



**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  
 800585

DATE  
 8/14/2012  
 F.O.B. POINT

**PURCHASE ORDER NO.**  
**182543 - 000- OP**  
**REQUISITION NO.**  
 00104994 OR

Accurate Forms & Supplies  
 1550 Norwood Dr #412  
 Hurst TX 76054

**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**

SCOTT ERDMAN  
 312\*603\*7689

DEPT NO

5240583

Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	ENGLISH LANGUAGE IL VOTER REGISTRATION CARD APPLICATION As per Attachment A General Specifications 8" x 13" Black & white two-sided on card stock, English language text Two perforations: 1st is 1 inch from bottom and 2nd is 7 inches from the bottom. Mail information is to be applied on one side between 1st and 2nd perforations. Peel and seal on mail side bottom, under 1st perforation. See Attachment B for Sample.	100,000.00 EA	.0390	3,900.00	5240583.520495
2.00	HINDI LANGUAGE IL VOTER REGISTRATION CARD APPLICATION As per Attachment A General Specifications 8" x 13" Black & white two-sided on card stock, Hindi language text Two perforations: 1st is 1 inch from bottom and 2nd is 7 inches from the bottom. Mail information is to be applied on one side between 1st and 2nd perforations. Peel and seal on mail side bottom, under 1st perforation. See Attachment B for Sample. Per Vendor: PDF proof 3 days after receipt of order, sample, artwork in St. Louis office. Delivery 9 working days after proof approval.	40,000.00 EA	.0390	1,560.00	5240583.520495
***** Total Order *****				5,460.00	

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**

*Maia de la Cruz*  
 Date: 8/17/12 BA

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

35  
BRL  
New  
Purchase Order Number  
182543

Requisition # **OR 104994** Contract #

Open Date

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

Supplier: 298999 TEAM LEAD MAILBOX  
SCOTT ERDMAN  
312\*603\*7689

Buyer Number 724151 Supervisor 50  
Bid/Sole Src Code BSV  
Business Unit 5240583  
Internal Req Number 25240049  
Board Apr Date & Item  
Requisition Date 7/30/2012  
Date Needed 7/30/2012

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	966 ILLINOIS VOTER REGISTRATION REGISTRATION APPLICATION: HINDI - 40,000 EACH ENGLISH - 100,000 EACH TOTAL - 140,000.00 NON-DATED - 8 X 13 - BLACK AND WHITE TWO (2) SIDED TWO PERFORATIONS : 1ST IS 1 INCH FROM THE BOTTOM & 2ND IS 7 INCHES FROM THE BOTTOM. APPLY MAIL INFORMATION ON 1 SIDE BETWEEN 1ST AND 2ND PERFORATIONS. PEEL AND SEAL ON MAIL SIDE BOTTOM. UNDER 1ST PERFORATION. SAMPLE ATTACHED.	<	>				
			140000.00	EA	.0450	6,300.00	5240583 520495
					Total of Items Ordered		6,300.00

2012 JUL 31 AM 10:31  
COOK COUNTY OF ILLINOIS  
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

*[Signature]*  
REQUESTOR  
BUREAU or DEPARTMENT HEAD  
7/31/12

ACCT # \_\_\_\_\_  
DATE \_\_\_\_\_ BY \_\_\_\_\_



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 8/2/2012	BUYER RYAN, CONNOR	BUYER PHONE 312 6036831	ORDER NO. 104994 OR	RESPOND BY 8/10/2012	Quotes must be in Bid Box by 10:00 A.M. Page 1 of 1
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**Vendor Address**  
 Accurate Forms & Supplies

1550 Norwood Dr. Suite 412  
Hurst TX 76054

**Product Delivery Point**

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

**TERMS AND CONDITIONS**

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

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 informati 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.

DELIVERY IN WORKING DAYS see below  
 PHONE NUMBER 314-329-6193  
 SIGNED BY [Signature]  
 (PLEASE PRINT) Kristie Campbell

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
ENGLISH LANGUAGE IL VOTER REGISTRATION CARD APPLICATION As per Attachment A General Specifications 8" x 13" Black & white two-sided on card stock, English language text Two perforations: 1st is 1 inch from bottom and 2nd is 7 inches from the bottom. Mail information is to be applied on one side between 1st and 2nd perforations. Peel and seal on mail side bottom, under 1st perforation. See Attachment B for Sample.	100000.00	EA	.039	3900.00
HINDI LANGUAGE IL VOTER REGISTRATION CARD APPLICATION As per Attachment A General Specifications 8" x 13" Black & white two-sided on card stock, Hindi language text Two perforations: 1st is 1 inch from bottom and 2nd is 7 inches from the bottom. Mail information is to be applied on one side between 1st and 2nd perforations. Peel and seal on mail side bottom, under 1st perforation. See Attachment B for Sample.	40000.00	EA	.039	1560.00
OFFICE USE OR PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			TOTAL
				5460.00

PDF proof 3 days after receipt of order, sample, artwork in St. Louis office  
 Delivery 9 work days after proof approval

