



**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  
 835070  
 A&H Lithoprint  
 2450 S 27th Ave  
 Broadview IL 60155

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

**PURCHASE ORDER NO.**  
**179320 - 000- OP**  
**REQUISITION NO.**  
 00100582 OR

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

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

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

DEPT NO	
3350406	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	SMALL OFFICIAL COURT CALENDAR 2012 SMALL Wall Calendar . PRINTING ONE COLOR COATED FRONT WHITE BOARD . FOR HANGING PURPOSES- DRILL ONE HOLE AT TOP 12 MONTHS ON THE FACE (ONE SHEET COVERS 12 MONTHS) . SIZE: 11" X 17" . BLEED ON 3 SIDES: -TOP -LEFT -RIGHT . WEIGHT: 10PT. C1S, WHITE . OVERALL SIZE: 10" X 16" . INK: PANTONE REFLEX BLUE U . THE FORMAT FOR THE CALENDAR CAN BE GIVEN TO THE VENDOR IN "PDF" FORMAT FILE DISKETTE . PROOF MUST BE SUBMITTED WITHIN 15 WORKING DAYS AFTER RECEIPT OF PDF FILE OR HARD COPY SAMPLE FROM THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY . To view a sample of 2011 calendars Please contact: DANNA E. HALL @ 312.603.7265 Purchasing Department	7,500.00 EA	.1460	1,095.00	1100.300356

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 and that the expenditure and is properly approved.  
**PURCHASING AGENT** Date: \_\_\_\_\_  
*Danna E. Hall*  
 12/22/11



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LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	<p>69 W. Washington, 25th floor</p> <p>*****PLEASE NOTE***** ALL PROOFS AND TYPESETTING TO BE Cook County, Description INCLUDED IN THE BID PRICE - MAY BE MINOR CHANGES AT NO COST TO THE CLERK OF THE CIRCUIT COURT - IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER CONTRACT.</p> <p>THE VENDOR MUST SUBMIT A PROOF PRIOR TO PRODUCTION. THE KEY PROOF MUST BE IDENTICAL TO THE FINAL PRODUCT IN LAYOUT, PAPER STOCK, SIZE, COLOR, ETC. A PROOF THAT IS NOT IDENTICAL TO THE FINAL PRODUCTS WILL BE REJECTED.</p> <p>APPROVAL TO PRINT WILL BE GIVEN TO VENDOR IN WRITING, UPON FINAL APPROVAL OF VENDOR PROOF.</p> <p>PROOFS MUST BE FORWARDED TO: OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY PURCHASING DEPARTMENT 69 W. WASHINGTON, 25TH FLOOR CHICAGO, IL 60602 ATTN: DANNA E. HALL 312.603.7265</p> <p>IT IS THE VENDORS RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS: 100 per box (75 boxes)</p> <p>DELIVERY TIME and LOCATION: 8:00AM - 2:00PM 2323 S. Rockwell, PRINTSHOP Chlcago, IL 60608 ATTN: Paul Teuscher</p> <p>Requisition: # 13350075</p>				
		*****	Total Order	*****	1,095.00

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

# 31,054 PA

BL News

Requisition # **OR 100582** Contract #

Open Date

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

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

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

Bid/Sole Src Code BSP 3350406  
Business Unit  
Internal Req Number 13350075  
Board Apr Date & Item  
Requisition Date 11/29/2011  
Date Needed 11/29/2011

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 SMALL OFFICIAL COURT CALENDAR < > 7500.00 EA .1460 1,095.00 3350406.520495

2012 SMALL Wall Calendar

PRINTING ONE COLOR  
COATED FRONT WHITE BOARD

FOR HANGING PURPOSES-  
DRILL ONE HOLE AT TOP  
12 MONTHS ON THE FACE  
(ONE SHEET COVERS 12 MONTHS)

SIZE: 11" X 17"

BLEED ON 3 SIDES:

-TOP

-LEFT

-RIGHT

WEIGHT: 10PT. C1S, WHITE

OVERALL SIZE: 10" X 16"

INK: PANTONE REFLEX BLUE U

### 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

*Spec OK to issue*  
*Dept has 3 quots*  
Purchase Order Number **179320**

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 100582** Contract #

Open Date

Ship To: 461331 Clerk of Circuit Court - Suppl

Delivery Instructions:

Supplier: 2999999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code BSP

Business Unit 3350406

Internal Req Number 13350075

Board Apr Date & Item

Requisition Date 11/29/2011

Date Needed 11/29/2011

2323 S Rockwell St Rm111  
Chicago IL 60608

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

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

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

To view a sample of 2011 calendars  
Please contact:  
DANNA E. HALL @ 312.603.7265  
Purchasing Department  
69 W. Washington, 25th floor

\*\*\*\*\*PLEASE NOTE\*\*\*\*\*

ALL PROOFS AND TYPESETTING TO BE  
INCLUDED IN THE BID PRICE - MAY BE  
MINOR CHANGES AT NO COST TO THE  
CLERK OF THE CIRCUIT COURT - IT IS  
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PRINT AND SHIP AS PER CONTRACT.

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ACCT #

DATE BY

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Cook County of Illinois

Requisition # **OR 100582** Contract #

Open Date

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSP  
Business Unit 3350406

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2323 S Rockwell St Rm 111  
Chicago IL 60608

Delivery Instructions:

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

Supplier: 299999

TEAM LEAD MAILBOX

Internal Req Number 13350075  
Board Apr Date & Item 11/29/2011  
Requisition Date 11/29/2011  
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PROOFS MUST BE FORWARDED TO:  
OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY  
PURCHASING DEPARTMENT  
69 W. WASHINGTON, 25TH FLOOR  
CHICAGO, IL 60602  
ATTN: DANNA E. HALL  
312.603.7265

IT IS THE VENDORS RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS: 100 per box (75 boxes)

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CCA

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PURCHASING USE ONLY

ACCT # \_\_\_\_\_

DATE \_\_\_\_\_ BY \_\_\_\_\_

REQUISITIONER

BUREAU or DEPARTMENT HEAD

# Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 100582** Contract #

Open Date

Ship To: 461331 Clerk of Circuit Court - Suppl

Delivery Instructions:

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Bid/Sole Src Code BSP

Business Unit 3350406

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Board Apr Date & Item

Requisition Date 11/29/2011

Date Needed 11/29/2011

CK Cty Government Facility War 69 W. Washington, 25th floo  
2323 S Rockwell St Rm 1111 Danna E. Hall 312.603.7265  
Chicago IL 60608

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Line # Commodity Description Bal. on Hand Quantity UOM Est. Unit Cost Extended Cost Business Unit and Object Account

DELIVERY TIME and LOCATION:

8:00AM - 2:00PM

2323 S. Rockwell, PRINTSHOP

Chicago, IL 60608

ATTN: Paul Teuscher

Requisition: # 13350075

Total of Items Ordered 1,095.00

### CERTIFICATION

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CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER



BUREAU or DEPARTMENT

ACCT #

DATE BY

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](http://www.cookcountyclerkofcourt.org)

OFFICE OF THE CLERK OF THE CIRCUIT COURT OF COOK COUNTY

December 13, 2011

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

Dear Ms. Coss:

Attached, please find a phone bid Internal Requisition #13350075  
(System # 100582) for 2012 At-A-Glance Wall Calendars.

The Clerk of the Circuit Court is requesting a phone bid for calendars due  
to the time-sensitive nature of this order to meet the distribution deadline.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Dorothy Brown", written over a horizontal line.

Dorothy Brown  
Clerk of the Circuit Court

RECEIVED  
CLERK OF THE CIRCUIT COURT  
COOK COUNTY, ILLINOIS  
DEC 13 2011

# QUOTATION



LITHO PRINT

"When the occasion to serve us  
makes it a best impression"

2450 S. 27<sup>th</sup> Ave.  
Broadview, IL 60155

We are pleased to submit for your consideration the estimate cost to produce the following items.

Description	At A Glance Calendar
Quantity	7,500
Size	16 X 10
Paper	10 Pt. C1S
Composition	None
Art	Disk
Plates	A&H/Direct to Plate
Proof	Epson
Printing	1/0
Finishing	Trim to size
Delivery	one local to Danna Hall
Cost	\$ 1095.00

Thank you for allowing us the opportunity to submit this quotation

Sincerely,  
Reggie Godfrey



Fidelity Print Communications  
 2829 S. 18th Avenue  
 Broadview, IL 60155  
 Main Phone 708-343-6833 / Fax 708-343-5061  
 Direct Phone 708-343-6833 x223  
[bernard.williams@fidelityprint.com](mailto:bernard.williams@fidelityprint.com)

November 17, 2011

Danna E. Hall  
 Clerk of the Circuit Court of Cook County  
 69 West Washington 25th Floor  
 Chicago, IL 60602

Phone: 312-603-7265  
 Fax: 847-316-8638  
 email: [dehall@cookcountycourt.com](mailto:dehall@cookcountycourt.com)

We are pleased to submit our quotation # FPC 2011/0502 based upon the following specifications:

- Description:** At-A-Glance Calendars  
Based on 1 version
- Size:** 11 X 17
- Quantity:** 7,500
- Preparatory:** Customer to supply locked files
- Proofs:** Fidelity to supply PDF Proof.
- Paper stock:** Fidelity Print to supply the following stock:  
10pt C1S
- Presswork:** 1/0 (Reflux Blue) Bleeds 3 sides
- Binding:** Trim, drill 1/4" hole, pack in cartons
- List Services:** ~~Case Certification, Delivery Point Validation, Distribution Analysis, Postal Presort, Format & Geographical Sequencing~~
- Packing:** Convenient cartons
- Delivery:** FOB Our Dock

	7,500
<b>Price:</b>	\$ 1,700.00
<b>Price per piece:</b>	\$ 0.23

**Additional Pricing:** ~~Extra plates required for version changes will be charged additionally.  
 Additional for Destination Mail Prep \$ 3.47/M  
 Postage and any required permits will be charged additionally.~~

Cordially,

*Randy Williams*

**Danna E. Hall**

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**From:** Uma Ravi <uma@thinkvariable.com>  
**Sent:** Monday, November 28, 2011 2:45 PM  
**To:** Danna E. Hall  
**Subject:** Re: pricing for At-A-Glance 2012 Calendars

Hi Danna, I received today the 11x17 sample calendar you mailed. Printing 7500 on 15pt cover white C1S calendars and mailing to your location will be \$ 2850.00. Please feel free to contact me if you may have any questions.

\*.38 cents\*

Best Regards,  
Uma Ravi  
630-837-3600x24

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On Tue, Nov 22, 2011 at 10:53 AM, Danna E. Hall <[dehall@cookcountycourt.com](mailto:dehall@cookcountycourt.com)> wrote:

AWESOME☺!!!!

DANNA E. HALL

Purchasing Analyst/Manager

312.603.7265, office

312.603.5013, fax

e-mail: [dehall@cookcountycourt.com](mailto:dehall@cookcountycourt.com)

Dorothy Brown

Clerk of the Circuit Court of Cook County

69 W. Washington, 25th floor

Chicago, IL 60602

Website: [www.cookcountyclerkofcourt.org](http://www.cookcountyclerkofcourt.org)

**From:** Uma Ravi [mailto:[uma@thinkvariable.com](mailto:uma@thinkvariable.com)]  
**Sent:** Monday, November 21, 2011 10:45 AM  
**To:** Danna E. Hall  
**Subject:** Re: pricing for At-A-Glance 2012 Calendars