



**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  
828713

The Envelope Connection, Inc.  
4424 N. Ravenswood  
Chicago IL 60640

DATE  
8/31/2012  
F.O.B. POINT

PURCHASE ORDER NO.  
**182719 - 000- OP**  
REQUISITION NO.  
00105261 OR

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

**SHIP TO** Revenue  
C C Bldg 118 N Clark St Rm 1160  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Joyce M. Steele 312-603-  
5721

DEPT NO  
0071373 Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Customized/ White/ Oversized Window Envelopes 4 1/2 x 9 3/4 24#White Wove Diagonals Special Poly Window, Oversized window (refer to sample) White, with return address printed on outside front (upper right corner), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled preferred, Return address: Cook County Department of Revenue P.O. Box 641547 Chicago, IL 60664-1547	100.00 M	32.6500	3,265.00	0071373.520495
2.00	#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled preferred, Centered address: Cook County Department of Revenue P.O. Box 641547 Chicago, IL 60664-1547	20.00 M	106.1500	2,123.00	0071373.520495
3.00	#10 Regular Window Envelopes #10 - 24#White Wove Diagonals Special Poly No Window, White, with return address printed on outside front (upper right corner), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor.	60.00 M	24.7500	1,485.00	0071373.520495

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 Rosa Flores*

9/7/12 BA



**OFFICE OF THE PURCHASING AGENT  
COUNTY OF COOK**

118 NORTH CLARK ST. ROOM 1018  
CHICAGO, ILLINOIS 60602-1375  
(312) 603-5370

PURCHASE ORDERED ISSUED TO

828713  
The Envelope Connection, Inc.  
4424 N. Ravenswood  
Chicago IL 60640

DATE  
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THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
DROP SHIPMENTS.

PURCHASE ORDER NO.  
**182719 - 000- OP**

REQUISITION NO.  
00105261 OR

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

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
4.00	<p>Recycled perferred, Return address: Cook County Department of Revenue 118 North Clark Street, Room 1160 Chicago, Illinois 60602</p> <p>#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled perferred, Centered address: Cook County Department of Revenue Debt Collection Unit PO Box 641547 Chicago, IL 60664-1547</p>	80.00 M	4.8100	384.80	0071373.520495
5.00	<p>#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor. Recycled perferred, Centered address: Cook County Department of Revenue Vehicle Code Unit P.O. Box 641307 Chicago, IL 60664-1307</p>	20.00 M	34.9500	699.00	0071373.520495
***** Total Order *****				7,956.80	

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

*81 Berwald*  
*Rusk*  
182719

Requisition # **OR 105261** Contract #

Open Date  
*9/5*

Ship To: 8000898 Revenue

C C Bldg 118 N Clark St Rm 116  
Chicago IL 60602-1304

Delivery Instructions:  
Joyce M. Steele  
312-603-5721

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSP  
Business Unit 0071373  
Internal Req Number 0071222  
Board Apr Date & Item  
Requisition Date 8/14/2012  
Date Needed 8/14/2012

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

1.000 578 Customized/ White/ Oversized Window Envelopes

< *100M*

100000.00 MF

.0326

3,260.00 0071373.520495

4 1/2 x 9 3/4 24#White Wove Diagonals Special Poly Window, Oversized window (refer to sample)

White, with return address printed on outside front

(upper right corner), printed on one side only, black print, and font style - Times Roman size T/BID by vendor

Recycled preferred.

Return address: Cook County Department of Revenue

P.O. Box 641547

Chicago, IL 60664-1547

2.000 578 #9 Return No Window Envelopes

< *100M*

100000.00 MF

.0280

2,800.00 0071373.520495

#9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside

(centered), printed on one side only, black print, and font style - Times Roman size T/BID by vendor

Recycled preferred.

Centered address: Cook County Department of Revenue

P.O. Box 641547

Chicago, IL 60664-1547

3.000 578 Delivered to Cook County Department of Revenue, Rm 1160 #10 Regular Window Envelopes

< *60M*

60000.00 MF

.0106

636.00 0071373.520495

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to the department (or institution) and that the dept. no., account & activity numbers indicated above accurately reflect the specific 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

REQUESTOR

BUREAU or DEPARTMENT HEAD

*8/15/12*  
*Zahn*

2012 AUG 16 PM 12:35

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

**Requisition # OR 105261 Contract #**

Open Date

Ship To: 8000898 Revenue  
 C C Bldg 1118 N Clark St Rm 116  
 Chicago IL 60602-1304

Delivery Instructions:  
 Joyce M. Steele  
 312-603-5721

Supplier: 2999999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
 Bid/Sole Src Code BSP  
 Business Unit 0071373  
 Internal Req Number 0071222  
 Board Apr Date & Item  
 Requisition Date 8/14/2012  
 Date Needed 8/14/2012

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
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#10 - 24#White Wove Diagonals Special Poly No Window,  
 While, with return address printed on outside front  
 (upper right corner), printed on one side only, black print, and font  
 style - Times Roman size T/BID by vendor.  
 Recycled preferred.

Return address: Cook County Department of Revenue  
 118 North Clark Street, Room 1160  
 Chicago, Illinois 60602

4.000 578

Deliver to Cook County Department of Revenue, Rm. 1160  
 #9 Return No Window Envelopes

< 20M >

20000.00 MF

.0280 560.00 0071373.520495

#9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window  
 While, with return address printed on outside  
 (centered), printed on one side only, black print, and font style -  
 Times Roman size T/BID by vendor  
 Recycled preferred.

Centered address: Cook County Department of Revenue  
 Debt Collection Unit

→ P. O. Box 641547

Chicago, IL 60664-1547

5.000 578

Delivered to Cook County Department of Revenue, Rm 1160  
 #9 Return No Window Envelopes

< 20M >

20000.00 MF

.0280 560.00 0071373.520495

**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

DATE BY

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # **OR 105261** Contract #

Open Date

Ship To: 8000898 Revenue

C C Bldg 118 N Clark St Rm 116  
Chicago IL 60602-1304

Delivery Instructions:  
Joyce M. Steele  
312-603-5721

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSP  
Business Unit 0071373  
Internal Req Number 0071222  
Board Apr Date & Item  
Requisition Date 8/14/2012  
Date Needed 8/14/2012

One Time Purchase Yes No Covers Need for months. Specific Period of time thru

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

#9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window  
White, with return address printed on outside  
(centered), printed on one side only, black print, and font style -  
Times Roman size T/BID by vendor.  
Recycled preferred.  
Centered address: Cook County Department of Revenue  
Vehicle Code Unit

→ P.O. Box 641307

Chicago, IL 60664-1307

6.000 578

Delivered to Cook County Department of Revenue, Rm 1160  
#10 Regular Window Envelopes

<

> *both*

60000.00 *MP*

.0106

636.00

0071373.520495

#10 - 24#White Wove Diagonals, Standard, Window,  
White, with return address printed on outside front  
(upper right corner), black print, and font style - Times Roman size  
T/BID by vendor.

printed on one side only. Recycled preferred.

Return address: Cook County Department of Revenue

118 North Clark Street, Room 1160

Chicago, Illinois 60602

7.000 578

Deliver to Cook County Department of Revenue, Rm. 1160  
9 X 12 Booklet Envelopes

<

> *both*

20000.00 *MP*

.1114

2,228.00

0071373.520495

### 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

DATE

BY

ACCT #

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Requisition # **OR 105261** Contract #

Open Date

Buyer Number 724149 Supervisor 80  
Bid/Sole Src Code BSP  
Business Unit 0071373  
Internal Req Number 0071222  
Board Apr Date & Item  
Requisition Date 8/14/2012  
Date Needed 8/14/2012

Ship To: 8000898 Revenue  
C C Bldg 118 N Clark St Rm 116  
Chicago IL 60602-1304

Delivery Instructions:  
Joyce M. Steele  
312-603-5721

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

8 000 578 9 x 12 booklet envelope  
 While wove flats - Open end, business grade, 28 WW, self-stick/peel & seal flap. The opening is on the 12" side.  
 Return address printed on outside front (upper right corner), printed on one sideonly, black print,  
 font style - Times Roman, T/B/D by vendor.  
 Return address: Cook County Department of Revenue  
 118 N. Clark Street, Room 1160  
 Chicago, IL 60602  
 Delivery to Cook County Department of Revenue, Rm 1160.  
 9 x 12 Flats  
 9 x 12 Flat/ envelope  
 business grade, flats - Open end, business grade, 28# brown kraft, the opening is on the 9" side, self-stick/peel & seal flap. Return address printed on outside front (upper right corner), printed on one sideonly, black print,  
 font style - Times Roman, T/B/D by vendor.  
 Return address: Cook County Department of Revenue  
 118 N. Clark Street, Room 1160  
 Chicago, IL 60602  
 Delivery to Cook County Department of Revenue, Rm 1160.  
 Expected delivery schedule: Within 10 days of placing the order.  
 Sample may be obtained from the Department of Revenue, Rm 1160, 8:30

< 20M > 20000.00 MF .1114 2,228.00 0071373.520495

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the identification and unit numbers indicated above accurately reflect the specific line item budget appropriation approved by the Board of Cook 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

DATE BY

ACCT #

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Requisition # **OR 105261** Contract #

Open Date

Ship To: 8000998

Revenue

C C Bldg 118 N Clark St Rm 116  
Chicago IL 60602-1304

Delivery Instructions:  
Joyce M. Steele  
312-603-5721

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80

Bid/Sole Src Code BSP  
Business Unit 0071373

Internal Req Number 0071222

Board Apr Date & Item

Requisition Date 8/14/2012

Date Needed 8/14/2012

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

am to 4:30 pm

Total of Items Ordered

12,908.00

Recommended Supplier List:

A/B Number Supplier Name

75719 Service Envelope Corp

728037 Envelope Connection Inc

823431 On Time Envelopes & Printing

### 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 #

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

THE BOARD OF COMMISSIONERS  
TONI PRECKWINKLE, PRESIDENT



COUNTY OF COOK  
DEPARTMENT OF REVENUE

**Zahra Ali**  
Director

County Building  
118 North Clark Street, Room 1160  
Chicago, Illinois 60602-1304  
TEL: (312) 603-6870  
FAX: (312) 603-5771

Earlean Collins	1 <sup>st</sup> Dist.	Bridget Gainer	10 <sup>th</sup> Dist.
Robert Steele	2 <sup>nd</sup> Dist.	John P. Daley	11 <sup>th</sup> Dist.
Jerry Butler	3 <sup>rd</sup> Dist.	John A. Fritchey	12 <sup>th</sup> Dist.
William M. Beavers	4 <sup>th</sup> Dist.	Lawrence Suffredin	13 <sup>th</sup> Dist.
Deborah Sims	5 <sup>th</sup> Dist.	Gregg Goslin	14 <sup>th</sup> Dist.
Joan P. Murphy	6 <sup>th</sup> Dist.	Timothy O. Schneider	15 <sup>th</sup> Dist.
Jesus G. Garcia	7 <sup>th</sup> Dist.	Jeffery R. Tobolski	16 <sup>th</sup> Dist.
Edwin Reyes	8 <sup>th</sup> Dist.	Elizabeth Ann Doody Gorman	17 <sup>th</sup> Dist.
Peter N. Silvestri	9 <sup>th</sup> Dist.		

August 15, 2012

Mrs. Maria De Lourdes Coss, MPA, CPPO  
Chief Procurement Officer  
Cook County Building, Room 1018  
118 North Clark Street  
Chicago, Illinois 60602

Re: Req. #105261  
Cost: \$12,908.00

Dear Mrs. Coss:

Please allow this letter to serve as an urgent request to purchase envelopes. This order will allow us to continue to mail out Use Tax Forms, Vehicle Code notices and Health Insurance Billings. Currently, we are a couple months behind with our revenue mailings; this will result in larger mailings over the next few months. Without the necessary resources (i.e., envelopes) the mailing can't go out.

On May 29<sup>th</sup>, we submitted our envelope print orders, for all our major mailing and we are still waiting. BOA's Print Shop cannot tell us when we will receive delivery of our order. Therefore, due to our urgent printing needs, we were compelled to seek an outside vendor, who could respond immediately.

**Fiscal Impact: \$12,908.00      Account: 0071373.520495**

Should you have any questions, please contact our Operations Director, Joyce M. Steele, at extension 35721. Thank you for your assistance in this area of management.

Sincerely,

Zahra Ali  
Director of Revenue

ZA:js



THE BOARD OF COMMISSIONERS  
TODD H. STROGER, PRESIDENT



COUNTY OF COOK  
DEPARTMENT OF REVENUE

**Zahra Ali**  
Director

County Building  
118 North Clark Street, Room 1160  
Chicago, Illinois 60602-1304  
TEL: (312) 603-6870  
FAX: (312) 603-5771

Earlean Collins	1 <sup>st</sup> Dist.	Bridget Gainer	10 <sup>th</sup> Dist.
Robert Steele	2 <sup>nd</sup> Dist.	John P. Daley	11 <sup>th</sup> Dist.
Jerry Butler	3 <sup>rd</sup> Dist.	Forrest Claypool	12 <sup>th</sup> Dist.
William M. Beavers	4 <sup>th</sup> Dist.	Lawrence Suffredin	13 <sup>th</sup> Dist.
Deborah Sims	5 <sup>th</sup> Dist.	Gregg Goslin	14 <sup>th</sup> Dist.
Joan P. Murphy	6 <sup>th</sup> Dist.	Timothy O. Schneider	15 <sup>th</sup> Dist.
Joseph Mario Moreno	7 <sup>th</sup> Dist.	Anthony J. Peraica	16 <sup>th</sup> Dist.
Edwin Reyes	8 <sup>th</sup> Dist.	Elizabeth Ann Doody Gorman	17 <sup>th</sup> Dist.
Peter N. Silvestri	9 <sup>th</sup> Dist.		

August 21, 2012

Ms. Maria De Lourdes Coss, MPA, CPPO  
The of the Chief Procurement Officer  
118 North Clark Street, Room 1018  
Chicago, Illinois 60602

Re: Req.: #105261  
Cost: \$12,908.00

Dear Ms. Coss:

The Department of Revenue has secured quotes from the 3 competitive vendors below:

1. On Time Envelopes & Printing
2. The Envelope Connection
3. And Service Envelopes.

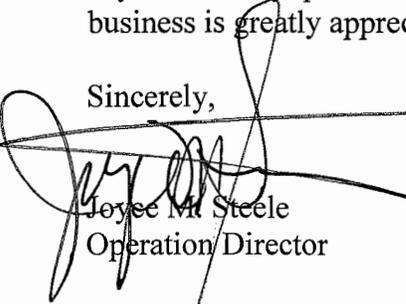
We respectfully request that the Office of Procurement conduct a phone bid for this request.

**Fiscal Impact: \$12,908.00**

**Account: 0071373.520495**

If you have any questions, please contact Joyce M. Steele at ext. 3-5721. Your attention to this matter of business is greatly appreciated.

Sincerely,

  
Joyce M. Steele  
Operation Director

Attachments



828713

**The Envelope Connection, Inc.**

5660 N. Elston Avenue • Chicago, IL 60646 • (773) 774-4600 • Fax (773) 774-4601

<b>To</b> Joyce Steele		<b>Page #</b> 1 of 1
<b>Co.</b> Cook County Dept of Revenue		<b>Date:</b> 07/19/12
<b>Phone</b>	<b>Fax</b>	<b>Quote #:</b> 120719
<b>Project:</b> Envelopes		<b>Acct. Executive:</b> Andy
<b>Quantity</b>	<b>Description</b>	<b>Total</b>
100,000	4-1/2 x 9-3/4 diagonal seam envelope printed on 24# white wove and printed one color blk on one side and delivered to Dept of Rev	\$3265.00
20,000	9 x 12 booklet envelope with peel & seal and the opening is on the 12" side. Printed on 28# white wove and one color blk one side only.	\$2123.00
20,000	9 x 12 envelope with peel & seal and the opening is on the 9" side. Printed on 28# brown kraft and one color blk one side only.	\$2228.00
50,000	8.5 x 11 smooth 60# opaque sheet with one horizontal perf.	\$1636.00
Approx 1800 names	Take 8.5 x 11 addressed forms and fold and match with corresponding subsequent form(s) if any. Nest together, insert along with generics, seal, meter and mail 1 <sup>st</sup> Class presort. (postage estimate 42.4 ea)	\$385.00
	Postage additional	

**Joyce Steele (Revenue)**

---

**To:** mdbent@aol.com  
**Subject:** RE: On Time Envelope quote request

**From:** mdbent@aol.com [mailto:mdbent@aol.com]  
**Sent:** Tuesday, August 21, 2012 12:26 PM  
**To:** Joyce Steele (Revenue)  
**Subject:** Re: Envelope quote request

Joyce,

Here are the numbers.

Mike

-----Original Message-----  
**From:** Joyce Steele (Revenue) <joyce.steele@cookcounty.il.gov>  
**To:** mdbent <mdbent@aol.com>  
**Sent:** Mon, Aug 20, 2012 3:09 pm  
**Subject:** Envelope quote request

Hi Mike,

Please provide me with a quote and a possible turn-around time for each of the following items:

4 1/2 x 9 3/4 24# WW Special Poly Window  
Qty: 100m  
Prints 1/0 Blk  
**Window: 1 1/2 x 4 1/2**  
L: 5/8  
B: 5/8

**\$38.00 pe thousand**  
**7 - 10 days turnaround time**

9 x 12 booklet envelope with peel & seal and opening is on the 12" side.  
Printed on 28# white wove and one color blk one side only  
Qty.: 20,000

**\$128.00 per thousand**  
**5 - 7 days turnaround time**

9 x 12 envelope with peel & seal and the opening is on the 9" side. Printed on  
96# brown kraft and one color blk one side only.

Qty.: 20,000

**\$131.00 per thousand**  
**5 - 7 day turnaround time**

8.5 x 11 smooth 60# opaque sheet with one horizontal perf.  
Qty.: 50,000

**\$22.00 per thousand**  
**4 - 5 day turnaround time**

# 9 envelope (standard). Printed on one side – front/centered, color blk ink  
Qty.: 180,000 (4 originals/ 20,000 each)

**\$29.50 per thousand**  
**4 - 5 day turnaround time**

#10 envelope (standard). Printed on one side – front/return, color blk ink  
Qty.: 60,000

**\$28.50 per thousand**  
**4 - 5 day turnaround time**

#10 envelope (standard). Printed on one side – front/return, color blk ink  
Window: standard  
Qty.: 60,000

**\$30.50 per thousand**  
**4 - 5 day turnaround time**

Thanks,

**Joyce Steele (Revenue)**

**From:** servicenv@aol.com  
**Sent:** Tuesday, August 14, 2012 9:36 AM  
**To:** Joyce Steele (Revenue)  
**Subject:** Re: Request for Quote

Hi Joyce

I have listed your price below.  
Thank you for the quote

Tom

-----Original Message-----

**From:** Joyce Steele (Revenue) <joyce.steele@cookcounty.il.gov>  
**To:** servicenv <servicenv@aol.com>  
**Sent:** Mon, Aug 13, 2012 4:25 pm  
**Subject:** Request for Quote

Good afternoon Tom,

Would you please provide me with a quote and a possible turn-a-round time for each of the following items?

4 1/2 x 9 3/4 24# WW Special Poly Window  
Qty: 100m \$ 49.20m  
Prints 1/0 Blk  
Window: 1 1/2 x 4 1/2  
L: 5/8  
B: 5/8

①

9 x 12 booklet envelope with peel & seal and opening is on the 12" side.  
Printed on 28# white wove and one color blk one side only  
Qty.: 20,000 \$ 89.19m

②

9 x 12 envelope with peel & seal and the opening is on the 9" side. Printed on  
28# brown kraft and one color blk one side only.  
Qty.: 20,000 \$ 68.86m

③

8.5 x 11 smooth 60# opaque sheet with one horizontal perf.

④

Qty.: 50,000 \$ 22.00m

# 9 envelope (standard). Printed on one side -- front/centered, color blk ink

Qty.: 80,000 (4 originals/ 20,000 each) \$ 16.00m

#10 envelope (standard). Printed on one side -- front/return, color blk ink

Qty.: 60,000 \$ 15.00m

Thanks,

6

6

# 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: Envelopes

Vendor: <u>The Envelope Conn.</u>	Award Amount: <u>7,956.80</u>	One-Time <input checked="" type="checkbox"/> Term Agreement <input type="checkbox"/>
Contract No.:	Award Type: <input checked="" type="checkbox"/> Single <input type="checkbox"/> Multiple	Renewals:
Requisition No.: (if known) <u>105261</u>	Start Date:	End Date:
PO No.: (if known)	Contact Person: <u>Andy</u>	Department:
Telephone: <u>773 774 4600</u>	Fax #:	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 checked="" type="checkbox"/> Detailed Bid Tabulation	<input checked="" type="checkbox"/> 3 Vendor Signed Contracts
<input checked="" type="checkbox"/> Requisition /Bid Specifications	<input checked="" 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: RB Date: 9/5/12 Deputy P.A.: Brandie Vitkowsky Date: 9/7/12  
 Rev. [6/3/2011]



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 8/21/2012	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 105261 OR	RESPOND BY 9/5/2012	Quotes must be in Bid Box by 10:00 A.M.
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**Vendor Address**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Product Delivery Point**

Revenue  
 C C Bldg 118 N Clark St Rm 1160  
 Chicago IL 60602-1304

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 herin 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 \_\_\_\_\_  
 PHONE NUMBER \_\_\_\_\_  
 SIGNED BY \_\_\_\_\_  
 (PLEASE PRINT) \_\_\_\_\_

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
Customized/ White/ Oversided Window Envelopes 4 1/2 x 9 3/4 24#White Wove Diagonals Special Poly Window, Oversized window (refer to sample) White, with return address printed on outside front (upper right corner), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled perferred, Return address: Cook County Department of Revenue P.O. Box 641547 Chicago, IL 60664-1547	100000.00	M		
#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled perferred, Centered address: Cook County Department of Revenue P.O. Box 641547 Chicago, IL 60664-1547 Delivered to Cook County Department of Revenue, Rm 1160	100000.00	M		

OFFICE USE ONE	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	<b>TOTAL</b>
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**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.

<b>DATE</b> 8/21/2012	<b>BUYER</b> BEARD, BRENDA	<b>BUYER PHONE</b> 312 6035383	<b>ORDER NO.</b> 1052610R	<b>RESPOND BY</b> 9/5/2012	Page 2 of 3
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
#10 Regular Window Envelopes #10 - 24# White Wove Diagonals Special Poly No Window, White, with return address printed on outside front (upper right corner), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor. Recycled preferred, Return address: Cook County Department of Revenue 118 North Clark Street, Room 1160 Chicago, Illinois 60602 Deliver to Cook County Department of Revenue, Rm. 1160	60000.00	M		
#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor Recycled preferred, Centered address: Cook County Department of Revenue Debt Collection Unit P.O. Box 641547 Chicago, IL 60664-1547 Delivered to Cook County Department of Revenue, Rm 1160	20000.00	M		
#9 Return No Window Envelopes #9 - 24# White Wove Regular, Diagonals, Return Envelopes, No Window White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor. Recycled preferred, Centered address: Cook County Department of Revenue Vehicle Code Unit P.O. Box 641307 Chicago, IL 60664-1307 Delivered to Cook County Department of Revenue, Rm 1160	20000.00	M		

<b>OFFICE USE ONLY</b>	<b>PURCHASE ORDER #</b>	<b>ADDITIONAL TERMS ON REVERSE SIDE</b>
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**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.

<b>DATE</b> 8/21/2012	<b>BUYER</b> BEARD, BRENDA	<b>BUYER PHONE</b> 312 6035383	<b>ORDER NO.</b> 10526 IOR	<b>RESPOND BY</b> 9/5/2012		Page 3 of 3
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
#10 Regular Window Envelopes	60000.00	M		
#10 - 24# White Wove Diagonals, Standard, Window, White, with return address printed on outside front (upper right corner), black print, and font style - Times Roman size T/B/D by vendor. printed on one side only. Recycled preferred. Return address: Cook County Department of Revenue 118 North Clark Street, Room 1160 Chicago, Illinois 60602 Deliver to Cook County Department of Revenue, Rm. 1160				
9 x 12 Booklet Envelopes	20000.00	M		
9 x 12 booklet envelope White wove flats - Open end, business grade, 28 WW, self-stick/peel & seal flap. Tthe opening is on the 12" side. Return address printed on outside front (upper right corner), printed on one sideonly , black print, font style - Times Roman, T/B/D by vendor. Return address: Cook County Department of Revenue 118 N. Clark Street, Room 1160 Chicago, IL 60602 Delivery to Cook County Department of Revenue, Rm 1160.				
9 x 12 Flats	20000.00	M		
9 x 12 Flat/ envelope business grade, flats - Open end, business grade, 28# brown kraft, the opening is on the 9" side, self-stick/peel & seal flap. Return address printed on outside front (upper right corner), printed on one sideonly , black print, font style - Times Roman, T/B/D by vendor. Return address: Cook County Department of Revenue 118 N. Clark Street, Room 1160 Chicago, IL 60602 Delivery to Cook County Department of Revenue, Rm 1160. Expected delivery schedule: Within 10 days of placing the order. Sample may be obtained from the Department of Purchasing, Rm 1018, 8:00 am to 4:00 pm The county will not accept over or under runs for printing It is the vendor's responsibility to print and ship as per specifications.				

<b>OFFICE USE ONLY</b>	<b>PURCHASE ORDER #</b>	<b>ADDITIONAL TERMS ON REVERSE SIDE</b>
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## Brenda Beard (Purchasing)

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**From:** Peter Kocerka (Budget)  
**Sent:** Friday, August 31, 2012 3:03 PM  
**To:** Joyce Steele (Revenue); Brenda Beard (Purchasing)  
**Subject:** RE: P.O.,182719(BU071373,DEPT.Revenue

Released.

Have a great weekend!!

Thanks,  
Peter

Peter Kocerka  
Cook County Government  
Department of Budget and Management Services  
118 N. Clark Street, Room 1100  
Chicago, IL 60602

[Peter.Kocerka@cookcountyil.gov](mailto:Peter.Kocerka@cookcountyil.gov)  
Phone 312-603-6856  
Fax 312-603-4757

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**From:** Joyce Steele (Revenue)  
**Sent:** Friday, August 31, 2012 2:58 PM  
**To:** Peter Kocerka (Budget)  
**Subject:** FW: P.O.,182719(BU071373,DEPT.Revenue

Hi Peter,

Can you please release the budget hold on PO 182719?

Thanks,

---

**From:** Brenda Beard (Purchasing)  
**Sent:** Friday, August 31, 2012 2:56 PM  
**To:** Budget Holds (Budget)  
**Cc:** Joyce Steele (Revenue)  
**Subject:** P.O.,182719(BU071373,DEPT.Revenue

Thanks  
Brenda Beard

## **Brenda Beard (Purchasing)**

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**From:** Joyce Steele (Revenue)  
**Sent:** Friday, August 31, 2012 3:22 PM  
**To:** Peter Kocerka (Budget)  
**Cc:** Brenda Beard (Purchasing)  
**Subject:** RE: P.O.,182719(BU071373,DEPT.Revenue)

Thanks Peter.

---

**From:** Peter Kocerka (Budget)  
**Sent:** Friday, August 31, 2012 3:03 PM  
**To:** Joyce Steele (Revenue); Brenda Beard (Purchasing)  
**Subject:** RE: P.O.,182719(BU071373,DEPT.Revenue)

Released.

Have a great weekend!!

Thanks,  
Peter

Peter Kocerka  
Cook County Government  
Department of Budget and Management Services  
118 N. Clark Street, Room 1100  
Chicago, IL 60602

[Peter.Kocerka@cookcountyil.gov](mailto:Peter.Kocerka@cookcountyil.gov)  
Phone 312-603-6856  
Fax 312-603-4757

---

**From:** Joyce Steele (Revenue)  
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**To:** Peter Kocerka (Budget)  
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Thanks,

---

**From:** Brenda Beard (Purchasing)  
**Sent:** Friday, August 31, 2012 2:56 PM  
**To:** Budget Holds (Budget)  
**Cc:** Joyce Steele (Revenue)  
**Subject:** P.O.,182719(BU071373,DEPT.Revenue)

Thanks  
Brenda Beard

## BID TABULATION

**BID NAME:** PRINTING ENVELOPES

**BID NUMBER:** 105261

**BID OPENING DATE:** Thursday, August 30, 2012

**BID OPENING TIME:** 10:00AM

**BUYER NAME:** BRENDA BEARD

ITEM #	DESCRIPTION	QUANTITY	UNIT	THE ENVELOPE CONNECTIONS, INC.		SERVICE		M D BENT	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Customized/ White/Oversized Window Envelopes. 4 1/2 x 9 3/4 #24 White Wove diagonals special poly window, oversized window (refer to sample). White, with return address printed on outside front (upper right corner), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor. Recycled preferred.	100.00	M	\$32.65	\$3,265.00	\$49.20	\$4,920.00	\$38.00	\$3,800.00
2	#9 Return no window envelopes #9 - 24 White wove regular. Diagonals, return envelopes, No Window. White, with return address printed on outside (centered), printed on one side only, black print, and font style - Times Roman size T/B/D by vendor. Recycled Preferred.	20.00	M	\$106.15	\$2,123.00	\$69.19	\$1,783.80	\$38.00	\$760.00
3	#10 regular Window envelopes #10 - #24 White Wove Diagonals, special poly, No Window. White, with return address printed on outside front (upper right Corner), printed on one side only, black print, and font style Time Roman size T/B/D by vendor. Recycled preferred.	60.00	M	\$24.75	\$1,485.00	\$15.00	\$900.00	\$28.50	\$1,710.00

