



**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
838619

Ideal Business Products LLC
560 North St
Springfield IL 62704

DATE
7/27/2012
F.O.B. POINT

PURCHASE ORDER NO.
182310 - 000- OP
REQUISITION NO.
00104921 OR

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 -Vital Recors/Lic/Bus Rgtr
50 W Washington
Concourse Level Ste CL25
Chicago IL 60602

DELIVERY INSTRUCTIONS
Shunice Hill-Sullivan 312-603-5349

DEPT NO
1101195 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	PRINTING NOTARY PUBLIC CERTIFICATES 1-90. 13 NOTARY PUBLIC CERTIFICATES	100,000.00 EA	.0370	3,700.00	1101195.520495
2.00	DELIVERY CHARGES DELIVERY MUST BE MADE TO: OFFICE OF THE COUNTY CLERK, VITAL RECORDS 50 W. WASHINGTON, CONCOURSE LEVEL, ROOM CL25 CHICAGO, IL 60602 ATTN: GERRY WESTON NOTE: NO DELIVERY IS TO BE MADE WITHOUT NOTIFYING THE OFFICE OF THE COUNTY CLERK. REFERENCE VENDOR QUOTE DATED JULY 23, 2012	.00 JB	.0000	600.00	1101195.520495
***** Total Order *****				4,300.00	

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
7/27/12

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

182310

Requisition # OR 104921 Contract #

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code SSP
Business Unit 1101195
Internal Req Number 21100005
Board Apr Date & Item 7/25/2012
Requisition Date 7/25/2012
Date Needed

Open Date

Supplier: 838619 Ideal Business Products LLC
560 North St
Springfield IL 62704

Ship To: 8000179 County Clerk -Vital Recors/Lic
50 W Washington
Concourse Level Site CL25
Chicago IL 60602

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
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1.000 015	PRINTING	<	>				
	NOTARY PUBLIC CERTIFICATES		100000.00	EA	.0370	3,700.00	1101195.520495
2.000 015	DELIVERY CHARGES	<	>				
	DELIVERY MUST BE MADE TO:		1.00	JB	600.0000	600.00	1101195.520495

OFFICE OF THE COUNTY CLERK, VITAL RECORDS
50 W. WASHINGTON, CONCOURSE LEVEL, ROOM CL25
CHICAGO, IL 60602
ATTN: GERRY WESTON

NOTE: NO DELIVERY IS TO BE MADE WITHOUT NOTIFYING THE OFFICE OF THE COUNTY CLERK.

Total of Items Ordered 4,300.00

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.

[Signature]
REQUISITIONER
BUREAU or DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #

DATE BY

COOK COUNTY PROCUREMENT REQUEST

Please read and follow the instructions for completing the project checklist. All information should be completed. Attached all required materials and submit for handling to the Office of the Chief Procurement Officer, Room 1018, 118 N. Clark Street, Chicago, IL 60602

FUNDING:

- | | | |
|--|---------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> County | <input type="checkbox"/> General Fund | <input type="checkbox"/> Capital |
| <input type="checkbox"/> State | <input type="checkbox"/> IDOT | <input type="checkbox"/> MFT |
| <input type="checkbox"/> Federal | <input type="checkbox"/> Grant* | *Attach copy of the approved grant. |

FUND NO. 1101195

SCOPE OF SERVICES OR DETAILED SPECIFICATIONS

A copy of the scope of services or detailed specifications is attached.

IMPORTANT: This is a critical portion of your request. The OCPO will not be able to develop the solicitation document or a schedule for the procurement without scope or specifications. Please refer to the "Quick Reference Guide for Scope of Services and Detailed Specifications".

The Scope of Services or Specification shall include: A clear description of all anticipated services and products, including the time frame for completion, special qualifications of prospective vendors, special requirements or needs of the project, locations, anticipated participating user departments, citation of any applicable County ordinance or state/federal regulation or statute.

TYPE OF PROCUREMENT REQUESTED (check all that apply):

New Request

- Term Agreement
- One-time Purchase
- Small Order
- Sole Source
- Emergency

Change to Existing Contract

- Time Extension
- Vendor Limit Increase
- Scope Change
- Price Increase
- Additional Line Items

FORMS: Requisition Sole Source Emergency Special Approvals

Contract Period: Number of Months _____ Desired start date: _____

PRE-BID/SUBMITTAL REQUIREMENTS:

Pre-Bid/Proposal/Submittal Conference: Yes No Site Visit: Yes No

(Please refer to the appropriate section of the Procurement Request Checklist for additional information.)

IDEAL Business Products

BUSINESS FORMS & ADVERTISING SPECIALTIES

560 NORTH ST. • SPRINGFIELD, IL 62704 • 217-753-2219 • 217-544-7540 FAX
217-544-5961 • 1-800-232-7143

Cook County Clerk
Attn: Scott Erdman

7-23-12

Dear Scott-

Below is a price for your I-90.13 Notary Public
Certificates.

100,000 @ \$.037 ea.=\$3700.00

The only additional charges would be for freight
to Chicago estimated at \$600. Delivery would be about
3 weeks. Thanks for this opportunity to quote and please
let me know if you have any questions.

Sincerely,

Jeff Clevenger
Jeff Clevenger

JAC;all

YOUR
DEAL
CHOICE

SPECIFICATIONS OF BID

ITEM	DESCRIPTION	QUAN.	UNITS	PRICE	TOTAL
Reference:	12 ID 01 5001				
Item:	Notary Public Certificates – Form # 1 – 90.13	50	M	\$ 37.00	\$ 1850.00
Quantity:	50,000 copies				
Size:	8-1/2" x 11" flat				
Copy:	You furnish artwork per sample.				
Proof:	Vendor to furnish a one-piece color proof, in duplicate, to Jim Graham, Secretary of State, Communications Department, 319 N. Klein St., Springfield, IL 62704				
Ink:	Gray, blue, & gold on one side; gray only on second side (not screened black).				
Stock:	20# white bond suitable for use in a laser printer				
Packing:	Shrink wrap in packages of 500 each				
Delivery:	Required 30 days from receipt of order or sooner. Ship to:				

Secretary of State
 Production Assurance Dept.
 2701 S. Dirksen Parkway
 Springfield, IL 62723
 Attn: Tammy Andersen

Overruns/
 Underruns: No overruns! Underruns limited to 2%

Contact: All questions pertaining to this bid must be e-mailed to Nwhitlow@ilsos.net.

Bid price must be F.O.B. Destination with all transportation and handling charges paid by bidder. Unless specified to the contrary herein, immediate shipment upon bidder's receipt of order is required.

VENDOR MUST COMPLETE INFORMATION BELOW

Bidding Firm Edwards Business Products LLC Contact JEFF CLEVENGER Date 11-10-11

*David
marney
miller* 211 782-7198
782-3126

Budget & Fiscal Management Department

PURCHASE ORDER

State of Illinois Secretary of State

Purchasing Division
124 Howlett Building
Springfield, IL 62766

Date: November 10, 2011

Purchase Order 12 ID 01 5001

Issued To:

Ideal Business Products
560 North St.
Springfield, IL 62704
Attn: Jeff Clevenger

Transaction Code	Fiscal Year	Transaction Date	9-Digit Vendor Taxpayer Identification No.	Legal Status
1313	12	11/10/11	203925943	03
Appropriation Account Code			Obligation No.	Transaction Amount
001-35010-1300-00-00			12 ID 01 5001	\$1,850.00

Ship To:

Secretary of State
Index - Production Assurance Dept.
2701 S. Dirksen Parkway
Springfield, IL 62723
Attn: Tammy Andersen

Bill To:

Secretary of State
Index
111 E. Monroe St.
Springfield, IL 62756
Attn: Vicki Sheets

VENDOR NOTES:

The State of Illinois is exempt from State and Federal taxes under Chapter #32 of the Internal Revenue Code Certificate of Registry #37-70-0017-K and the Illinois Department of Revenue Tax Exemption Identification E9984-1231-06. Delivery must be F.O.B. Destination with all transportation costs prepaid by the vendor unless otherwise specified herein. This Purchase Order duly signed by the Secretary of State or his/her designee together with the signed bid or quotation from the vendor shall constitute a valid and binding two-party contract.

Packing List. Each shipment must contain a packing list, which identifies the shipper, the consignee, and the Secretary of State Purchase Order or Reference Document Number. The box which contains the packing list must be clearly marked.

Project Contact: Vicki Sheets (217) 524-0929 11-16 left message for Vicki
11 E. Monroe St. 62756

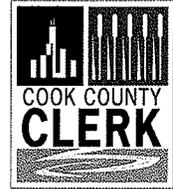
ITEM NO	DESCRIPTION OF ARTICLE	QUAN	UNIT	PRICE	TOTAL PRICE
1	Notary Public Certificates - Form # I-90.13	50	M	\$37.00	\$1,850.00
	Quantity 50,000 copies				
	Printed per specifications of the bid				
	Send Proof in Duplicate				
	Deliver in 30 days from receipt of order - FOB destination				
	No overruns! Underruns limited to 2%				
	TOTAL				\$1,850.00

Approved By:

Jesse White

Jesse White, Secretary of State Acting in his Capacity as Secretary of State and not Individually

Nicholas K. Whitlow 11/10/11
Nicholas K. Whitlow, Purchasing agent (date)



OFFICE OF COOK COUNTY CLERK DAVID ORR
118 N. CLARK STREET, ROOM #1034, CHICAGO, IL 60602

SCOTT ERDMAN, DIRECTOR OF OPERATIONS
TEL: 312.603.7689 FAX: 312.603.6943

EMAIL: scott.erdman@cookcountyil.gov
WEBSITE: COOKCOUNTYCLERK.COM

July 26, 2012

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

RE: (21100005/104921)

Dear Mrs. Maria de Lourdes Coss:

The County Clerk's Office is requesting that the Chief Procurement Officer issue a Purchase Order to Ideal Business Products LLC for Notary Public Certificates 1-90.13. A specification document for the supply item is attached.

If there are any questions as it relates to this request, please give me a call on ext 3-7689.

Sincerely,

Scott Erdman
Director of Operations
Office of the County Clerk

IDEAL Business Products

BUSINESS FORMS & ADVERTISING SPECIALTIES
560 NORTH ST. • SPRINGFIELD, IL 62704 • 217-753-2219 • 217-544-7540 FAX
217-544-5961 • 1-800-232-7143

Cook County Clerk
Attn: Scott Erdman

7-23-12

Dear Scott-

Below is a price for your I-90.13 Notary Public
Certificates.

100,000 @ \$.037 ea. = \$3700.00

The only additional charges would be for freight
to Chicago estimated at \$600. Delivery would be about
3 weeks. Thanks for this opportunity to quote and please
let me know if you have any questions.

Sincerely,

Jeff Clevenger
Jeff Clevenger

JAC;all

YOUR
DEAL
CHOICE



Cook County
Office of the Chief Procurement Officer

Sole Source Justification

General Information	Date: 7/27/2012
Unit/Department: County Clerk/Vital Records	Phone No. 312-603-7689
Contact Name: Scott Erdman	Email scott.erdman@cookcountyil.gov

Vendor Information	Requisition No. OR 104921
Name: Ideal Business Products	Purchase Order No. N/A
Address: 560 North Street Springfield IL 62704	Contract No. N/A

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.

Vitals Records requires certificate paper for printing of notary public certifications.

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

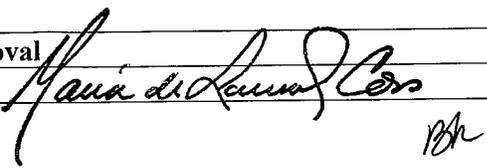
Single Source Proprietary/Copyright Restrictions Equipment Compatibility
 Patented Product Exclusive or Unique Capability Other, please explain

Explanation: Why is this product or service the only one that would satisfy the requirement(s)?
The State of Illinois formerly provided the paper through its' own contract but has recently halted supply to Cook County with little warning. In order to maintain consistency with the State, we are utilizing the same vendor to obtain the paper. This paper is the only paper that will print on the State's system.

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

This is the vendor that the State of Illinois uses. The County Clerk would like to be consistent with the State of Illinois' practices.

Department Recommendation	
Requestor: Shunice Hill-Sullivan	Date: 7/27/12
Department Head: Scott Erdman	Date: 7/27/12

Chief Procurement Officer Approval	
Signature: 	Date: 7/27/12

*Daniel
Mancini
Melton* 211 782-7198
782-3126

PURCHASE ORDER

State of Illinois Secretary of State

Budget & Fiscal Management Department

Purchasing Division
124 Howlett Building
Springfield, IL 62756

Date: November 10, 2011

Purchase Order **12 ID 01 5001**

Issued To:
Ideal Business Products
560 North St.
Springfield, IL 62704
Attn: Jeff Clevenger

Transaction Code	Fiscal Year	Transaction Date	9-Digit Vendor Taxpayer Identification No.	Legal Status
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Project Contact: Vicki Sheets (217) 524-0929 11-16 left message for U.S. State
11/10/11 2:15 PM

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TOTAL					\$1,850.00

Approved By: *Jesse White*
Jesse White, Secretary of State Acting in his Capacity as Secretary of State and not Individually

Nicholas K. Whitlow 11/10/11
Nicholas K. Whitlow, Purchasing agent (date)

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Bidding Firm Eden Business Products LLC Contact JEFF Cleverger Date 11-10-11