



**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.

DATE
7/17/2012
F.O.B. POINT

PURCHASE ORDER NO.
182162 - 000- OP
REQUISITION NO.
00104776 OR

PURCHASE ORDERED ISSUED TO
468747

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

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

SHIP TO Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 2600
CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS
DAVID SMID (312) 603-3083 50
W. WASHINGTON, 2600A, 60602

DEPT NO	
3100809	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>Jury Summons Forms 28 lb. Ledger Paper 8-1/2" W x 11"L Long Grain Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter Color: White Brightness - 92 minimum Finish: smooth Horizontal micro-perforation 5-1/2" inches from bottom Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer. Blank sheet - no printing Packaged 2000 sheets per carton, total 300,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom Vendors are required to submit 500 samples of the paper they are offering to the Office of the Chief Judge for testing purposes. These samples must be identical to the final product (including perforation) that the vendor is offering.</p>	300.00 M	14.5000	4,350.00	3100809.530750

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.

I hereby certify that this purchase is in agreement with the requisition on file authorizing the expenditure and is properly approved.

PURCHASING AGENT

Maria de la Cruz
Date: 7/18/12 BA

Authorized Signature: _____

Date: _____

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number
182162 *CP*

7-17-12
re

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code
Business Unit 3100809

Internal Req Number 23100032
Board Apr Date & Item
Requisition Date 7/17/2012
Date Needed 7/17/2012

Requisition # **OR 104776** Contract # _____ Open Date _____

Ship To: 8000461 Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Supplier: 468747 JJ Collins Sons
7125 Janes Ave STE 200
Woodridge IL 60517-2321

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

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

1.000 578 MISCELLANEOUS PRODUCTS < > 300.00 M 14.5000 4.350.00 3100809.530750

JUROR SUMMONS FORMS

3 PHONE BIDS INCLUDED:

JJ COLLINS & SONS : \$4,350.00

MONTENEGRO PAPER : \$4,497.00

BEBON OFFICE MACHINES : \$4,800.00

28 lb. Ledger Paper

8-1/2" W X 11" L Long Grain

Shall be suitable for high speed laser printing on a Xerox 4635 printer and folding and inserting on a Neopost DS-140 mechanical inserter

Color: White

Brightness - 92 minimum

Finish: smooth

Horizontal micro-perforation 5-1/2" inches from bottom

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.

Sharon D. ...
BUREAU OF DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____ BY _____

DO NOT REPLY
2012 JUL 17 PM 1:51
RECEIVED
OFFICE OF THE
PURCHASING AGENT

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Requisition # **OR 104776** Contract #

Open Date

Ship To: 8000461 Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Delivery Instructions:
DAVID SMID (312) 603-3083
50 W. WASHINGTON, 2600A, 60602

Supplier: 468747 JJ Collins Sons
7125 Janes Ave STE 200
Woodridge IL 60517-2321

Buyer Number 724150 Supervisor 40
Bid/Sole Src Code
Business Unit 3100809
Internal Req Number 23100032
Board Apr Date & Item 7/17/2012
Requisition Date 7/17/2012
Date Needed 7/17/2012

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

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

Micro-perforation to be minimum 30 cuts per inch. Perforation to be done inline. Score perforations will not be accepted. Microperforation must not cup or tent as this will hinder feeding into the printer.

Blank sheet - no printing

Packaged 2000 sheets per carton, total 300,000 forms. Forms shall be shrink wrapped in reams of 500 sheets with chipboard on top and bottom

Vendors are required to submit 500 samples of the paper they are offering to the Office of the Chief Judge for testing purposes. These samples must be identical to the final product (including perforation) that the vendor is offering.

Delivery:
This is a onetime delivery, which will be schedule at the Departments request.
Delivery must be made within 5 business days of the Department placing the order, Monday through Friday between the hours of 12:00 p.m. and 4:00 p.m..

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

2012 JUL 17 PM 1:51
RECEIVED
OFFICE OF THE
PURCHASING AGENT

Purchase Requisition

Purchase Order Number

Office of the Purchasing Agent

Cook County of Illinois

Open Date

Requisition # **OR 104776** Contract #

Ship To: 8000461

Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Delivery Instructions:
DAVID SMID (312) 603-3083
50 W. WASHINGTON, 2600A, 60602

Supplier: 468747

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

Buyer Number 724150 Supervisor 40

Bid/Sole Src Code

Business Unit 3100809

Internal Req Number 23100032

Board App Date & Item

Requisition Date 7/17/2012

Date Needed 7/17/2012

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

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

Payment will be processed after the delivery is made in full.

This is an inside delivery that would include delivery of order from the loading dock of the Richard J. Daley Center to Jury Assembly Room 1700 of said building. Boxed forms must be removed from pallets/crates and unloaded into the designated area.

**Vendor must meet insurance requirements of the Richard J. Daley Center (requirements attached)

Internal req# 3100032.

Total of Items Ordered

4,350.00

2012 JUL 17 PM 1:51
RECEIVED
OFFICE OF THE
PURCHASING AGENT

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



State of Illinois
Circuit Court of Cook County
Purchasing Department

Timothy C. Evans
Chief Judge

David C. Smid
Court Services Project Administrator

2600 Richard J. Daley Center
Chicago, Illinois 60602
(312) 603-3083
Fax: (312) 603-6125

July 17, 2012

Ms. Maria de Lourdes Coss
Cook County Purchasing Agent
118 North Clark, Room 1018
Chicago, Illinois 60602

Ref: Requisition # 104776
Juror Summons Forms
For the Office of the Chief Judge

Dear Ms. Coss:

We have reviewed the bid tabulations for the above referenced requisition. It is recommended that the award be made to the lowest responsive and responsible bidder meeting specifications, JJ Collins Sons, in the amount of \$4,350.00.

Respectfully,

A handwritten signature in black ink, appearing to read "David Smid".

David Smid
Court Services Project Administrator
Office of the Chief Judge

cc: Brandie Knazze

RECEIVED
OFFICE OF THE
PURCHASING AGENT
2012 JUL 17 PM 1:51
BOOKKEEPING

Juror Summons Forms

Mike Pickrum [MPickrum@jjcollins.com]

Sent: Monday, July 09, 2012 10:56 AM

To: Shannon McIntire (OCJ)

Importance: High

Hi Shannon,

I have pricing for you based on the supplied spec's you faxed this morning... we are currently running about 2 weeks out...

300M sheets = 14.50/M (inside delivery included)

Thanks

Mike



total = \$4,350.⁰⁰

7125 Janes Ave. suite 200
Woodridge, IL 60517
Mike Pickrum
630-960-2525 ext. 442
Direct: 630-737-9442
mpickrum@jjcollins.com

Bebon Office Machines

234 S. Wabash Ave.

Chicago, IL 60604

Tel: 312-922-0566

Fax: 312-431-2303

07-11-12

Cook County
Office of the Chief Judge
Daley Center Room 2600
Attn: Shannon O'Connell
Chicago, IL 60602
Tel: 312-603-6311
Fax: 312-603-6125

Dear Shannon O'Connell;

I have the following price for the forms that you requested.

Qty	Description	Price/Thousand	Ext. Price
300000	Juror Summons Form	\$16.00	\$4800.00

*Note: Samples will be given if we are the lowest bidder.

If you have any further questions please don't hesitate to call me at 312-922-0566.

Thanks

Sincerely,



Keith Bebonis

**MONTENEGRO PAPER
PACKAGING AND FACILITY SUPPLIES**



THE PERFECT PARTNER FOR YOUR
DIVERSITY NEEDS

P.O. BOX 6202
BLOOMINGDALE, IL 60108
PH 630-894-0350/FX 630-894-0095

ESTIMATE

Date	Estimate #
7/10/2012	261

RECEIVED
 OFFICE OF THE CHIEF JUDGE
 2012 JUL 16 AM 9:12

Name / Address
COOK COUNTY - OFFICE OF THE CHIEF JUDGE 50 W. WASHINGTON STREET ROOM 2600-A CHICAGO, IL 60602

Description	Qty	Price	Total
8-1/2 X 11 - (28#) WHITE BOND - HORIZONTAL MICRO-PERF 5-1/2" FROM BOTTOM TOTAL QUANTITY: 300,000 FORMS PACKED 2,000 SHEETS PER CARTON - SHRINK WRAPPED IN REAMS OF 500 WITH CHIPBOARD ON TOP AND BOTTOM 7/16/12 - **REVISED ESTIMATE** NOW INCLUDES PICK UP/INSIDE DELIVERY FROM THE LOADING DOCK TO JURY ROOM 1700. CARTONS TO BE REMOVED FROM PALLETS AND UNLOADED INTO DESIGNATED AREA.	300	14.99	4,497.00
WE APPRECIATE THE OPPORTUNITY TO QUOTE!		Total	\$4,497.00

