



**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
839377

DATE
9/6/2012
F.O.B. POINT

PURCHASE ORDER NO.
182783 - 000- OP
REQUISITION NO.
00104888 OR

All Global Solutions International
PO BOX 3634
Lantana FL 33465

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

SHIP TO County Clerk - Election Department
Cook County Administration Offices
69 W. Washington Street - 5th Floor
Chicago IL 60602-3007

DELIVERY INSTRUCTIONS
ROSE FARELLA (312) 603-0927

DEPT NO	
5240583	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	ADDENDUM #2 Description				
1.00	SPANISH LANGUAGE TRANSLATION PER ENGLISH WORD	12,500.00 EA	.0800	1,000.00	5240583.520835
2.00	CHINESE LANGUAGE TRANSLATION PER ENGLISH WORD	12,500.00 EA	.1000	1,250.00	5240583.520835
3.00	HINDI LANGUAGE TRANSLATION PER ENGLISH WORD	12,500.00 EA	.1000	1,250.00	5240583.520835
4.00	KOREAN LANGUAGE TRANSLATION PER ENGLISH WORD	3,000.00 EA	.1000	300.00	5240583.520835
5.00	POLISH LANGUAGE TRANSLATION PER ENGLISH WORD	3,000.00 EA	.1000	300.00	5240583.520835
6.00	TYPESETTING OF TRANSLATED DOCUMENTS PER PAGE	30.00 EA	10.0000	300.00	5240583.520835
		***** Total Order *****		4,400.00	

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.

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: 9/7/12 BA

Authorized Signature: _____

Date: _____

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

1822783

Requisition # OR 104888 Contract #

Open Date

Buyer Number 724151 Supervisor 50

Bid/Sole Svc Code BSV

Business Unit 5240583

Internal Req Number 26240048

Board Apr Date & Item

Requisition Date 7/24/2012

Date Needed 7/24/2012

Ship To: 8000175 County Clerk - Election Depart
Cook County Administration Off
69 W. Washington Street - 5th
Chicago IL 60602-3007

Supplier: 299999 TEAM LEAD MAILBOX

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

1.000 961

TRANSLATION SERVICE

<

>

1.00 JB

1.0000

1.00

5240583,520835

Contractor will provide Spanish, Chinese, Hindi, Korean, and Polish translation assistance.
Contractor will provide translation assistance in various forms: foreign language translation, foreign language DTP (using Adobe InDesign) and web/software localization as required. Contractor will create and update bilingual or fully translated forms using InDesign. A 48 hour turnaround for assignments from start to completion is required.

Consistent communication with the Clerk's Office is essential for the successful proposer.

Contractor must be available to respond to phone calls in a timely manner, typically within 24 hours.

Vendor must agree to certify the accuracy of each completed translation.

Clerk will supply all source documents in a timely manner at the start of each task in electronic format.

Contractor will account for billings by separate task orders, will aggregate billings of task orders completed in each calendar month and will issue a single invoice for each month's billings within one week following the last working day of each calendar month.

All translations will be the property of the Cook County Clerk. Contractor will provide a minimum charge for an individual task. Contractor will provide per word translation charges for the above

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

REQUISITIONER

BUREAU or DEPARTMENT HEAD

ACCT #

DATE

BY

[Signature]
Dir of ORR 7/25/12



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 8/10/2012	BUYER RYAN, CONNOR	BUYER PHONE 312 6036830	ORDER NO. 104888 OR	RESPOND BY 8/29/2012	Quotes must be in Bid Box by 10:00 A.M.
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Vendor Address
 AP Global Solutions International
 PO Box 8634
 Leontow, PP 93465

TERMS AND CONDITIONS

Product Delivery Point
 County Clerk - Election Department
 Cook County Administration Offices
 69 W. Washington Street - 5th Floor
 Chicago IL 60602-3007

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers 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.

DELIVERY IN WORKING DAYS 14
 PHONE NUMBER (561) 899 6488
 SIGNED BY [Signature]
 (PLEASE PRINT) ALEXANDRE MONOT

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 informall 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.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
SPANISH LANGUAGE TRANSLATION PER ENGLISH WORD As per Specifications listed in Attachment A.	12500.00	EA	08 cents	\$1,000.00
CHINESE LANGUAGE TRANSLATION PER ENGLISH WORD As per Specifications listed in Attachment A.	12500.00	EA	10 cents	\$1,250.00
HINDI LANGUAGE TRANSLATION PER ENGLISH WORD As per Specifications listed in Attachment A.	12500.00	EA	10 cents	\$1,250.00
KOREAN LANGUAGE TRANSLATION PER ENGLISH WORD As per Specifications listed in Attachment A.	3000.00	EA	10 cents	\$300.00
POLISH LANGUAGE TRANSLATION PER ENGLISH WORD As per Specifications listed in Attachment A.	3000.00	EA	10 cents	\$300.00
TYPESETTING OF TRANSLATED DOCUMENTS PER PAGE As per Specifications listed in Attachment A.	30.00	EA	\$10.00	\$300.00
OFFICE USE OR PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL \$4,400.00

Order # 104888
Attachment A:
Specifications - REVISED

GENERAL SPECIFICATIONS FOR WRITTEN FOREIGN LANGUAGE TRANSLATION

This Contract is established for the Contractor to provide professional foreign language translation services to the Office of the Cook County Clerk. Foreign language translation services shall include written translation of documents, forms, signs and other materials.

The term of the contract shall be upon award through November 30, 2012. The majority of work will be assigned as needed throughout the three month period preceding a suburban Cook County election. The Contractor shall be aware of the urgency of translation assignments during this period. During the contract period, the scheduled election is the Presidential Election on November 6, 2012.

A. CONTRACTOR RESPONSIBILITIES FOR WRITTEN TRANSLATION OF DOCUMENTS

1. Contractor shall perform written foreign language translation of forms, legal notices, pamphlets, ballots, and other documents for divisions of the Cook County Clerk's Office, primarily the Clerk's Election Department, but also the Vital Records and Tax Services Divisions.
2. Contractor shall deliver written translations in a variety of forms, depending on the assignment: via email, via Microsoft Word file, or via desktop publishing program files (specifically Adobe InDesign, but also all Windows Office programs, and the Adobe Creative Suite).
3. The Contractor's foreign language translation services shall be required in the following languages: Spanish, Chinese, Hindi, Korean, and Polish.
4. Written numbers in a word format will be considered a billable word for translation services. For example, the written word "two" will be considered. However, numeric numbers, i.e. "1", will not be considered a billable word for translation services.
5. No translation memory or glossaries are available for use by the Contractor.
6. The billable per word rate shall be determined based on the number of English words from the source document.
7. LINE ITEMS:
 - o LINE 1: SPANISH LANGUAGE TRANSLATION PER ENGLISH WORD
 - o LINE 2: CHINESE LANGUAGE TRANSLATION PER ENGLISH WORD
 - o LINE 3: HINDI LANGUAGE TRANSLATION PER ENGLISH WORD
 - o LINE 4: KOREAN LANGUAGE TRANSLATION PER ENGLISH WORD
 - o LINE 5: POLISH LANGUAGE TRANSLATION PER ENGLISH WORD

B. CONTRACTOR RESPONSIBILITIES FOR TYPESETTING OF TRANSLATED DOCUMENTS

1. Contractor shall typeset translations into source files.
2. The majority of source files will be of the most current version of Adobe InDesign file type, but contractor shall also be able to typeset files from current and past Adobe CS or Windows Office suite versions, depending on the Clerk's source document.
3. LINE ITEMS:
 - o LINE 6: TYPESETTING OF TRANSLATED DOCUMENTS PER PAGE

C. ASSIGNMENT OF REQUESTS FOR INTERPRETATION

1. The Contractor must provide written confirmation via email or phone of their ability to perform written foreign language translation for an assignment within 24 hours (including weekends and holidays) after the request is made by the County. Once the translation assignment is accepted by the Contractor, the assignment must be completed and returned via email within forty-eight (48) hours.

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: <i>Written Foreign Language Translation</i>	<i>104888</i>
Vendor: <i>All Global Solutions LLC</i>	Award Amount: <i>4,400</i>
Contract No.:	Award Type: <input type="checkbox"/> Single <input type="checkbox"/> Multiple
Requisition No.: (if known) <i>1</i>	Start Date: <i>9/7/12</i>
PO No.: (if known) <i>182783</i>	Contact Person: <i>Rose Farella</i>
Telephone: <i>603-0927</i>	Fax #:
	One-Time <input type="checkbox"/> Term Agreement <input checked="" type="checkbox"/>
	Renewals:
	End Date: <i>11/30/12</i>
	Department: <i>County Clerk</i>
	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 type="checkbox"/> Detailed Bid Tabulation	<input type="checkbox"/> 3 Vendor Signed Contracts
<input type="checkbox"/> Requisition /Bid Specifications	<input 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: *R. Lopez* Date: *9/6/12* Deputy P.A.: _____ Date: _____

ITEM #	DESCRIPTION	QUANTITY	UNIT	VENDOR #22: Quintana Inc.		VENDOR #23: Allegria Bid		VENDOR #24: Allegria Bid		VENDOR #25: Allegria Bid	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	SPANISH LANGUAGE TRANSLATION PER ENGLISH WORD	1,500	EA	0.2500	\$3,625.00	0.2500	\$3,625.00	0.2500	\$3,750.00	0.8000	\$8,500.00
2	CHINESE LANGUAGE TRANSLATION PER ENGLISH WORD	1,500	EA	0.3500	\$5,625.00	0.4500	\$6,750.00	0.7500	\$8,500.00	0.8000	\$10,000.00
3	HINDI LANGUAGE TRANSLATION PER ENGLISH WORD	1,500	EA	0.4500	\$6,625.00	0.4500	\$6,625.00	0.7500	\$8,500.00	0.8000	\$10,000.00
4	PER ENGLISH WORD TRANSLATION PER ENGLISH WORD	3,000	EA	0.4500	\$1,350.00	0.4500	\$1,350.00	0.7500	\$2,250.00	0.8000	\$2,400.00
5	POLISH LANGUAGE TRANSLATION PER ENGLISH WORD	3,000	EA	0.3500	\$1,050.00	0.4500	\$1,350.00	0.7500	\$2,190.00	0.8000	\$2,400.00
6	TRANSCRIPTION OF TRANSLATED DOCUMENTS	3H	EA	125.0000	\$3,750.00	125.0000	\$3,750.00	125.0000	\$3,750.00	150.0000	\$4,500.00
				\$21,025.00		\$21,123.00		\$24,970.00		\$37,800.00	
				Not Responsive, see notes.							
NOTES:											
Vendor Quintana #22 & #23 deemed non-responsive--took exceptions: charged additional minimum fee and additional fee for Certificate of Accuracy on lines 1-5, and potential rush fee to meet 48 hour											
Vendor Quintana #24 & #25 deemed non-responsive: includes provisions for additional rush fee.											
Vendor #25 Telelanguage Inc. deemed non-responsive: Typesetting fee charged as 20% of total price, rather than per page as requested in quote document.											
Vendor #26 Rugamas Creative Solutions deemed non-responsive: bid only on Spanish & typesetting. Partial bids are expressly not allowed. Vendor also separately did not bid on correct pricing proposal.											
Vendors Telelanguage, Ready Made Staffing, Language People Inc., Interlingua International, Masterword Services Inc., Montl Interpreting & Translation, and Camarazzi Global Solutions deemed not responsive: did not bid on correct pricing proposal.											
Vendor Ubiquis Reporting deemed not responsive: did not bid on correct pricing proposal. Vendor did bid again on correct pricing proposal (see vendor #20)											
Vendor Interlingua deemed not responsive: did not bid on correct pricing proposal. Vendor did bid again on correct pricing proposal (see vendor #11)											
Vendor Language Services Associates deemed not responsive: did not bid on correct pricing proposal. Vendor did bid again on correct pricing proposal (see vendor #16)											
Vendor Prisma International deemed not responsive: did not bid on correct pricing proposal. Vendor did bid again on correct pricing proposal (see vendor #9)											
Vendor Language Translation Services deemed not responsive: did not bid on correct pricing proposal. Vendor did bid again on correct pricing proposal (see vendor #2)											