. Legend D3-CR-NU-500-2021-(ITEM 3.12.1).
4. Amount 500 NUMBERED Jackets. 21C 330001 to 21C 330500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 2121 Euclid Ave., Rolling Meadows, IL 60008**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 64A: D3-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 64A are the same as the above Item No. 64, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 65: D4-CV-NU Civil NUMBERED Jacket, ink color Black**

1. Item: 2021 Civil Jacket for Civil cases
2. Item Id. No. 4.2.1
3. Legend D4-CV-NU-8800-2021-(ITEM 4.2.1).
4. Amount 8800 NUMBERED Jackets. 21M4 000001 to 21M4 008800 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "4", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **15%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **85%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 65A: D4-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 65A are the same as the above Item No. 65, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 66: D4-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
2. Item Id. No. 4.4.1
3. Legend D4-CM-CM-6500-2021-(ITEM 4.4.1).
4. Amount 6500 NUMBERED Jackets. 21MC4 000001 to 21MC4 006500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "4" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **31%** of the entire order, which needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **69%** balance of the entire order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 66A: D4-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 66A are the same as the above Item No. 66, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 67: D4-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 4.4.2
3. Legend D4-CM-DV-1400-2021-(ITEM 4.4.2).
4. Amount 1400 NUMBERED Jackets. 21DV 40001 to 21DV 41400 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12'.

### **Item Number 67A: D4-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 67A are the same as the above Item No. 67, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 68: D4-DR-NU Domestic Relations NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Domestic Relations cases
2. Item Id. No. 4.5.1
3. Legend D4-DR-NU-750-2021-(ITEM 4.5.1).
4. Amount 750 NUMBERED Jackets. 2D 430001 to 21D 430750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 68A: D4-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 68A are the same as the above Item No. 68, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 69: D4-OP-NU Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 4.5.2
3. Legend D4-OP-NU-650-2021-(ITEM 4.5.2).
4. Amount 650 NUMBERED Jackets. 21OP 40001 to 21OP 40650 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 69A: D4-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 69A are the same as the above Item No. 69, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 70: D4-LW-NU Law NUMBERED Jacket, ink color Black**

1. Item: 2021 Law Jacket for Law cases
2. Item Id. No. 4.6.1
3. Legend D4-LW-NU-50-2021-(ITEM 4.6.1).
4. Amount 50 NUMBERED Jackets. 21L 064001 to 21L 064050 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 70A: D4-LW-NU Law NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 70A are the same as the above Item No. 70, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 71: D4-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for States Attorney Parentage “IV-D” cases
2. Item Id. No. 4.9.1
3. Legend D4-SA-NU-550-2021-(ITEM 4.9.1).
4. Amount 550 NUMBERED Jackets. 21D 450000 to 21D 450549 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9” X 12-1/2” with a pocket body size of 8 1/2” X 11-3/4”
8. Construction The top of the front of the jacket shall be 1/2” lower than the back and scored for “drop front”. The expandable pocket is to be a one piece construction, open side with a 1.5” W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, “D”, black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk’s Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk’s Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M. ,Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 71A: D4-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 71A are the same as the above Item No. 71, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 72: D4-PA-NU Private Attorney NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for Private Attorney cases
2. Item Id. No. 4.9.2
3. Legend D4-PA-NU-150-2021-(ITEM 4.9.2).
4. Amount 150 NUMBERED Jackets. 21D 479001 to 21D 479150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 72A: D4-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 72A are the same as the above Item No. 72, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 73: D4-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 4.12.1
3. Legend D4-CR-NU-450-2021-(ITEM 4.12.1).
4. Amount 450 NUMBERED Jackets. 21C 440001 to 21C 440450 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 1500 S. Maybrook Drive, Maywood, IL 60153**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 73A: D4-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 73A are the same as the above Item No. 73, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 74: D5-CV-NU Civil NUMBERED Jacket, ink color Black**

1. Item: 2021 Civil Jacket for Civil cases
2. Item Id. No. 5.2.1
3. Legend D5-CV-NU-11000-2021-(ITEM 5.2.1).
4. Amount 11000 NUMBERED Jackets. 21M5 000001 to 21M5 011000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "5", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **15%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Ave., Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **85%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 74A: D5-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 74A are the same as the above Item No. 74, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 75: D5-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
2. Item Id. No. 5.4.1
3. Legend D5-CM-CM-9100-2021-(ITEM 5.4.1).
4. Amount 9100 NUMBERED Jackets. 21MC5 000001 to 21MC5 009100 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "5" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **25%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Ave., Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **75%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 75A: D5-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 75A are the same as the above Item No. 75, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 76: D5-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 5.4.2
3. Legend D5-CM-DV-1750-2021-(ITEM 5.4.2).
4. Amount 1750 NUMBERED Jackets. 21DV 50001 to 21DV 51750 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Ave., Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

### **Item Number 76A: D5-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 76A are the same as the above Item No. 76, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 77: D5-DR-NU Domestic Relations NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Domestic Relations cases
2. Item Id. No. 5.5.1
3. Legend D5-DR-NU-1600-2021-(ITEM 5.5.1).
4. Amount 1600 NUMBERED Jackets. 21D 530001 to 21D 531600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Avenue, Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 77A: D5-DR-NU Domestic Relations NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 77A are the same as the above Item No. 77, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 78: D5-OP-NU Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 5.5.2
3. Legend D5-OP-NU-1500-2021-(ITEM 5.5.2).
4. Amount 1500 NUMBERED Jackets. 21OP 50001 to 21OP 51500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Avenue, Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 78A: D5-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 78A are the same as the above Item No. 78, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 79: D5-LW-NU Law NUMBERED Jacket, ink color Black**

1. Item: 2021 Law Jacket for Law cases
2. Item Id. No. 5.6.1
3. Legend D5-LW-NU-150-2021-(ITEM 5.6.1).
4. Amount 150 NUMBERED Jackets. 21L 065001 to 21L 065150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "L", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Avenue, Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 79A: D5-LW-NU Law NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 79A are the same as the above Item No. 79, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 80: D5-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for States Attorney Parentage “IV-D” cases
2. Item Id. No. 5.9.1
3. Legend D5-SA-NU-500-2021-(ITEM 5.9.1).
4. Amount 500 NUMBERED Jackets. 21D 550000 to 21D 550499 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9” X 12-1/2” with a pocket body size of 8 1/2” X 11-3/4”
8. Construction The top of the front of the jacket shall be 1/2” lower than the back and scored for “drop front”. The expandable pocket is to be a one piece construction, open side with a 1.5” W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, “D”, black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk’s Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk’s Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Avenue, Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 80A: D5-SA-NU States Attorney Parentage “IV-D” NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 80A are the same as the above Item No. 80, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 81: D5-PA-NU Private Attorney NUMBERED Jacket, ink color Black**

1. Item: 2021 Child Support Jacket for Private Attorney cases
2. Item Id. No. 5.9.2
3. Legend D5-PA-NU-150-2021-(ITEM 5.9.2).
4. Amount 150 NUMBERED Jackets. 21D 579001 to 21D 579150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "D", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Ave., Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 81A: D5-PA-NU Private Attorney NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 81A are the same as the above Item No. 81, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 82: D5-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 5.12.1
3. Legend D5-CR-NU-875-2021-(ITEM 5.12.1).
4. Amount 875 NUMBERED Jackets. 21C 550001 to 21C 550875 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 10220 S. 76<sup>th</sup> Ave., Bridgeview, IL 60455**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 82A: D5-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 82A are the same as the above Item No. 82, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 83: D6-CV-NU Civil NUMBERED Jacket, ink color Black**

1. Item: 2021 Civil Jacket for Civil cases
2. Item Id. No. 6.2.1
3. Legend D6-CV-NU-15000-2021-(ITEM 6.2.1).
4. Amount 15000 NUMBERED Jackets. 21M6 000001 to 21M6 015000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch character, "M", black letter on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with the character, "6", white with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **15%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **85%** balance of the entire order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 83A: D6-CV-NU Civil NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 83A are the same as the above Item No. 83, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 84: D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Misdemeanor Jacket for Criminal Misdemeanor cases
2. Item Id. No. 6.4.1
3. Legend D6-CM-CM-8500-2021-(ITEM 6.4.1).
4. Amount 8500 NUMBERED Jackets. 21MC6 000001 to 21MC6 008500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "6" in vertical position, white letters with black outline in a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **29%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **71%** balance of the entire order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, accept court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 84A: D6-CM-CM Criminal Misdemeanor NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 84A are the same as the above Item No. 84, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 85: D6-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 6.4.2
3. Legend D6-CM-DV-3150-2021-(ITEM 6.4.2).
4. Amount 3150 NUMBERED Jackets. 21DV 60001 to 21DV 63150 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **44%** of the total order which, needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the **56%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30' long and can have a maximum height of 12' for the first delivery.

### **Item Number 85A: D6-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 85A are the same as the above Item No. 85, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 87: D6-OP-NU Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 6.5.2
3. Legend D6-OP-NU-1550-2021-(ITEM 6.5.2).
4. Amount 1550 NUMBERED Jackets. 21OP 60001 to 21OP 61550 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This order needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 87A: D6-OP-NU Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 87A are the same as the above Item No. 87, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 91: D6-JJ-JD Delinquency NUMBERED Jacket, ink color Black**

1. Item: 2021 Juvenile Justice Jacket for Delinquency cases
2. Item Id. No. 6.11.1
3. Legend D6-JJ-JD-600-2021-(ITEM 6.11.1).
4. Amount 600 NUMBERED Jackets. 21JD 60001 to 21JD 60600 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one-piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "JD", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. This item needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet.

### **Item Number 91A: D6-JJ-JD Delinquency NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 91A are the same as the above Item No. 91, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 92: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 6.12.1
3. Legend D6-CR-NU-1500-2021-(ITEM 6.12.1).
4. Amount 1500 NUMBERED Jackets. 21C 660001 to 21C 661500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **25%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **75%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 92A: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 92A are the same as the above Item No. 92, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 41: M1-CR-CR Felony NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Felony cases
2. Item Id. No. 1.12.1
3. Legend M1-CR-CR-26000-2021-(ITEM 1.12.1).
4. Amount 26000 NUMBERED Jackets. 21CR 00001 to 21CR 26000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 3.5 inch expansion that can hold 8 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be made of 5 separate piece using a "hot-process glue-weld" construction with 6.5" high brown Tyvek mylar, reinforced gussets that glue to the front and back of interior lining and have a minimum tuck of 1/2" between the two front pieces and the two back pieces. Two ply glued back piece must extend the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "CR", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codess.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery **must be delivered by November 1<sup>st</sup>** and will be at least the first **20%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 2650 S. California Avenue, Room 526, Chicago, IL 60608**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **80%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

### **Item Number 41A: M1-CR-CR Felony NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 41A are the same as the above Item No. 41, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 27: M1-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange**

1. Item: 2021 Criminal Department Jacket for Domestic Violence cases
2. Item Id. No. 1.4.1
3. Legend M1-CM-DV-16500-2021-(ITEM 1.4.1).
4. Amount 16500 NUMBERED Jackets. 21DV 70001 to 21DV 85500 and 21DV 7001 to 21DV 8000, No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "DV", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **23%** of the total order which, needs to be delivered to the Clerk of the Circuit Court, 4000 file jackets will be delivered to **Domestic Violence Court, 555 W. Harrison Street, Chicago, IL 60607** and 1000 file jackets will be delivered to **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL, 60804**, between the hours of 7:00 A.M. to 1:00 P.M. Monday through Friday except court holidays. The second delivery will be the **77%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

### **Item Number 27A: M1-CM-DV Domestic Violence NUMBERED Jacket, ink color Orange – Recycled**

All specifications for Item No. 27A are the same as the above Item No. 27, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 33: M1-DR-OP Order of Protection NUMBERED Jacket, ink color Black**

1. Item: 2021 Domestic Relations Jacket for Order of Protection cases
2. Item Id. No. 1.5.2
3. Legend M1-DR-OP-15500-2021-(ITEM 1.5.2).
4. Amount 15500 NUMBERED Jackets. 21OP 70001 to 21OP 83500 and 21OP 7001 to 21OP 9000, No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8" strip label, 1 1/2" wide, mylar coated, preprinted and attached to end tab. 3/4" –year code. 2" –Case number code "OP", black letters on white field. 3/4" –numeric codes with 5 digits split into 2 groups, the first two digits then the last 3 digits, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **32%** of the order, which needs to be delivered to the **Clerk of the Circuit Court, 555 W. Harrison Street, Chicago, IL 60607** between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the **68%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long for the first delivery.

### **Item Number 33A: M1-DR-OP Order of Protection NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 33A are the same as the above Item No. 33, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 29: M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, ink color Blue**

1. Item: 2021 Criminal Department Jacket for Felony Preliminary Hearing cases
2. Item Id. No. 1.4.3
3. Legend M1-CM-FP-40000-2021-(ITEM 1.4.3).
4. Amount 40000 NUMBERED Jackets. 21MC1 100001 to 21MC1 140000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Blue field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **25%** of the total order and needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the **75%** balance of the total order and needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

### **Item Number 29A: M1-CM-FP Felony Preliminary Hearing NUMBERED Jacket, ink color Blue – Recycled**

All specifications for Item No. 29A are the same as the above Item No. 29, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 30: M1-CM-MI Misdemeanor NUMBERED Jacket, ink color Magenta**

1. Item: 2021 Criminal Department Jacket for Misdemeanor cases
2. Item Id. No. 1.4.4
3. Legend M1-CM-MI-70000-2021-(ITEM 1.4.4).
4. Amount 70000 NUMBERED Jackets. 21MC1 185001 to 21MC1 255000 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "MC", black letters on white field. The case type code box shall be 1 and 1/2 inches high by 1 and 1/8 inches with 2 characters, "1" in vertical position, white letters with black outline in a Magenta field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each, white letters with black outline in color field. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **35%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the **65%** balance of the total order which will be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

### **Item Number 30A: M1-CM-MI Misdemeanor NUMBERED Jacket, ink color Magenta – Recycled**

All specifications for Item No. 30A are the same as the above Item No. 30, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 32: M1-CM-SU Supplemental (UN) UNNUMBERED Jacket, ink color Green**

1. Item: 2021 Criminal Department Jacket for Supplemental (UN) cases
2. Item Id. No. 1.4.6
3. Legend M1-CM-SU-21000-2021-(ITEM 1.4.6).
4. Amount 21000 UNNUMBERED Jackets.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label None
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **18%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804** between the hours of 7:00 A.M. to 2:00 P.M. Monday through Friday except court holidays. The second delivery will be the **82%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck can be any size truck.

### **Item Number 32A: M1-CM-SU Supplemental (UN) UNNUMBERED Jacket, ink color Green – Recycled**

All specifications for Item No. 32A are the same as the above Item No. 32, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 38: M1-TR-DU Traffic UNNUMBERED Jacket, ink color Black**

1. Item: 2021 Traffic Jacket for Traffic cases
2. Item Id. No. 1.8.2
3. Legend M1-TR-DU-65000-2021-(ITEM 1.8.2).
4. Amount 65000 UNNUMBERED Jackets.
5. Jacket Paper 15 point Manila paper with a basis weight of 200 lbs., non-recycled material
6. Expansion No expansion that can hold 1 pound of paper
7. Jacket Size The overall size is 9" X 12" with a pocket body size of 8 1/2" X 12"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back of the jacket. This is a flat pocket with no expansion and flaps must extend at least an inch past the fold. The file jacket must be made of acid-free paper. No side tab.
9. Strip Label None
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be at least the first **24%** of the total order, which needs to be delivered to each of the following locations: the **Clerk of the Circuit Court, 50 W. Washington Street, Lower Level, LL13, Chicago, IL 60602** and **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804** between the hours of 9:00 A.M. to 3:00 P.M. Monday through Friday except court holidays. The second delivery will be the **76%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Court Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except Court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 40 feet long for the first delivery.

### **Item Number 38A: M1-TR-DU Traffic UNNUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 38A are the same as the above Item No. 38, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

## SPECIFICATIONS

### **Item Number 92: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black**

1. Item: 2021 Criminal Felony Jacket for Criminal Information cases
2. Item Id. No. 6.12.1
3. Legend D6-CR-NU-1500-2021-(ITEM 6.12.1).
4. Amount 1500 NUMBERED Jackets. 21C 660001 to 21C 661500 No missing numbers. All numbers must be accounted for and must be in numerical sequence. The numerical sequence of the file jackets must be reflected in the numerical sequence of their box labels.
5. Jacket Paper 11 point Manila paper with a basis weight of 150 lbs., non-recycled material
6. Expansion 1.50 inch expansion that can hold 2 pounds of paper
7. Jacket Size The overall size is 9" X 12-1/2" with a pocket body size of 8 1/2" X 11-3/4"
8. Construction The top of the front of the jacket shall be 1/2" lower than the back and scored for "drop front". The expandable pocket is to be a one piece construction, open side with a 1.5" W fold expansion and inside seams. Two ply glued back piece that extends the entire length of the back and side tab. Interior lining of the folder must be made of acid-free paper. The 2-ply full cut reinforced end tab with 8 embossed score marks and 1-inch undercut, 3/4 inch minimum tab shall run the length of the entire side except for the bottom half inch (8.5 inches). The tab must extend at least 1/2 inch into the gusset.
9. Strip Label A full glued, pressure-sensitive label. 8-inch strip label, 1 1/2 inch wide, Mylar coated, preprinted, and fully glued to end tab. The year code box measures 3/4 of an inch by 1 and 1/8 of an inch wide. Below, the division code shall be in a 1-inch high white box with 1/2 inch characters, "C", black letters on a white field. Numeric code boxes 3/4 inches by 1 and 7/16 inches high for each digit with 6 digits split into 2 groups of 3 digits each. The number and color-codes are 1-Gray; 2-Dark Blue; 3-Orange; 4-Purple; 5-Black; 6-Yellow; 7-Brown; 8-Pink; 9-Green; 0-Red. Each label shall have a barcode made in the code 3 of 9 format, which captures all data from case number and is placed on backside label next to year/division/case type codes.
10. Delivery Info. Before any delivery can be made, the Clerk's Office must be contacted so that the appropriate arrangements can be made and personnel alerted. This must happen at least 48 hours before the Clerk's Office can receive any delivery. There are two deliveries for this item. The first delivery will be the first **25%** of the total order, which needs to be delivered to the **Clerk of the Circuit Court, 16501 S. Kedzie Parkway, Markham, IL 60428**, between the hours of 9:00 A.M. to 3:00 P.M., Monday through Friday, except court holidays. The second delivery will be the **75%** balance of the total order, which needs to be delivered to the **Clerk of the Circuit Warehouse, 1330 S. 54<sup>th</sup> Avenue, Cicero, IL 60804**, between the hours of 7:00 A.M. to 1:00 P.M., Monday through Friday, except court holidays. All pallets must have an inventory list on an 8-1/2 by 11 sheet of paper of all the box numbers that are on each pallet, signs must be on all sides of the pallet, and each pallet will be numbered with a unique identifier for each pallet. Delivery truck has to be less than 30 feet long and can have a maximum height of 12 feet for the first delivery.

### **Item Number 92A: D6-CR-NU Criminal Information NUMBERED Jacket, ink color Black – Recycled**

All specifications for Item No. 92A are the same as the above Item No. 92, but printed on recycled paper. Recycled paper shall have minimum 30% recovered content and minimum 30% postconsumer content.

**EXHIBIT B**  
**SCHEDULE OF COMPENSATION**

**SAFESOURCE LTD  
VENDOR 855291**

**RE QUOTATION 219760  
ITEMIZATION  
YEAR 2025 FOLDERS & JACKETS**

<b>2025 ITEM #</b>	<b>Corresponding Legend #</b>	<b>2025 Qty (6 months)</b>	<b>Price Each</b>	<b>Total Price</b>
CV 47	2.2.1	3350	.656	2197.60
CM 48	2.4.1	1749	.656	1147.34
DV 49	2.4.2	700	.656	459.20
DR 50	2.5.1	475	1.423	675.93
DR 51	2.5.2	475	1.423	675.93
LW 52	2.6.1	145	1.423	206.34
CS 53	2.9.1	145	1.423	206.34
CS 54	2.9.2	145	1.423	206.34
CR 55	2.12.1	225	1.423	320.18
CV 56	3.2.1	5000	.656	3280.00
CM 57	3.4.1	2750	.656	1804.00
DV 58	3.4.2	1300	.656	852.80
DR 59	3.5.1	650	1.423	924.95
DR 60	3.5.2	725	1.423	1031.68
LW 61	3.6.1	100	.66	66.00
CS 62	3.9.1	150	1.423	213.45
CS 63	3.9.2	50	1.423	71.15
CR 64	3.12.1	300	1.423	426.90
CV 65	4.2.1	4300	.656	2820.80
CM 66	4.4.1	3000	.656	1968.00
DV 67	4.4.2	1000	.656	656.00
DR 68	4.5.1	350	1.423	498.05
DR 69	4.5.2	450	1.423	640.35
LW 70	4.6.1	30	1.50	45.00
CS 71	4.9.1	300	1.50	450.00
CS 72	4.9.2	120	1.50	180.00
CR 73	4.12.1	450	1.50	675.00
CV 74	5.2.1	6000	.656	3936.00
CM 75	5.4.1	4300	.656	2820.80
DV 76	5.4.2	1450	1.423	2063.35
DR 77	5.5.1	550	1.423	782.65
DR 78	5.5.2	1300	1.423	1849.90
LW 79	5.6.1	90	1.50	135.00
CS 80	5.9.1	300	1.44	432.00
CS 81	5.9.2	100	1.50	150.00
CR 82	5.12.1	400	1.423	569.20
CM 84	6.4.1	5000	.656	3280.00
DV 85	6.4.2	3300	.656	2164.80

**CONTINUED**

**CONTINUED PAGE 2  
SAFESOURCE LTD  
VENDOR 855291  
QUOTATION**

**219760  
YEAR 2025 FOLDERS & JACKETS**

<b>2025 ITEM #</b>	<b>Corresponding Legend #</b>	<b>2025 Qty (6 month)</b>	<b>Price Each</b>	<b>Total Price</b>
<b>DR 87</b>	<b>6.5.2</b>	<b>1300</b>	<b>.656</b>	<b>852.80</b>
<b>JJ 91</b>	<b>6.11.1</b>	<b>300</b>	<b>1.423</b>	<b>426.90</b>
<b>CR 92</b>	<b>6.12.1</b>	<b>1200</b>	<b>1.423</b>	<b>1707.60</b>
<b>CR 41</b>	<b>1.12.1</b>	<b>7000</b>	<b>1.166</b>	<b>8162.00</b>
<b>CM 27</b>	<b>1.4.1</b>	<b>9000</b>	<b>1.423</b>	<b>12807.00</b>
<b>DR 33</b>	<b>1.5.2</b>	<b>8500</b>	<b>1.423</b>	<b>12095.50</b>
<b>CM 29</b>	<b>1.4.3</b>	<b>18000</b>	<b>.656</b>	<b>11808.00</b>
<b>CM 30</b>	<b>1.4.4</b>	<b>28000</b>	<b>.656</b>	<b>18368.00</b>
<b>CM 32</b>	<b>1.4.6</b>	<b>10000</b>	<b>.40</b>	<b>4000.00</b>
<b>TR 38</b>	<b>1.8.2</b>	<b>10000</b>	<b>.387</b>	<b>3870.00</b>
<b>BL 92</b>	<b>1.14.1</b>	<b>10000</b>	<b>.395</b>	<b>3950.00</b>
<b>GRAND TOTAL</b>				<b>\$118,930.83</b>

**EXHIBIT C**  
**CERTIFICATE OF INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> TRUENORTH COMPANIES L.C. PO BOX 1863  CEDAR RAPIDS IA 52406-1863	<b>CONTACT NAME:</b> Lynn Uridil <b>PHONE (A/C, No, Ext):</b> 888-798-1481 <b>E-MAIL ADDRESS:</b> servicecenter@unitedfiregroup.com	<b>FAX (A/C, No):</b> 800-974-0297
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> United Fire & Casualty Company	<b>NAIC #</b> 13021
<b>INSURED</b> SAFESOURCE LTD DBA PAPER SOLUTIONS PO BOX 5364 CEDAR RAPIDS IA 52406-5364	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** 82555 **REVISION NUMBER:** 2

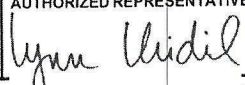
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	10060339069	09/07/2024	09/07/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ *** GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	10060339069	09/07/2024	09/07/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	10060339069	09/07/2024	09/07/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	10060339069	09/07/2024	09/07/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

\*\*\*Personal And Advertising Injury limit is included in the limit shown in the General Liability section above.

COOK COUNTY IT'S OFFICIALS, EMPLOYEES & AGENTS ARE AN ADDITIONAL INSURED ON THE GENERAL LIABILITY SECTION OF THE BOP-PRO POLICY ON A PRIMARY & NON CONTRIBUTORY BASIS. WHEN REQUIRED BY WRITTEN CONTRACT, A WAIVER OF SUBROGATION APPLIES TO COOK COUNTY IT'S OFFICIALS, EMPLOYEES & AGENTS ON THE GENERAL LIABILITY SECTION OF THE BOP-PRO POLICY & THE WORKERS COMPENSATION. 30 DAYS NOTICE OF CANCELLATION INCLUDING NON-PAY AND 30 DAYS NOTICE OF MATERIAL CHANGE PROVIDED PER NOTIFICATION ENDORSEMENT FOR CANCELLATION & MATERIAL CHANGE ON THE BOP-PRO, WORKERS COMPENSATION AND COMMERCIAL UMBRELLA.

<b>CERTIFICATE HOLDER</b>  COOK COUNTY AND IT'S OFFICIALS EMPLOYEES & AGENTS  69 WEST WASHINGTON ST STE 3000  CHICAGO IL 60607	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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