



**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  
6/14/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
181815 - 000- OP  
REQUISITION NO.  
00104279 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 Ginsburg - 312-603-1787

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	63" vertical board cutter	1.00 EA	1,799.0000	1,799.00	5001389.530705
***** Total Order *****				1,799.00	

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*

7/21/12 BA

THE BOARD OF COMMISSIONERS  
TONI PRECKWINKLE  
PRESIDENT



COOK COUNTY  
BUREAU OF ADMINISTRATION  
DEPARTMENT OF HIGHWAYS

John Yonan, P.E.

Superintendent

George W. Dunne Cook County Office Building  
69 West Washington Street 23<sup>rd</sup> Floor  
Chicago, Illinois 60602-3007  
Telephone (312) 603-1601  
Fax (312) 603-9945

EARLEAN COLLINS	1 <sup>st</sup> Dist.	PETER N. SILVESTRI	9 <sup>th</sup> Dist.
ROBERT STEELE	2 <sup>nd</sup> Dist.	BRIDGET GAINER	10 <sup>th</sup> Dist.
JERRY BUTLER	3 <sup>rd</sup> Dist.	JOHN P. DALEY	11 <sup>th</sup> Dist.
WILLIAM M. BEAVERS	4 <sup>th</sup> Dist.	JOHN A. FRITCHEY	12 <sup>th</sup> Dist.
DEBORAH SIMS	5 <sup>th</sup> Dist.	LAWRENCE SUFFREDIN	13 <sup>th</sup> Dist.
JOAN PATRICIA MURPHY	6 <sup>th</sup> Dist.	GREGG GOSLIN	14 <sup>th</sup> Dist.
JESUS G. GARCIA	7 <sup>th</sup> Dist.	TIMOTHY O. SCHNEIDER	15 <sup>th</sup> Dist.
EDWIN REYES	8 <sup>th</sup> Dist.	JEFFREY R. TOBOLSKI	16 <sup>th</sup> Dist.
		ELIZABETH ANN DOODY GORMAN	17 <sup>th</sup> Dist.

July 17, 2012

Ms. Maria De Lourdes Coss  
Cook County Purchasing Agent  
118 N. Clark Street – Room 1018  
Chicago, Illinois 60602

RE: Sole Source Requisition  
Internal Requisition No. 104279  
Business Unit: 5001389  
Object Account No. 530705  
Fiscal Impact: \$1,799.00

Dear Ms. Coss:

The Highway Department requests that a Small Purchase order be issued to General Binding in the amount of \$1,799.00.

Reason: After obtaining bids from three (3) different vendors, General Binding was the lowest bidder for the 63" vertical board cutter.

Your approval and processing would be greatly appreciated.

Sincerely,

Robert Ginsburg, Administrative Director  
Department of Highways

For: John Yonan, P.E.  
Superintendent of Highways  
Cook County, Illinois

# COOK COUNTY AWARD CHECKLIST FOR BIDS/RFP'S

**IMPORTANT:** PLEASE READ AND FOLLOW THE INSTRUCTIONS FOR COMPLETING THE AWARD CHECKLIST AND CONTACT THE APPROPRIATE DEPUTY P.A. IF YOU HAVE ANY FURTHER QUESTIONS. ALL INFORMATION SHOULD BE COMPLETED AND RETAINED IN THE PROCUREMENT FILE.

Bids Report Date
Permission to Negotiate Date
Contracts and Bonds Date

Project Description: Blades + Cutter

Vendor: <u>Gen. Binding</u>	Award Amount: <u>1,799.00</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>104279</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>BRuce</u>	Department:
Telephone: <u>847 571-0225</u>	Fax #:	Email:

Funding Type:  Institutional  State  Federal Grant  Other:

\*IF GRANT FUNDED, ATTACH COPY OF THE APPROVED GRANT AND APPLICATION AND ANY OTHER TERMS AND CONDITIONS OF FUNDING SOURCE THAT MAY APPLY. GRANT FUNDS MUST BE \_\_\_\_\_ COMMITTED OR \_\_\_\_\_ SPENT BY DEADLINE: \_\_\_\_\_ (DATE)

**COMPETITIVE SEALED BIDS**

<input type="checkbox"/> Board's Permission to Advertise	<input checked="" type="checkbox"/> Detailed Bid Tabulation	<input checked="" type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input checked="" type="checkbox"/> Inventory Checklist	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Sealed Bid Document	<input type="checkbox"/> Surety Statement	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Legal Ad (if applicable)	<input type="checkbox"/> Insurance Certificate/Waiver	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Payment /Performance Bond	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Bid Notification Letters/Email	<input type="checkbox"/> Unconditional Price Reduction	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Recommended Awardees' Bid	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Department Recommendation Letter	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Preliminary Bid Tabulation	<input type="checkbox"/> Contract Compliance Letter	

**REQUEST FOR PROPOSALS**

<input type="checkbox"/> Scope of Services	<input type="checkbox"/> Bid Deposit/Bid Bond	<input type="checkbox"/> Payment Bond/Performance Bond
<input type="checkbox"/> RFP Document	<input type="checkbox"/> Preliminary RFP Tabulation	<input type="checkbox"/> Legal Review
<input type="checkbox"/> Appendix: Scope of Services	<input type="checkbox"/> Inventory Checklist	<input type="checkbox"/> 3 Vendor Signed Contracts
<input type="checkbox"/> Appendix: Schedule of Compensation	<input type="checkbox"/> RFP Evaluation Matrix	<input type="checkbox"/> Contract Compliance Letter
<input type="checkbox"/> Appendix: EDS	<input type="checkbox"/> RFP Pricing Analysis Matrix: Pre-BAFO <input type="checkbox"/> Post-BAFO <input type="checkbox"/>	<input type="checkbox"/> Child Support Verification
<input type="checkbox"/> Appendix: Misc. Attachments	<input type="checkbox"/> RFP Best and Final Offer (BAFO) Letters #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> OIG/EPLS/IL Secretary State
<input type="checkbox"/> Appendix: Contract	<input type="checkbox"/> Committee Recommendation Letter	<input type="checkbox"/> Fee Collecting Agencies Approval
<input type="checkbox"/> Appendix: Board Approval	<input type="checkbox"/> Dept. Recommendation Letter	<input type="checkbox"/> Ethics Verification
<input type="checkbox"/> M/WBE Vendor Outreach List	<input type="checkbox"/> Economic Disclosure Statement	<input type="checkbox"/> Economic Disclosure Statement
<input type="checkbox"/> RFP Notification Letters/Email	<input type="checkbox"/> Recommended Awardees' Technical and Pricing Proposal	<input type="checkbox"/> Bids Report and Contracts and Bonds Approval
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: [Signature] Date: 6/25 Deputy P.A.: [Signature] Date: 7/21/12

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

181815

8134 W

Requisition # **OR 104279** 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 Ginsburg - 312-603-1787

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

Buyer Number 724151 Supervisor 500  
Bid/Sole Src Code SSP 5001389  
Business Unit 125003310  
Internal Req. Number  
Board Apr Date & Item 6/12/2012  
Requisition Date 6/12/2012  
Date Needed

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

1,000 545 63" vertical board cutter and 1 box of blades < > 1.00 EA 1,834.0000 1,834.00 5001389.530705

Total of Items Ordered 1,834.00

ROOM LEPPING  
2012 JUN 12 PM 3:51  
PURCHASING ROOM

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.

CERTIFICATION

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU DEPARTMENT HEAD

ACCT #

DATE

BY



# 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](http://www.gbconnect.com) today !

Cust #: 91163 Customer Ref: Contact: Bob Spelich  
Quote #: 5002 Processed By: Quote Date: 7/16/2012 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
1737070	GBC ProCut™ 63" Vertical Board Cutter	EA	1	\$ 1,799.00	\$ 1,799.00

*7/18/12  
PER MR BRUCE  
SHIPPING IS INCLUDED*

TOTAL: \$ 1,799.00

IF YOU HAVE QUESTIONS REGARDING THIS DOCUMENT

Estimated Production Time: 10 working days  
SALES REP: Romond, Mr. Bruce cell:  
[bruce.romond@gbc.com](mailto:bruce.romond@gbc.com)

**Purchase Approval**  
I authorize the purchase of the associated pr

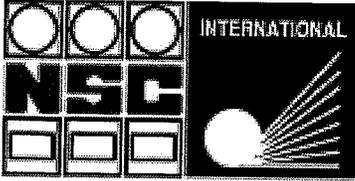
CUSTOMER APPROVAX: \_\_\_\_\_

Purchase Order Number: \_\_\_\_\_

Date: \_\_\_\_\_



PAGE: 1 of 1



ALL CUSTOM CAN  
RECEIVE A PLUS  
OR MINUS 10%  
AND BE CHARGED  
ACCORDINGLY

# QUOTE

7090 Central Ave.  
Hot Springs, AR 71913  
**1.800.643.1520 x 135 FX: .800.960.2727**  
Webb Site: [www.binding.com](http://www.binding.com)  
e-mail: [mbarbar@nsc.ebsco.com](mailto:mbarbar@nsc.ebsco.com)

June 4, 2012

**TO:** Robert Spelich  
**WITH:** Cook County Govt

**QUOTE EXPIRES:  
10 DAYS**

<b>Excalibur 1000X</b>	<b>63 inch Vertical Cutter</b>	
	<b>Part #0020589EX1000X</b>	<b>\$2146.50</b>
<b>Approximate shipping to Chicago, IL</b>		<b>\$ 98.00</b>

**TERMS:** Net 10 or all major credit cards

**ORDERS ARE SHIPPED PREPAID AND CHARGES ARE  
ADDED TO THE INVOICE UNLESS OTHERWISE STATED.  
FOB ORIGIN**

Mary Barbar  
Account Manager



# QUOTE

UPC VENDOR	QUOTE DATE	ORDER NO.
000000	06/05/12	4072657-00
P.O. NO.		PAGE #
QUOTE		1

CUST.# 17000350  
 SHIP TO: COOK COUNTY HIGHWAY DEPT.  
 69 W. WASHINGTON  
 STE 2235  
 CHICAGO, IL 60602

CORRESPONDENCE TO: Pitman An Agfa Company (1700)  
 221 Covington Drive  
 630-351-7045  
 Bloomingdale, IL60108

BILL TO: COOK COUNTY HIGHWAY DEPT.  
 69 W. WASHINGTON  
 STE 2235  
 CHICAGO, IL 60602

INSTRUCTIONS		TERMS
ROBERT SPELICH		Credit Card
SHIP POINT	SHIP VIA	SHIPPED
Pitman An Agfa Company (1700)		

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QTY. SHIPPED	QTY. U/M	UNIT PRICE	AMOUNT (NET)
1	5490-60376 KCT 63" Excalibur5000 EA Cutter/Trimmer	1			each	3099.28	2673.13
1	Lines Total					Total	2673.13
						Trans Fee	66.83
						Taxes	<del>212.35</del>
						Invoice Total	2952.31

*Handwritten:* 2,739.96  
 6/22/12

Last Page

Last Page



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Bids Report Date:
Permission to Negotiate Date:
Contracts and Bonds Date:

Project Description: <u>BEARING</u>		
Vendor: <u>JOHNSON PIPE</u>	Award Amount: <u>1,176-40</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>104490</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>JEFF</u>	Department:
Telephone: <u>773 927-2427</u>	Fax #:	Email:

Funding Type:  Institutional  State  Federal Grant  Other:

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<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # <u>      </u> <input type="checkbox"/>	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: BB Date: 7/19/12 Deputy P.A.: Brenda V. Krupar Date: 7/21/12  
 Rev. [6/3/2011]