



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
 83083
 JJ Collins Sons Inc
 PO Box 150990
 Ogden UT 84415

DATE
 9/27/2012
F.O.B. POINT

PURCHASE ORDER NO.
183103 - 000- OP
REQUISITION NO.
 00105722 OR

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

SHIP TO Judiciary - Administration
 Richard J. Daley Center
 50 W. Washington Street RM 2600
 CHICAGO IL 60602-3002

DELIVERY INSTRUCTIONS
 DAVID SMID (312) 603-3083 50
 W WASHINGTON, 2600-A, 60602

DEPT NO	
3100809	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	<p>PRINTING PREPARATIONS: ETCHING , PHOTOENGRAVING, AND PREPARAT JUROR SUMMONS ENVELOPE</p> <p>Envelope with window. Size 6" x 9" with opening on 9" side. This envelope will be used on the following mechanical inserter: Neopost DS-140. 24 lb. white wove paper. Printed with black ink. Envelope dimensions should not vary more than +/- 1/16" (1.6mm). All seams must be securely bonded to the bottom flap without any curl or ripple between the flap. 21 degree flap angle with 1-1/4" straight flap Side seam style envelope Window size 3 1/2 x 1 7/8": Window location 1/2" from bottom, 5 1/4" from left side. Cellophane patch for window shall be fully and securely attached to envelope interior. Envelope curl or twist should not exceed 1/4" (6.4mm) when the envelope is placed on a flat surface. Must be packaged 1000 per box: 500 envelopes on each side of the box with a cardboard separator in the middle of the box. Envelopes must be suitably packaged to prevent cuppling or bowing.</p> <p>-----</p> <p>The vendor must submit sample envelopes (minimum of 1,000) and proof for review subsequent to award. Delivery: Must be delivered within 10 business days of request. All deliveries must be inside delivery - this would include delivery of boxed envelopes from dock to designated floor/storage room; boxed envelopes to be removed from pallets/crates and unloaded into designated storage room.</p>	140.00 M	24.6429	3,450.01	3100809.530605

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 Date: 9/26/12
[Signature]

Authorized Signature: _____

Date: _____



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

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

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83083
JJ Collins Sons Inc
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DATE
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183103 - 000- OP**
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00105722 OR**

Page 2 of 2

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ILLINOIS SALES TAX EXEMPT: E-9998-2013-04
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LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
	<p>***Must meet insurance requirements of the Richard J. Daley Center for dock access. Payment will be made for only the items that have been delivered. =====</p> <p>Cook County, Description 3 VENDOR QUOTES INCLUDED: JJ COLLINS & SONS = \$3,450.00 BEBON OFFICE MACHINES = \$4,939.20 HUSKY ENVELOPE = \$5,730.20 =====</p> <p>Internal req#23100038.</p>				
				<p>***** Total Order *****</p> <p>3,450.01</p>	

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: 9/27/2012
 Permission to Negotiate Date: _____
 Contracts and Bonds Date: _____

Project Description: Printing Preparations for Envelopes
 Vendor: 83083 Award Amount: \$3,450.01 One-Time Term Agreement
 Contract No.: _____ Award Type: Single Multiple Renewals: _____
 Requisition No.: (if known) 10572202 Start Date: _____ End Date: _____
 PO No.: (if known) 183103 Contact Person: Mike Pickrom Department: Judiciary - Admin
 Telephone: _____ Fax #: _____ Email: mmpickrom@jrollins.com
 Cost Savings: _____

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 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"/> MWBE 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 checked="" type="checkbox"/> Department Recommendation Letter	<input type="checkbox"/> Bids Report and Contracts and Bonds Approva
<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"/> MWBE 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 Appro
<input type="checkbox"/> Addendum #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> # _____	<input type="checkbox"/> Insurance Certificate/Waiver	

Spec. Engineer: [Signature] Date: 9/27/12 Deputy P.A.: _____ Date: _____

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

183 103

BA
Priya
Nes

Requisition # **OR 105722** Contract #

Open Date

Ship To: 8000461 Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Delivery Instructions:
DAVID SMID (312) 603-3083
50 W WASHINGTON, 2600-A, 60602
Ogden UT 84415

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code
Business Unit 3100809
Internal Req Number 23100038
Board Apr Date & Item
Requisition Date 9/11/2012
Date Needed 9/11/2012

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	965	PRINTING PREPARATIONS: ETCHING, PHOTOENGRAVING, AND PREPARAT <	>	140.00	M	24.6429	3,450.00	3100809.530605

JUROR SUMMONS ENVELOPE
Envelope with window.
Size 6 x 9 with opening on 9 side.
This envelope will be used on the following mechanical inserter:
Neopost DS-140.
24 lb. white wove paper.
Printed with black ink.
Envelope dimensions should not vary more than +/- 1/16 (1.6mm).
All seams must be securely bonded to the bottom flap without any curl or ripple between the flap.
21 degree flap angle with 1-1/4 straight flap
Side seam style envelope
Window size 3 1/2 x 1 7/8: Window location 1/2 from bottom, 5 1/4 from left side.
Cellophane patch for window shall be fully and securely attached to envelope interior.
Envelope curl or twist should not exceed 1/4 (6.4mm) when the envelope is placed on a flat surface.
Must be packaged 1000 per box: 500 envelopes on each side of the box with a cardboard separator in the middle of the box. Envelopes must be suitably packaged to prevent cupping or bowing.

The vendor must submit sample envelopes (minimum of 1,000) and proof

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. This requisition is a sufficient item budget appropriation approved by the Board of County Commissioners. The requisition is a sufficient item budget appropriation approved by the Board of County Commissioners. The requisition is a sufficient item budget appropriation approved by the Board of County Commissioners.

Sharon O'Connell
REQUISITIONER
9/11/12

[Signature]
BUREAU DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____
DATE _____ BY _____

2012 SEP 11 PM 3:59
RECEIVED
OFFICE OF THE
PURCHASING AGENT

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Requisition # **OR 105722** Contract #

Open Date

Ship To: 8000461 Judiciary - Administration
Richard J. Daley Center
50 W. Washington Street RM 260
CHICAGO IL 60602-3002

Delivery Instructions:
DAVID SMD (312) 603-3083
50 W WASHINGTON, 2600-A, 60602

Supplier: 83083
JJ Collins Sons Inc
PO Box 150990
Ogden UT 84415

Buyer Number 724149 Supervisor 80
Bid/Sale Src Code
Business Unit 3100809
Internal Req Number 23100038
Board Apr Date & Item
Requisition Date 9/11/2012
Date Needed 9/11/2012

Expiration Date _____ Emergency No. _____

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

Prior Contract No. _____

Line # _____ Commodity _____ Description _____ Bal. on Hand _____ Quantity _____ UOM _____ Est. Unit Cost _____ Extended Cost _____ Business Unit and Object Account _____

for review subsequent to award.
Delivery:
Must be delivered within 10 business days of request.
All deliveries must be inside delivery - this would include delivery of boxed envelopes from dock to designated floor/storage room; boxed envelopes to be removed from pallets/crates and unloaded into designated storage room.
***Must meet insurance requirements of the Richard J. Daley Center for dock access.
Payment will be made for only the items that have been delivered.

=====
3 VENDOR QUOTES INCLUDED:
JJ COLLINS & SONS = \$3,450.00
BEBON OFFICE MACHINES = \$4,939.20
HUSKY ENVELOPE = \$5,730.20
=====
Internal req#23100038.

Total of Items Ordered 3,450.00

2012 SEP 11 PM 4:00
RECEIVED
PURCHASING DEPARTMENT
COOK COUNTY ILLINOIS

CERTIFICATION
I hereby certify that the items and/or services above are necessary to this department (or institution) and that the item, 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 # _____



State of Illinois
Circuit Court of Cook County
Purchasing Department

Timothy C. Evans
Chief Judge

David C. Smid
Court Services Project Administrator

2600 Richard J. Daley Center
Chicago, Illinois 60602
(312) 603-3083
Fax: (312) 603-6125

September 11, 2012

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

Ref: Requisition # 105722
Juror Summons Envelopes
For the Office of the Chief Judge

Dear Ms. Coss:

We have reviewed the bid tabulations for the above referenced contract. It is recommended that the award be made to the lowest responsive and responsible bidder meeting specifications, JJ Collins Sons Inc., in the amount of \$3,450.00.

Respectfully,

A handwritten signature in black ink, appearing to read "David Smid".

David Smid
Court Services Project Administrator
Office of the Chief Judge

cc: Brandie Knazze

RECEIVED
2012 SEP 11 PM 4:00
PURCHASING AGENT
OFFICE OF THE
CHIEF JUDGE



J.J. Collins
Printers since 1878

September 27, 2012

Office of the Chief Judge
50 West Washington Suite 2600
Chicago, Illinois 60602
Attn: Shannon McIntire

Re: Juror Summons window envelopes

JJ Collins Sons Inc. is pleased to have the opportunity to manufacture 140,000 of the Juror Summons 6 x 9 window envelopes per specifications supplied.

The delivered cost will not exceed 24.6429/M

Thank you for the opportunity! If you have any questions please call me.

Sincerely,

Mike Pickrum
JJ Collins Sons Inc.

RE: Price Quote - Envelopes

Mike Pickrum [MPickrum@jcollins.com]

Sent: Monday, August 27, 2012 10:10 AM

To: Shannon McIntire (OCJ)

Shannon,

I have pricing for you..

140M = \$3,450.00

2 weeks for delivery from receipt of PO.

Thanks

From: Shannon McIntire (OCJ) [mailto:Shannon.McIntire@cookcountyil.gov]

Sent: Friday, August 24, 2012 9:24 AM

To: Mike Pickrum

Subject: Price Quote - Envelopes

Mike - Please give me a written price quote on the following:

140,000 Juror Summons Envelopes

Please see attached specifications and insurance requirements.

Please email me the price quote to: shannon.mcintire@cookcountyil.gov

Or you can fax it to me at 312-603-6125.

Thanks - Shannon

Office of the Chief Judge
50 W. Washington Street
Room 2600
Richard J. Daley Center
Chicago, IL 60602
312-603-6311
Fax: 312-603-6125
shannon.mcintire@cookcountyil.gov

Price Quote - Envelopes

Shannon McIntire (OCJ)

Sent: Friday, August 24, 2012 9:23 AM

To: mpickrum@jjcollins.com

Attachments: Specs - Juror Summons Enve~1.doc (25 KB) ; Dock Access Form[1].pdf (37 KB) ; Insurance Requirements RJD~1.pdf (685 KB)

Mike - Please give me a written price quote on the following:

140,000 Juror Summons Envelopes

Please see attached specifications and insurance requirements.

Please email me the price quote to: shannon.mcintire@cookcountyil.gov

Or you can fax it to me at 312-603-6125.

Thanks - Shannon

Office of the Chief Judge
50 W. Washington Street
Room 2600
Richard J. Daley Center
Chicago, IL 60602
312-603-6311
Fax: 312-603-6125
shannon.mcintire@cookcountyil.gov

BEBON OFFICE MACHINES

234 SOUTH WABASH AVENUE • CHICAGO, ILLINOIS 60604

TEL: 312-922-0566 FAX: 312-431-2303

09-10-12

Office of the Chief Judge
50 W. Washington Ste. 2600
Chicago, IL 60602
Attn: Shannon O'Connell
Tel: 312-603-6311 Fax: 312-603-6125

Price Quote

Qty	Description	Price/1000	Ext Price
140,000	Juror Summons Envelopes	\$35.28	\$4939.20

Delivery: 15 business days after receipt of order and approval of 1000 samples envelopes, which typically takes 15-20 days. From the time order is placed it takes approx. 35 days for everything to be delivered.

If you have any further questions please don't hesitate to call me at 312-922-0566.

Sincerely,



Keith Bebonis

Bebon Office Machines

234 S. Wabash Ave.

Chicago, IL 60604

Tel: 312-922-0566

Fax: 312-431-2303

DATE: 09-10-12

TO

COMPANY: OFFICE OF THE CHIEF JUDGE

ATTN: SHANNON O'CONNELL

TEL: 312-603-6311 FAX: 312-603-6125

NUMBER OF PAGES (WITHOUT THIS FAX SHEET): 1

FROM:

BEBON OFFICE MACHINES

ATTN: KEITH

TEL: 312-922-0566 FAX: 312-431-2303

COMMENTS:

▶ Fax

8/24/2012

From: Shannon O'Connell
Phone: 312-603-6311
Fax: 312-603-6125
Company Name: Office of the Chief Judge

To: Keith, Bebon
Phone: 312-922-0566
Fax: 312-431-2303
Company Name: Bebon

Pages: 5 pages

Comments:

Please give me a written price quote on the following:

140,000 Juror Summons Envelopes

Please see attached specifications and insurance requirements.

Please fax the price quote to me at 312-603-6125.

Thank you,

Shannon O'Connell

Office of the Chief Judge

50 W. Washington Street

Room 2600

Richard J. Daley Center

Chicago, IL 60602

312-603-6311

Urgent

For Review

Please Comment

Please Reply

Please Recycle

*** FAX TX REPORT ***

TRANSMISSION OK

JOB NO.	4586
DESTINATION ADDRESS	94312303
PSWD/SUBADDRESS	
DESTINATION ID	
ST. TIME	08/24 09:37
USAGE T	00' 47
PGS.	5
RESULT	OK

▶ Fax

8/24/2012

From: Shannon O'Connell
 Phone: 312-603-6311
 Fax: 312-603-6125
 Company Name: Office of the Chief Judge

To: Keith, Bebon
 Phone: 312-922-0566
 Fax: 312-431-2303
 Company Name: Bebon

Pages: 5 pages

Comments:

Please give me a written price quote on the following:

140,000 Juror Summons Envelopes

Please see attached specifications and insurance requirements.

Please fax the price quote to me at 312-603-6125.

Thank you,

Shannon O'Connell

Office of the Chief Judge

50 W. Washington Street

Room 2600



1225 E. West Maple Road
 P.O. Box 858
 Walled Lake, Michigan 49390
 (248) 624-7070
 FAX (248) 624-5990
 www.huskyenvelope.com

AttN: Preia

(312) 603-3179

QUOTATION 69820

DATE: 9-27-12

TERMS: NET 30 DAYS

We wish to thank you for this opportunity to submit our quotation and we look forward to receiving your valued order.

SIZE/STYLE 6x9 Booklet

PAPER 24# WW

ARTWORK

Black face printing

PRINTING

FOB

Chicago Ill Inside delivery Boxes removed from Pallets
 To storage Room

DELIVERY INFORMATION

*MAXIMUM STORAGE TIME

Same as
 Last time.

QUANTITY & PRICE

Qty 140/m

40.93/m

Thank you
 v

Rick Reske Rick Reske

*Husky reserves the right to ship the balance in stock at the end of the maximum storage time unless other arrangements are mutually agreed upon.

Quotations not accepted within 30 days are subject to review.

312-603-6125

ATTN: Shannon



1225 E. West Maple Road
P.O. Box 868
Walled Lake, Michigan 48390
(248) 624-7070
FAX (248) 624-5990
www.huskyenvelope.com

QUOTATION 69820

DATE: 8-27-12

TERMS: NET 30 DAYS

We wish to thank you for this opportunity to submit our quotation and we look forward to receiving your valued order.

SIZE/STYLE 6x9 Booklet

PAPER 24# W.W.

ARTWORK Print/Black

PRINTING

FOB Inside Delivery
Chicago IL 60602
DELIVERY INFORMATION

Inside Delivery
*MAXIMUM STORAGE TIME

o

QUANTITY & PRICE

Qty-140,000 Price 40.93/m

RECEIVED
OFFICE OF THE CHIEF JUDGE
2012 AUG 27 AM 7:42

[Signature] Rick Reske

*Husky reserves the right to ship the balance in stock at the end of the maximum storage time unless other arrangements are mutually agreed upon.

Quotations not accepted within 30 days are subject to review.

Price Quote - Envelopes

Shannon McIntire (OCJ)

Sent: Friday, August 24, 2012 9:25 AM

To: rreske@huskyenvelope.com

Attachments: Specs - Juror Summons Enve~1.doc (25 KB) ; Dock Access Form[1].pdf (37 KB) ; Insurance Requirements RJD~1.pdf (685 KB)

Rick - Please give me a written price quote on the following:

140,000 Juror Summons Envelopes

Please see attached specifications and insurance requirements.

Please email me the price quote to: shannon.mcintire@cookcountyil.gov

Or you can fax it to me at 312-603-6125.

Thanks - Shannon

Office of the Chief Judge
50 W. Washington Street
Room 2600
Richard J. Daley Center
Chicago, IL 60602
312-603-6311
Fax: 312-603-6125
shannon.mcintire@cookcountyil.gov

JUROR SUMMONS ENVELOPE

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Side seam style envelope

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*****Must meet insurance requirements of the Richard J. Daley Center for dock access.**

Payment will be made for only the items that have been delivered.

MB REAL ESTATE

RICHARD J. DALEY CENTER
50 WEST WASHINGTON
CHICAGO, IL 60602

INSURANCE REQUIREMENTS FOR CONTRACTORS/VENDORS POLICY LIMITS – MINIMUM LIMITS

COMMERCIAL GENERAL LIABILITY INSURANCE

Combined Single Limit Bodily Injury & Property Damage	\$1,000,000.00 Each Occurrence \$2,000,000.00 General Aggregate
Products/Completed Operations	\$1,000,000.00 Each Occurrence \$2,000,000.00 Aggregate Limit
Personal Injury & Advertising Limit	\$1,000,000.00

UMBRELLA LIABILITY INSURANCE

Umbrella Liability Policy	\$5,000,000.00
------------------------------	----------------

WORKERS COMPENSATIONS

for Coverage A (statutory limits) and Coverage B, Employer's Liability with limits of:

\$500,000.00	Bodily Injury by Accident for Each Accident
\$500,000.00	Bodily Injury by Disease for Policy Limit
\$500,000.00	Bodily Injury by Disease for Each Employee

COMPREHENSIVE AUTOMOBILE LIABILITY

Insurance which shall include all owned, leased, hired or non-owned vehicles with limits of liability as follows:

\$1,000,000.00	Bodily Injury and Property Damage
\$1,000,000.00	Each Occurrence

ADDITIONAL INSURED

Public Building Commission of Chicago
MB Real Estate Services LLC

Additional insured will be given at least sixty (60) days' prior written notice of cancellation, non-renewal or material change in coverage of any of the aforesaid policies. Policy will be endorsed so that coverages provided will be on a primary-non contributory basis and a waiver of subrogation will be provided on behalf of the additional insureds.

CERTIFICATE HOLDER
MB REAL Estate Services LLC
1203 Richard J. Daley Center
50 West Washington Street
Chicago, IL 60602
312 603 7980

FAX CERTIFICATE OF INSURANCE TO: 312 603 5800

ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/3/2009

PRODUCER Insurance Carrier Name Address Phone Number, Fax Number	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.												
INSURED Name of Service Provider Address of Service Provider Contact Person	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURERS AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Name of Carrier</td> <td></td> </tr> <tr> <td>INSURER B: Name of Carrier</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> </table>	INSURERS AFFORDING COVERAGE	NAIC #	INSURER A: Name of Carrier		INSURER B: Name of Carrier		INSURER C:		INSURER D:		INSURER E:	
INSURERS AFFORDING COVERAGE	NAIC #												
INSURER A: Name of Carrier													
INSURER B: Name of Carrier													
INSURER C:													
INSURER D:													
INSURER E:													

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

RISK CODE / LTR / RCRT	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GENL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PROTECT <input type="checkbox"/> LOC	12345	1/1/2009	1/1/2010	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	12345	1/1/2009	1/1/2010	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ ADD \$
X	EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	12345	1/1/2009	1/1/2010	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$
B	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY ANY PROPRIETOR, PARTNER OR EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	12345	1/1/2009	1/1/2010	<input checked="" type="checkbox"/> WC STATUS <input type="checkbox"/> OTHER <input checked="" type="checkbox"/> TORY JURIS EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

RE: INSERT NAME/ADDRESS OF PROJECT/WORK HERE

* Policy endorsed to include: Certificate Holder as Additional Insured, Waiver of Subrogation and Primary/Non-Contributory Coverage.

CERTIFICATE HOLDER Public Building Commission of Chicago 318 Real Estate Services, LLC 1205 Richard J. Daley Center 50 West Washington Street Chicago, IL 60602 312-663-7980	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL SEND TO THE MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BY MAIL TO THE CERTIFICATE HOLDER _____ AUTHORIZED REPRESENTATIVE Authorized Representatives must sign here
---	--

Priya Yalamanchi (Bureau of Technology)

From: Priya Yalamanchi (Bureau of Technology)
Sent: Thursday, September 27, 2012 11:59 AM
To: Shannon McIntire (OCJ)
Subject: REQ 105722 OR

Importance: High

Hey Shannon,

I am working in Procurement, and I have your requisition #105722 OR. These envelopes I am sure you can get off Marketplace. I can email you the how to get on Marketplace if you do not currently have access to it right now. That way you can just buy them right today and have them delivered to your department. Let me know if have you have any questions. Thanks

Priya

BID TABULATION

Printing Preparations: Etching,
Photograving, and Preparing Juror
Summons Envelope

BID NAME:
BID NUMBER:

BID OPENING DATE:

READER:

RECORDER:

WITNESS:

VENDOR #1:
JJ COLLINS & SONS

VENDOR #2:
BEBON OFFICE MACHINES

VENDOR #3:
HUSKY ENVELOPE

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS	UNIT PRICE	TOTAL PRICE	RENEWALS
1	JUROR SUMMONS ENVELOPES	140	M	24.6429	\$3,450.01		35.28	\$4,939.20		40.93	\$5,730.20	
					\$3,450.01			\$4,939.20			\$5,730.20	

Priya Yalamanchi (Bureau of Technology)

From: Shannon McIntire (OCJ)
Sent: Thursday, September 27, 2012 2:54 PM
To: Priya Yalamanchi (Bureau of Technology)
Subject: RE: REQ 105722 OR
Attachments: Chief Judge Juror Summons envelope letter.doc

Priya,

Please see attached. Will this work?

Thanks - Shannon

Office of the Chief Judge
50 W. Washington Street
Room 2600
Richard J. Daley Center
Chicago, IL 60602
312-603-6311
Fax: 312-603-6125
shannon.mcintire@cookcountyil.gov

From: Priya Yalamanchi (Bureau of Technology)
Sent: Thursday, September 27, 2012 12:53 PM
To: Shannon McIntire (OCJ)
Subject: RE: REQ 105722 OR

Hey Shannon, I need an email with the unit cost for the 140 from the vendor of JJ Collins. Also if they can email you a document on their letter head, like the other vendors, would help a lot. Please email me this as soon as possible. Thanks

From: Shannon McIntire (OCJ)
Sent: Thursday, September 27, 2012 12:25 PM
To: Priya Yalamanchi (Bureau of Technology); Brandie Knazze (Purchasing)
Cc: Lourdes Coss (Purchasing); David Smid (OCJ)
Subject: RE: REQ 105722 OR

So off the Marketplace, it will do printing that we need on these Juror Summons Envelopes? We also ask to have specific instructions on the delivery, can the Marketplace do this too?

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Richard J. Daley Center
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