



**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  
468747

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

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

PURCHASE ORDER NO.  
**182544 - 000- OP**  
REQUISITION NO.  
00104999 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 - 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/<br>UOM | UNIT PRICE | EXTENDED PRICE | ACCOUNT NUMBER |
|-------------------------|--|------------------|------------|----------------|----------------|
| 1.00                    | MAIL BALLOT RETURN ENVELOPE<br>QUADRILINGUAL<br>AS PER ATTACHMENT A, GENERAL SPECIFICATIONS.<br>12" X 9" BLACK /MANILA. SUB .28 MANILA PEEL AND<br>SEAL ENVELOPE, WITH BUSINESS REPLY SETTING ON THE<br>FRONT AND CERTIFICATION INFORMATION ON THE BACK.<br>THE MARGINS FOR PRINTING ON THE BACK ARE 1" FROM<br>THE LEFT AND 1.5" FROM THE RIGHT. THE TOP BACK<br>FLAP WILL HAVE PRINT ON THE OUTSIDE. | 65.00 M          | 52.2300    | 3,394.95       | 5240583.520495 |
| ***** Total Order ***** |  |                  |            | 3,394.95       |                |

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

*Marie de la Cruz*  
Date: 8/17/12 BR

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

35  
Purchase Order Number  
**182544**

Requisition # **OR 104999** Contract #

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

Buyer Number 724151 Supervisor: 50  
Bid/Sole Src Code BSV  
Business Unit 5240583  
Internal Req Number 25240050  
Board Apr Date & Item 7/30/2012  
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 | ENVELOPE #702 - MAIL BALLOT<br>ENVELOPE #702 - QUADRA LINGUAL<br>THE FOUR LANGUAGES - ENGLISH, SPANISH, CHINESE, AND HINDI<br>NON-DATED - 12" X 9" - BK/MANILA<br>SUB .28 MANILA PEEL AND SEAL ENVELOPE, WITH<br>BUSINESS REPLY SETTINGS ON THE FRONT AND<br>CERTIFICATION INFORMATION ON THE BACK. THE<br>MARGINS FOR PRINTING ON THE BACK SHOULD BE<br>SET AT 1" FROM THE LEFT AND 1.5" FROM THE RIGHT.<br>THE TOP, BACK FLAP WILL HAVE PRINT ON THE<br>OUTSIDE.<br>SAMPLE INCLUDED. | <            | 65000.00 | EA  | .0850          | 5,525.00               | 5240583.520495                   |
|           |  |              |          |     |                | Total of Items Ordered | 5,525.00                         |

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

2012 JUL 31 AM 10:31

BOOKKEEPING

PURCHASING USE ONLY

APPROVED BUDGETARY ACCOUNT

CCA

ACCT #

DATE BY

### 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]*  
REQUESTOR  
*[Signature]* Dir of Oper 7/31/12  
BUREAU or DEPARTMENT HEAD



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<br>8/2/2012 | BUYER<br>RYAN, CONNOR | BUYER PHONE<br>708 3891198 | ORDER NO.<br>104999 OR | RESPOND BY<br>8/10/2012 | Quotes must be in<br>Bid Box by 10:00 A.M. | Page 1 of 1 |
|------------------|-----------------------|----------------------------|------------------------|-------------------------|--|-------------|

**Vendor Address**

JT Collins Printers  
7125 JAMES AVE SUITE 200  
WOODRIDGE, IL 60577

**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.

**Product Delivery Point**

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

**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 per specifications  
 PHONE NUMBER 630-960-2525 X442  
 SIGNED BY Mike Pickrum  
 (PLEASE PRINT) MIKE PICKRUM

| DESCRIPTION   | QUANTITY ORDERED | UNIT OF MEASURE                  | UNIT PRICE   | EXTENDED PRICE |
|---|------------------|----------------------------------|--------------|----------------|
| MAIL BALLOT RETURN ENVELOPE QUADRILINGUAL AS PER ATTACHMENT A, GENERAL SPECIFICATIONS. 12" X 9" BLACK /MANILA. SUB .28 MANILA PEEL AND SEAL ENVELOPE, WITH BUSINESS REPLY SETTING ON THE FRONT AND CERTIFICATION INFORMATION ON THE BACK. THE MARGINS FOR PRINTING ON THE BACK ARE 1" FROM THE LEFT AND 1.5" FROM THE RIGHT. THE TOP BACK FLAP WILL HAVE PRINT ON THE OUTSIDE. SEE ATTACHMENT B FOR SAMPLE. | 65000.00         | EA                               | 52.23/ea     | \$3,395.00     |
| OFFICE USE ONLY   | PURCHASE ORDER # | ADDITIONAL TERMS ON REVERSE SIDE | <b>TOTAL</b> |                |

