



**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**  
468747

JJ Collins Sons  
7125 Janes Ave STE 200  
Woodridge IL 60517-2321

**DATE**  
5/4/2012  
F.O.B. POINT

**PURCHASE ORDER NO.**  
181257 - 000- OP  
**REQUISITION NO.**  
00102629 OR

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

**SHIP TO** Board of Review (Tax Appeals)  
Cook County Building  
118 N. Clark Street RM 608  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Bruce Sutchar 312-603-3855

DEPT NO	
0501256	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	BOR Complaint Forms Printing of 2012 Real Estate Assessed Valuation Complaint Forms. N.C.R. PAPER ONLY - NO SUBSTITUTE THREE PARTS WITH STUB AT THE LEFT SIDE: Part 1: 8 1/2 Inch X 11 1/2Inch WHITE CB Part 2: 8 1/2 Inch X 11 1/2Inch PINK CB Part 3: 8 1/2 Inch X 11 1/2Inch CANARY CB MUST BE INSIDE DELIVERY WILL NOT ACCEPT OVER-RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP PER SPECIFICATIONS. NEED TWO (2) DELIVERY DATES: JUNE 12, 2012 NOVEMBER 26, 2012 PROOF MUST BE APPROVED BY DEPARTMENT PRIOR TO ORDER PLACEMENT.	250.00 M	47.2000	11,800.00	0501256.520495
***** Total Order *****				11,800.00	

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 la Cruz*  
5/10/12 RAR

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

181257

81 Bkr News

Requisition # **OR 102629** Contract #

Open Date

4/18

Ship To: 8000200 Board of Review (Tax Appeals)  
Cook County Building  
118 N. Clark Street RM 608  
Chicago IL 60602-1304

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code SSV  
Business Unit 0501256  
Internal Req Number 1150 0010  
Board Apr Date & Item  
Requestion Date 3/14/2012  
Date Needed 3/14/2012

One Time Purchase Yes No Covers Needed 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

1.000 966 BOR Complaint Forms < > 250.00 M 44.7500 11,187.50 0501256.520495

Printing of 2012 Real Estate Assessed Valuation  
Complaint Forms.  
N.C.R. PAPER ONLY - NO SUBSTITUTE  
THREE PARTS WITH STUB AT THE LEFT SIDE:  
Part 1: 8 1/2 Inch X 11 1/2 WHITE CB  
Part 2: 8 1/2 Inch X 11 1/2 PINK CB  
Part 3: 8 1/2 Inch X 11 1/2 CANARY CB  
MUST BE INSIDE DELIVERY  
WILL NOT ACCEPT OVER-RUNS FOR  
PRINTING. IT IS THE VENDORS  
RESPONSIBILITY TO PRINT AND SHIP PER  
SPECIFICATIONS.  
NEED TWO (2) DELIVERY DATES:  
JUNE 12, 2012  
NOVEMBER 26, 2012  
CONTACT BRUCE SUTCHAR @312-603-6649  
TO GET A SAMPLE AND FOR DELIVERY  
INFORMATION/QUESTIONS

Total of Items Ordered 11,187.50

### 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

Recommended Supplier List

A/B Number

Supplier Name

299999 TEAM LEAD MAILBOX

ACCT #

125501 of 2102

DATE

BY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

MICHAEL M. CABONARGI  
COMMISSIONER

DAN PATLAK  
COMMISSIONER

LARRY R. ROGERS, JR.  
COMMISSIONER



81 Bk  
**COOK COUNTY  
BOARD OF REVIEW**

**ERNESTINE POINTER**  
SECRETARY OF THE BOARD

118 NORTH CLARK STREET  
ROOM 608, COUNTY BUILDING  
CHICAGO, ILLINOIS 60602  
TEL: (312) 603-3855  
FAX: (312) 603-3643

April 27, 2012

Maria De Lourdes Coss, MPA, CPPO  
Purchasing Agent  
118 N. Clark Street – Room 1018  
Chicago, Illinois 60602

Re: Internal Requisition Number: 0R 102629

Dear Ms. De Lourdes Coss:

I have reviewed the tabulations for requisition # 102629 and recommend that we award the job to the lowest qualified bidder; which is JJ Collins in the amount of \$11,800. This amount will be deducted from our external Printing and Publishing Account 240. If you need any additional information, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Ernestine Pointer".

Ernestine Pointer  
Secretary of the Board

Enclosures

CC: Commissioner Cabonargi  
Commissioner Patlak  
Commissioner Rogers  
Chief Deputy Commissioner Nyhan

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2012 APR 27 PM 5:37  
PROCUREMENT



Printed on Recycled Paper



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 4/5/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 102629 OR	RESPOND BY 4/20/2012	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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**Vendor Address** 468747  
JJ Collins Printers  
7125 JAMES AVE SUITE 200  
WOODRIDGE, IL 60517

**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.

**Product Delivery Point**  
 Board of Review (Tax Appeals)  
 Cook County Building  
 118 N. Clark Street RM 608  
 Chicago IL 60602-1304

DELIVERY IN WORKING DAYS PER SPECIFICATIONS  
 PHONE NUMBER 630-737-9412  
 SIGNED BY Michael Perron  
 (PLEASE PRINT) MICHAEL PERRON

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
BOR Complaint Forms Printing of 2012 Real Estate Assessed Valuation Complaint Forms. N.C.R. PAPER ONLY - NO SUBSTITUTE THREE PARTS WITH STUB AT THE LEFT SIDE: Part 1: 8 1/2 Inch X 11 1/2inch WHITE CB Part 2: 8 1/2 Inch X 11 1/2inch PINK CB Part 3: 8 1/2 Inch X 11 1/2inch CANARY CB MUST BE INSIDE DELIVERY WILL NOT ACCEPT OVER-RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP PER SPECIFICATIONS. NEED TWO (2) DELIVERY DATES: JUNE 12, 2012 NOVEMBER 26, 2012 TO GET A SAMPLE CONTACT BRENDA BEARD @312-603-5383 PROOF MUST BE APPROVED BY DEPARTMENT PRIOR TO ORDER PLACEMENT.	250.00	M	47.20/ea	\$11,800.00
OFFICE USE OR PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		<b>TOTAL</b> 11,800.00	

*PBB*  
*4/22/12*

## BID TABULATION

BID NAME: BOR COMPLAINT FORMS													
BID NUMBER: 102629													
BID OPENING DATE: Friday, April 20, 2012													
BID OPENING TIME: 10:00AM													
BUYER NAME: BRENDA BEARD													
								VENDOR #1:					
								VENDOR #2:					
								VENDOR #3:					
ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE								
1	BOR Complaint Forms Printing of 2012 Real Estate Assessed Valuation Complaint Forms. N.C.R. PAPER ONLY - NO SUBSTITUTE THREE PARTS WITH STUB AT THE LEFT SIDE: Part 1: 8 1/2 Inch x 11 1/2 Inch White CB Part 2: 8 1/2 Inch x 11 1/2 Inch Pink CB Part 3: 8 1/2 Inch x 11 1/2 Inch Canary CB MUST BE INSIDE DELIVERY WILL NOT ACCEPT OVER-RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP PER SPECIFICATIONS. NEED TWO (2) DELIVERY DATES: JUNE 12, 2012, NOVEMBER 12, 2012 TO GET A SAMPLE CONTACT BRENDA BEARD @ (312) 603- 5383. PROOF MUST BE APPROVED BY DEPARTMENT PRIOR TO ORDER PLACEMENT.	250.00	M	\$47.20	\$11,800.00	\$47.95	\$11,987.50	\$48.90	\$12,225.00				
					\$11,800.00				\$11,987.50				\$12,225.00



ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	TVP COLOR GRAPHICS		VENDOR #7:	
1	BOR Complaint Forms Printing of 2012 Real Estate Assessed Valuation Complaint Forms. N.C.R. PAPER ONLY - NO SUBSTITUTE THREE PARTS WITH STUB AT THE LEFT SIDE: Part 1: 8 1/2 Inch x 11 1/2 inch White CB Part 2: 8 1/2 Inch x 11 1/2 inch Pink CB Part 3: 8 1/2 Inch x 11 1/2 inch Canary CB MUST BE INSIDE DELIVERY WILL NOT ACCEPT OVER-RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP PER SPECIFICATIONS. NEED TWO (2) DELIVERY DATES: JUNE 12, 2012, NOVEMBER 12, 2012 TO GET A SAMPLE CONTACT BRENDA BEARD @ (312) 603- 5383. PROOF MUST BE APPROVED BY DEPARTMENT PRIOR TO ORDER PLACEMENT.	250.00	M	\$75.75	\$18,937.50				
					\$18,937.50				