



**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
82352

ACCO Brands USA LLC
PO Box 203412
Dallas TX 75320-3412

DATE
8/6/2012
F.O.B. POINT

PURCHASE ORDER NO.
182429 - 000- OP
REQUISITION NO.
00103837 OR

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

SHIP TO Highways - Admin. & Tech. Reproduction
Cook County Administration Offices
69 W. Washington Street RM2235
Chicago IL 60602-3007

DELIVERY INSTRUCTIONS
Robert Spelich 312-603-1775

| | |
|---------|-------------|
| DEPT NO | |
| 5001389 | Page 1 of 1 |

| LINE | FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE | QUANTITY/ UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|---|---------------|------------|----------------|----------------|
| 1.00 | 1569700A Frost Covers 11x8 1/2 county seal, salmon | 300.00 EA | 1.1900 | 357.00 | 5001389.530705 |
| 2.00 | 1569700B Frost Covers 11x8 1/2 county seal, sky blue | 550.00 EA | 1.1900 | 654.50 | 5001389.530705 |
| 3.00 | 1569700C Frost Covers 11x8 1/2 county seal, clear | 330.00 EA | 1.1900 | 392.70 | 5001389.530705 |
| 4.00 | 1569700D Back Covers 11x8 1/2 comb compatible, salmon | 330.00 EA | 1.4900 | 491.70 | 5001389.530705 |
| 5.00 | 1569700E Back Covers 11x8 1/2 comb compatible, sky blue | 550.00 EA | .9900 | 544.50 | 5001389.530705 |
| 6.00 | 9742455G Back Covers 11x8 1/2 comb compatible, charcoal | 1.00 EA | 38.0000 | 38.00 | 5001389.530705 |
| 7.00 | 7301000 GBC PB2600 comb binder for gbc magnapunch | 1.00 EA | 1,403.0000 | 1,403.00 | 5001389.530705 |
| 8.00 | 7707020 combBind die for gbc magnapunch | 1.00 EA | 811.0000 | 811.00 | 5001389.530705 |
| 9.00 | 4000121G 1-1/8" white gbc combBind combs box of 100 | 2.00 BX | 18.5300 | 37.06 | 5001389.530705 |
| 10.00 | 4200001G 1-1/4" white gbc combBind combs box of 100 | 2.00 BX | 30.4500 | 60.90 | 5001389.530705 |
| 11.00 | 4200007G 1-1/2" white gbc combBind combs box of 100 | 2.00 BX | 16.7700 | 33.54 | 5001389.530705 |
| 12.00 | 4200013G 1-3/4" white gbc combBind combs box of 50 | 2.00 BX | 18.0000 | 36.00 | 5001389.530705 |
| ***** Total Order ***** | | | | 4,859.90 | |

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 Rodriguez-Cor*

8/8/12 BA

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

182429 OP

13 BR new

8-6-12
JC

Requisition # **OR 103837** Contract # _____ Open Date _____

Ship To: 8000432 Highways - Admin. & Tech. Repr
Cook County Administration Off
69 W. Washington Street
Chicago IL 60602-3007

Delivery Instructions: Robert Spelich 312-603-1775

Supplier: 82352 General Binding Corporation
PO Box 203412
Dallas TX 75320-3412

Buyer Number 724151 Supervisor 50
Bid/Sole Src Code SSV
Business Unit 5001389
Internal Req Number 125003306
Board Apr Date & Item
Requisition Date 5/21/2012
Date Needed 5/21/2012

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 |
|--------|-----------------------------------|---------------------------|----------|--------|----------------|---------------|----------------------------------|
| 1.000 | 655 1569700A Frost Covers 11x81/2 | county seal, salmon | < > | 300.00 | EA | 1.1900 | 357.00 5001389.530705 |
| 2.000 | 655 1569700B Frost Covers 11x81/2 | county seal, sky blue | < > | 550.00 | EA | 1.1900 | 654.50 5001389.530705 |
| 3.000 | 655 1569700C Frost Covers 11x8/12 | county seal, clear | < > | 330.00 | EA | 1.1900 | 392.70 5001389.530705 |
| 4.000 | 655 1569700D Back Covers 11x81/2 | comb compatible, salmon | < > | 330.00 | EA | 1.4900 | 491.70 5001389.530705 |
| 5.000 | 655 1569700E Back Covers 11x81/2 | comb compatible, sky blue | < > | 550.00 | EA | .9900 | 544.50 5001389.530705 |
| 6.000 | 655 9742455G Back Covers 11x8/12 | comb compatible, charcoal | < > | 1.00 | EA | 38.0000 | 38.00 5001389.530705 |
| 8.000 | 655 7301000 GBC PB2600 comb | binder for gbc magnapunch | < > | 1.00 | EA | 1,403.0000 | 1,403.00 5001389.530705 |
| 9.000 | 655 7707020 combBind die for | gbc magnapunch | < > | 1.00 | EA | 811.0000 | 811.00 5001389.530705 |
| 18.000 | 655 4000121G 1-1/8" white gbc | combBind combs box of 100 | < > | 2.00 | BX | 18.5300 | 37.06 5001389.530705 |
| 19.000 | 655 4200001G 1-1/4" white gbc | combBind combs box of 100 | < > | 2.00 | BX | 30.4500 | 60.90 5001389.530705 |

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

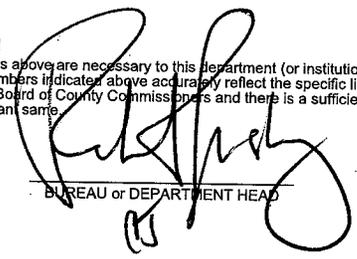
PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

REQUISITIONER

BUREAU or DEPARTMENT HEAD



Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 103837** Contract # _____ Open Date _____

Ship To: 8000432 Highways - Admin. & Tech. Repr
 Cook County Administration Off
 69 W. Washington Street
 Chicago IL 60602-3007

Delivery Instructions: Robert Spelich 312-603-1775

Supplier: 82352 General Binding Corporation
 PO Box 203412
 Dallas TX 75320-3412

Buyer Number 724151 Supervisor 50
 Bid/Sole Src Code SSV
 Business Unit 5001389
 Internal Req Number 125003306
 Board Apr Date & Item
 Requisition Date 5/21/2012
 Date Needed 5/21/2012

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

| Line # | Commodity Description | Description | Bal. on Hand | Quantity | UOM | Est. Unit Cost | Extended Cost | Business Unit and Object Account |
|-------------------------------|-----------------------|---------------------------|--------------|----------|-----|----------------|-----------------|----------------------------------|
| 20.000 | 655 | 4200007G 1-1/2" white gbc | < > | 2.00 | BX | 16.7700 | 33.54 | 5001389.530705 |
| 21.000 | 655 | 4200013G 1-3/4" white gbc | < > | 2.00 | BX | 18.0000 | 36.00 | 5001389.530705 |
| Total of Items Ordered | | | | | | | 4,859.90 | |

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



DOCUMENT FINISHING GROUP

Bruce Romond – Key Account Representative
19 S. LaSalle St. Ste 503
Chicago, IL 60603
Tel 847.571.0725
Fax 312.251.1206
www.GBCconnect.com
bruce.romond@gbc.com

July 10, 2012

Mr. Robert Spelich
Cook County Highway Department
69 W Washington St. RM 2400
CHICAGO, IL 60602

Dear Mr. Spelich:

Thank you for your interest in a new MagnaPunch die for your existing GBC MagnaPunch. GBC is the manufacturer of your existing MagnaPunch and we are the sole providers of dies for the machine as well.

Also, as we had discussed, it is important to use the proper covers with this punch so that the machine does not jam. Our frost covers are designed with punching in mind and are warranted to be safe for the MagnaPunch.

Please let me know if you have any questions regarding this.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bruce Romond', is written over a faint, larger version of the same signature.

Bruce Romond
Key Account Representative
GBC Document Finishing Division



**Cook County
Office of the Purchasing Agent**

RECEIVED
 OFFICE OF THE
 PURCHASING AGENT
 2012 JUN -6 PM 4:03
 BOOKKEEPING

Sole Source Justification

| | |
|------------------------------|---------------------------------------|
| General Information | Date: Jun 4, 2012 |
| Unit/Department: 500/Highway | Phone No. 312-603-1775 |
| Contact Name: Robert Spelich | email Robert.Spelich@cookcountyil.gov |

| | |
|--|------------------------|
| Vendor Information | Requisition No. 103837 |
| Name: GBC | Purchase Order No. |
| Address: 19 South LaSalle Street Suite 503 Chicago, Illinois 60603 | Contract No. |

Description. Please provide a description of the goods or services required, the duration or frequency of the requirement, and where will the services or goods be delivered.

The equipment and supplies specified in the requisition facilitate binding and finishing plan specifications and contract books for the purpose of letting highway improvement projects. The equipment will accommodate smaller print runs with less setup, saving time and resources, minimizing the burden on the Digital Graphics Department. This purchase supports the Administration's initiative to reduce paper consumption.

Type. Please select one of the options and explain below.

Single Source
 Proprietary/Copyright Restrictions
 Equipment Compatibility
 Patented Product
 Exclusive or Unique Capability
 Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?

The specified die is for an existing GBC machine purchased by the Department to produce an unrelated publication. The die is solely provided by GBC and will allow for the publication of a wider variety of documents without the need to purchase new, stand alone, single purpose equipment. The supplies specified are specific and customized to the requirements of the equipment and the needs of the Department.

Due Diligence. Describe the due diligence performed that led to the conclusion that this is a sole source.

Enhancing the capabilities of the existing equipment, provided solely by the vendor, will eliminate the need to purchase single purpose equipment at a higher cost. Combining the customized media within the requisition guarantees compatibility with the existing GBC equipment.

Department Recommendation

| | |
|-------------------------------------|--------------|
| Requestor: | Date: |
| Department Head: <i>[Signature]</i> | Date: 6/5/12 |

Purchasing Agent Approval

| | |
|-------------------------------|---------------|
| Signature: <i>[Signature]</i> | Date: 8/10/12 |
|-------------------------------|---------------|



QUOTATION

ACCO BRANDS INC.
300 Tower Parkway
Lincolnshire, IL 60069

*Proposal may not include all tax and freight charges
**Custom product quantity may be +/- 10% unless otherwise noted
Visit our web site at www.gbconnect.com today !

Cust #: 91163 Customer Ref: Contact: Bob Spelich
Quote #: 5002 Processed By: Quote Date: 5/18/2012 Phone#: (312) 603-1336

Bill To : HIGHWAYS-ADMIN & FISCAL MGT-269933
69 W WASHINGTON ST RM 2400
CHICAGO, IL 60602
Ship To : COOK COUNTY HIGHWAY - MAP DIVISION
69 W WASHINGTON ST RM 2235
CHICAGO, IL 60602
ATTN: Bob Spelich

| Product Code | Product Description | UM | QTY** | Unit Price* | Extended Price |
|--------------|--|---------|-------|-------------|----------------|
| 1569700A | Frost Covers 11" x 8 1/2", County Seal, Salmon | EA | 300 | \$ 1.19 | \$ 357.00 |
| 1569700B | Frost Covers 11" x 8 1/2", County Seal, Sky Blue | EA | 550 | \$ 1.19 | \$ 654.50 |
| 1569700C | Frost Covers 11" x 8 1/2", County Seal, Clear | EA | 330 | \$ 1.19 | \$ 392.70 |
| 1569700D | Back Covers 11" x 8 1/2" Comb Compatible, Salmon | EA | 330 | \$ 1.49 | \$ 491.70 |
| 1569700E | Back Covers 11" x 8 1/2" Comb Compatible, Sky Blue | EA | 550 | \$ 0.99 | \$ 544.50 |
| 9742455G | Back Covers 11" x 8 1/2" Comb Compatible, Charcoal | Box/200 | 1 | \$ 38.00 | \$ 38.00 |
| 7301000 | GBC PB2600 Comb Binder for GBC MagnaPunch | EA | 1 | \$ 1,403.00 | \$ 1,403.00 |
| 7707020 | CombBind™ Die for GBC MagnaPunch | EA | 1 | \$ 811.00 | \$ 811.00 |
| 4000121G | 1-1/8" White GBC CombBind Combs | Box/100 | 2 | \$ 18.53 | \$ 37.06 |
| 4200001G | 1-1/4" White GBC CombBind Combs | Box/100 | 2 | \$ 30.45 | \$ 60.90 |
| 4200007G | 1-1/2" White GBC CombBind Combs | Box/100 | 2 | \$ 16.77 | \$ 33.54 |
| 4200013G | 1-3/4" White GBC CombBind Combs | Box/50 | 2 | \$ 18.00 | \$ 36.00 |

TOTAL: \$ 4,859.90

IF YOU HAVE QUESTIONS REGARDING THIS DOCUMENT CONTACT YOUR SALES REPRESENTATIVE

Estimated Production Time: 10 working days

SALES REP: Romond, Mr. Bruce cell: 847 571-0725
bruce.romond@gbc.com

PAGE: 1 of 1



Purchase Approval

I authorize the purchase of the associated proposal with the PO# and/or the below

CUSTOMER APPROVAL: _____ Print Name: _____

Purchase Order Number: _____ Date: _____

Nicki Cannatello (Bureau of Finance)

From: Romond, Bruce <Bruce.Romond@GBC.com>
Sent: Monday, August 06, 2012 2:22 PM
To: Robert Spelich (Highway); Nicki Cannatello (Bureau of Finance)
Subject: RE: Order #103837 OR

The quotations from GBC for the CombBind project are still valid.

Thanks for checking.

Regards,

Bruce

Bruce Romond - Key Account Representative GBC
19 S. LaSalle St. Ste 503
Chicago, IL 60603
cell: 847 571-0725; fax: 312 251-1206
email: bruce.romond@gbc.com

From: Robert Spelich (Highway) [robert.spelich@cookcountyil.gov]
Sent: Monday, August 06, 2012 2:20 PM
To: Romond, Bruce; Nicki Cannatello (Bureau of Finance)
Subject: FW: Order #103837 OR

Bruce,

Could you email me back (and cc Nicki) stating that the quotations for the CombBind project are still valid? This is required after 30 days of receipt of the original quote.

Thank you.
-Bob Spelich

From: Nicki Cannatello (Bureau of Finance)
Sent: Monday, August 06, 2012 2:13 PM
To: Robert Spelich (Highway)
Subject: Order #103837 OR

Bob,

Good afternoon.

Pursuant to our conversation, please verify with GBC Finishing Group that the prices provided on Quotation #5002 (copy attached) are still valid.

Should you have any questions, feel free to contact me.

Nicki A. Cannatello
Office of the Chief Procurement Officer/118 North Clark Street, Room 1018/Chicago, Illinois 60602