



**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
835128

Husky Envelope Products
1225 E West Maple
Walled Lake MI 48390

DATE
3/9/2012
F.O.B. POINT

PURCHASE ORDER NO.
180434 - 000- OP
REQUISITION NO.
00101740 OR

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

SHIP TO Central Services - Offset Printshop
Ck Cty Government Facility Whse
2323 S Rockwell St 1st Flr
Chicago IL 60608

DELIVERY INSTRUCTIONS

Tom Kinney / Lisa Blandi 773-843-
6010

DEPT NO	
0110503	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Custom 24# white wove window envelope with black security tint. Envelope size: 9.5 Inches x 4.125 Inches Window size: 3 Inches x 1 Inches Location of window: 2(3/8)Inches from left side x 1(1/4)Inches from bottom Sample envelope to be provided upon request, vendor to provide proof to department prior to approval. Price to include inside delivery Delivery within (2)weeks of order placement. The county will not accept over or under runs for printing It is the vendor's responsibility to print and ship as per specification.	200.00 M	16.9800	3,396.00	0110503.530780
***** Total Order *****				3,396.00	

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
3/9/12

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

180434

81 Bk News

Requisition # OR 101740 Contract #

Open Date

Ship To: 8000051 Central Services - Offset Print
Ck City Government Facility Whs
2323 S Rockwell St 1st Flr
Chicago IL 60608

Supplier: 2899999 TEAM LEAD MAILBOX

Buyer Number 2899999 TEAM LEAD MAILBOX
Bid/Sole Src Code QSP
Business Unit 0110503
Internal Req Number 2011-0113
Board Apr Date & Item
Requisition Date 2/2/2012
Date Needed 2/2/2012

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
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1.000	645 Custom2# white wove window	<	>	200000.00 EA	.0300	6,000.00 0110503.530780
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Envelope size: 9.5 inches x 4.125 inches

Window size: 3 inches x 1 inches

Location of window: 2(3/8)inches from left side x 1(1/4)inches from bottom

Please no over runs or under runs.

Sample needed?

Delivery?

Can be part of a contract?

envelope

Total of Items Ordered 6,000.00

Recommended Supplier List:

A/B Number	Supplier Name
75719	Service Envelope Corp
82301	Murmane Paper Co
807256	Montenegro Paper
76611	Bebon Office Machines
82301	Murmane Paper Co
807256	Montenegro Paper

CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or division) and that the dept. no., account & activity numbers indicated above accurately reflect the activity in the 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 #

RECEIVED
OFFICE OF THE PURCHASING AGENT
COOK COUNTY ILLINOIS
FEB 2 2012

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD



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 3/1/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 101740 OR	RESPOND BY 3/9/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address

835128

Husky Envelope
1225 E. West Maple
Walled Lake MI 48390

Product Delivery Point

Central Services - Offset Printshop
 Ck Cty Government Facility Whse
 2323 S Rockwell St 1st Flr
 Chicago IL 60608

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' Occupation

Tax and all Service Taxes.
 In General: The prices quoted herein shall agree with all Federal Laws and Regulations.

Brand Names: Where brand names, model or part numbers are employed in the description, 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.

DELIVERY IN WORKING DAYS as Requested
 PHONE NUMBER (248) 624-7070 Ext 201
 SIGNED BY [Signature]
 (PLEASE PRINT) Rick Reske

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Custom24# white wove window envelope with black security tint. Envelope size: 9.5 inches x 4.125 inches Window size: 3 inches x 1 inches Location of window: 2(3/8)inches from left side x 1(1/4)inches from bottom Sample envelope to be provided upon request ,vendor to provide proof to department prior to approval. Price to include inside delivery Delivery within (2)weeks of order placement. The county will not accept over or under runs for printing It is the vendor's responsibility to print and ship as per specification.	200.00	M	16.98	3,396. ⁰⁰

OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	TOTAL
			3396. ⁰⁰

BID TABULATION

BID NAME: CUSTOM 24# ENVELOPES																					
BID NUMBER: 101740																					
BID OPENING DATE: 3/7/9/2012																					
BID OPENING TIME: 10:00AM																					
BUYER NAME: BRENDA BEARD																					
						VENDOR #1:															
						HUSKY ENVELOPE															
						VENDOR #2:															
						JAYDEN GRAPHICS, INC.															
						VENDOR #3:															
						MONTENGR0 PAPERS															
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Custom 24# white wove window envelope with black security tint. Envelope size 9.5 inches x 4.125 inches Window size: 3 inches x 1 inches. Location of window: 2 (3/8 inches from left side x 1 (1/4 inches from bottom. Sample envelope to be provided upon request, vendor to provide proof to department prior to approval. Prices to include inside delivery. Delivery within two (2) weeks of order placement. The county will not accept over or under runs for printing. It is the vendor's responsibility to print and ships per specification.	200.00	m	\$16.98	\$3,396.00	\$17.00	\$3,400.00	\$19.74	\$3,948.00												
					\$3,396.00		\$3,400.00		\$3,948.00												

