# OFFICE OF THE PURCHASING AGENT
# COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018
CHICAGO, ILLINOIS 60602-1375
(312) 603-5370

THIS PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, SHIPPING PAPERS AND DROP SHIPMENTS.

**PURCHASE ORDERED ISSUED TO**

800585

Accurate Forms & Supplies
1550 Norwood Dr #412
Hurst TX 76054

**DATE**
12/13/2011
**F.O.B. POINT**

**PURCHASE ORDER NO.**
**179314 - 000- OP**

**REQUISITION NO.**
00100133 OR

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

**SHIP TO** Clerk of Circuit Court - Supplies
Ck Cty Government Facility Warehouse
2323 S Rockwell St Rm 111
Chicago IL 60608-3712

**DELIVERY INSTRUCTIONS**
2323 S Rockwell, Room 111 Attn:
Sherri Kusek 603-5015

| DEPT NO | |
|---|---|
| 3350406 | Page 1 of 1 |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|---|---|---|---|---|---|
| 1.00 | Bond Refund Envelope<br>Envelope - Size: 3-3/4' x 8" osd - 24lb - White Woven - Tint Black - window placement : 1-1/8 x 4 - Left: 3/4 - Bottom 1-3/8 - Blank<br>Must be inside delivery<br>Delivery Location:<br>Clerk of the Circuit Court<br>2323 S Rockwell, Room 111<br>Chicago, Illinois 60608<br>Attn: Kim Bass<br>Delivery Hours:<br>Monday through Friday<br>8:00am to 2:00pm<br>Requisition Number: 13350071 | 85.00 M | 24.5500 | 2,086.75 | 1100.300356 |
| | ******* | Total Order ******* | | 2,086.75 | |

NOTE: VENDOR AGREES NOT TO EXCEED THE QUANTITY OR DOLLAR AMOUNT OF THIS ORDER WITHOUT WRITTEN AUTHORIZATION FROM THE PURCHASING AGENT

**RECEIPT CERTIFICATION (FOR DEPARTMENT USE ONLY)**
I hereby certify that I have received the goods/services reflected above and that the items referenced are in full conformity with the purchase order/contract.

**Authorized Signature:** _____ **Date:** _____

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

**PURCHASING AGENT** **Date:**
Maria de Lourdes Cass
4/13/12

Report: R56REQ2 #36 400 545

81 BR NEW

# Purchase Requisition

## Office of the Purchasing Agent

**Cook County of Illinois**

Purchase Order Number 179314

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code
Business Unit 3350406
Internal Req Number 13350071
Board Apr Date & Item
Requisition Date 11/2/2011
Date Needed 11/2/2011

Requisition # OR 100133 Contract #

Open Date 3/14

CO 11/14/11

Ship To: 461699 Clerk of Circuit Court - Admn
Ck Cty Government Facility War
2323 S Rockwell St Rm 11
Chicago IL 60608-3712

Delivery Instructions:
2323 S Rockwell, Room 111
Attn: Sherri Kusek 603-5015

Supplier: 75192 Cherokee Printing & Services I
442 N Seymour
Mundelein IL 60060

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

| Line # | Commodity | Description | Bal. on Hand | Quantity | UOM | Est. Unit Cost | Extended Cost | Business Unit and Object Account |
|---|---|---|---|---|---|---|---|---|
| 1.000 | 615 | Bond Refund Envelope<br>Envelope - Size: 3-3/4' x 8" osd - 24lb - White Woven - Tint Black - window placement : 1-1/8 x 4 - Left: 3/4 - Bottom 1-3/8 - Blank<br>Must be inside delivery<br>Delivery Location:<br>Clerk of the Circuit Court<br>2323 S Rockwell, Room 111<br>Chicago, Illinois 60608<br>Attn: Kim Bass<br>Delivery Hours:<br>Monday through Friday<br>8:00am to 2:00pm<br>Requisition Number: 13350071 | < > | 85.00 | M | 35.2900 | 2,999.65 | 3350406.520495 |

Total of Items Ordered 2,999.65

PROCUREMENT
2011 NOV 16 AM 10:32
RECEIVED
OFFICE OF THE PURCHASING AGENT

CERTIFICATION

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

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

REQUISITIONER

BUREAU or DEPARTMENT HEAD 11/15/11

DOROTHY BROWN
CLERK OF THE CIRCUIT COURT

Richard J. Daley Center
Room 1001
Chicago, Illinois 60602
(312) 603-5030
FAX (312) 603-4557
www.cookcountyclerkofcourt.org

# OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

March 30, 2012

Maria de Lourdes Coss
Chief Procurement Officer
118 North Clark Street, Room 1018
Chicago, IL 60602

Dear Ms. Coss:

We have reviewed the bid tabulations for System Requisition #100133 (Internal Requisition #13350071), for bond refund envelopes and recommend award to the lowest qualified bidder meeting specifications, Accurate Forms and Supplies, in the amount of $2,086.75.

Thank you for your consideration in this matter.

Sincerely,

Dorothy Brown
Clerk of the Circuit Court

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 APR -5 AM 10:09
DOCUMENT CENTER

RETURN THIS QUOTATION TO:

# OFFICE OF THE PURCHASING AGENT
# COUNTY OF COOK

118 NORTH CLARK ST. ROOM 1018 CHICAGO, ILLINOIS 60602-1375

SEALED BIDS FOR THE FOLLOWING SUPPLIES AND/OR SERVICES WILL BE ACCEPTED AT THIS OFFICE UP TO 10:00 A.M.

**QUOTATION**

This is not an order - submit all quotations on this form.

| DATE | BUYER | BUYER PHONE | ORDER NO. | RESPOND BY | Quotes must be in Bid Box by 10:00 A.M. | Page 1 of 1 |
|---|---|---|---|---|---|---|
| 2/16/2012 | BEARD, BRENDA | 312 6035383 | 100133 OR | 3/14/2012 | | |

**Vendor Address**

Accurate Forms and Supplies
1550 Norwood Dr. Suite 412
Hurst TX 76054

**Product Delivery Point**

Clerk.of Circuit Court - Supplies
Ck Cty Government Facility Warehouse
2323 S Rockwell St Rm 111
Chicago IL 60608-3712

DELIVERY IN WORKING DAYS 18-20 Work DAYS
PHONE NUMBER 314-329-6193
SIGNED BY
(PLEASE PRINT) Kristie Campbell

## TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers a to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, s all terms and conditions endorsed hereon.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item Bidders cannot limit the acceptance of bid to less than 30 days.

Errors in Bid: Bidders are cautioned to verify their bids before submission. No bid may be withdrawn after it has been opened. In case of error in extension, unit price will govern.

Deliveries: Bid price must reflect any delivery charges to point designated. Title is to pass at delivery p

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtu exemption certificate #36-75-0038K, from Illinois Retailers' Occupation Tax, Municipal Retailers' Occpation
Tax and all Service Taxes.
In General: The prices quoted herin shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the descrition, it is not int that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

## INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following informati Order Number, Date and Time bid is to be opened. Mark envelope "BID". Vendor is responsible for having quotation in bid box before bid opening date and time.

| DESCRIPTION | QUANTITY ORDERED | UNIT OF MEASURE | UNIT PRICE | EXTENDED PRICE |
|---|---|---|---|---|
| Bond Refund Envelope<br>Envelope - Size: 3-3/4' x 8" osd - 24lb - White Woven - Tint Black - window placement : 1-1/8 x 4 - Left: 3/4 - Bottom 1-3/8 - Blank<br>Must be inside delivery<br>Delivery Location:<br>Clerk of the Circuit Court<br>2323 S Rockwell, Room 111<br>Chicago, Illinois 60608<br>Attn: Kim Bass<br>Delivery Hours:<br>Monday through Friday<br>8:00am to 2:00pm<br>Requisition Number: 13350071<br>The County Will Not Accept Over Or Under Runs For Printing.<br>It Is The Vendor's Responsibility To Print And Ship As Per Specification. | 85.00 | M | 24.55/M | 2086.75 |

OFFICE USE ONLY PURCHASE ORDER #

ADDITIONAL TERMS ON REVERSE SIDE

TOTAL 2086.75

**ENVELOPES**
**CLERK OF THE CIRCUIT COURT**
**DUE DATE: MARCH 14, 2012 at 10:00 AM**
**Q-100133 OR BRENDA BEARD**

| | VENDOR NAME | VENDOR ADDRESS | BID AMOUNT |
|---|---|---|---|
| 01. | World Spc Printing | Chgo., IL | 2,267.80 |
| 02. | A1 Business | Warren, MI | 3,058.30 |
| 03. | Montengro Paper | Roselle, IL | 2,577.20 |
| 04. | Husky Envelopes | Wallledt Lake, MI | 2,253.35 |
| 05. | Goldedge Supply | Glenview, IL | 2,116.50 |
| 06. | Accurate Forms | Hurst, TX | 2,086.75 |
| 07. | Jaden Graphic | Melissa, TX | 2,419.95 |
| 08. | Complete Pkg | Freeport, NY | 3,101.65 |
| 09. | Royal Graphic | Downers Grove, IL | 3,161.15 |
| 10. | | | |
| 11. | | | |
| 12. | | | |
| 13. | | | |
| 14. | | | |
| 15. | | | |
| 16. | | | |
| 17. | | | |
| 18. | | | |
| 19. | | | |

# BID TABULATION

**BID NAME:** ENVELOPES
**BID NUMBER:** 100133
**BID OPENING DATE:** Wednesday, March 14, 2012
**BID OPENING TIME:** 10:00AM
**BUYER NAME:** BRENDA BEARD

| | | | | VENDOR #1: | | VENDOR #2: | | VENDOR #3: | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | ACCURATE FORMS AND SUPPLIES | | GOLD EDGE SUPPLY, INC. | | HUSKY ENVELOPE | |
| ITEM # | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE | UNIT PRICE | TOTAL PRICE |
| 1 | Bond Refund Envelope | 85.00 | M | $24.55 | $2,086.75 | $24.90 | $2,116.50 | $26.51 | $2,253.35 |
| | Envelope - Size 3-3/4 x8" osci - 24lbs - White Woven - Tint Black -window placement : 1-1/8 x4 - Left:3/4 - Bottom 1-3/8 - Blank | | | | | | | | |
| | Must be inside delivery. | | | | | | | | |
| | | | | | $2,086.75 | | $2,116.50 | | $2,253.35 |

| ITEM # | DESCRIPTION | QUANTITY | UNIT | VENDOR #4: WORLD'S PRINTING UNIT PRICE | VENDOR #4: WORLD'S PRINTING TOTAL PRICE | VENDOR #5: JAYDEN GRAPHICS, INC. UNIT PRICE | VENDOR #5: JAYDEN GRAPHICS, INC. TOTAL PRICE | VENDOR #6: MONTENEGRO , LTD UNIT PRICE | VENDOR #6: MONTENEGRO , LTD TOTAL PRICE |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Bond Refund Envelope | 85.00 | M | $26.68 | $2,267.80 | $28.47 | $2,419.95 | $30.32 | $2,577.20 |
| | Envelope - Size 3-3/4 x8" osci - 24lbs - White Woven - Tint Black -window placement : 1-1/8 x4 - Left:3/4 - Bottom 1-3/8 - Blank | | | | | | | | |
| | Must be inside delivery. | | | | | | | | |
| | | | | | $2,267.80 | | $2,419.95 | | $2,577.20 |

| ITEM # | DESCRIPTION | QUANTITY | UNIT | VENDOR #7: A-1 BUSINESS PRODUCTS UNIT PRICE | VENDOR #7: A-1 BUSINESS PRODUCTS TOTAL PRICE | VENDOR #8: COMPLETE PACKAGING & SUPPLY, INC. UNIT PRICE | VENDOR #8: COMPLETE PACKAGING & SUPPLY, INC. TOTAL PRICE | VENDOR #9: ROYAL GRAPHICS PRINTING UNIT PRICE | VENDOR #9: ROYAL GRAPHICS PRINTING TOTAL PRICE |
|---|---|---|---|---|---|---|---|---|---|
| 1 | Bond Refund Envelope | 85.00 | M | $35.98 | $3,058.30 | $36.49 | $3,101.65 | $36.19 | $3,076.15 |
| | Envelope - Size 3-3/4 x8" osci - 24lbs - White Woven - Tint Black -window placement : 1-1/8 x4 - Left:3/4 - Bottom 1-3/8 - Blank | | | | | | | | |
| | Must be inside delivery. | | | | | | | | |
| 2 | Inside Delivery Charge | | | | | | | $85.00 | $85.00 |
| | | | | | $3,058.30 | | $3,101.65 | | $3,161.15 |