



**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  
76389

Fraser Div Indexing & Equipment  
7550 W 100th PI  
Bridgeview IL 60455-2407

DATE  
9/29/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
**178243 - 000- OP**  
REQUISITION NO.  
00096909 OR

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

**SHIP TO** Medical Examiner  
Robert J. Stein Institute of Forensic Me  
2121 W. Harrison RM 143  
Chicago IL 60612-3706

**DELIVERY INSTRUCTIONS**  
OFFICE OF THE MEDICAL EXAMINER  
KIMBERLY JACKSON 312-997-4482

DEPT NO	
2590886	Page 1 of 2

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	INTAKE BOOKS VOLUME, MONTH, YEAR, IMPRINTED ON FACE OF COVER AND ON BINDING ALPHABETICAL (50) LEAF LINED INDEX IN FRONT OF BOOK (300) PAGES PER VOLUME (2) CASES PER PAGE (DOUBLE-SIDED) STURDY LIBRARY BUCKHAM 192-S MAROON WITH GOLD LETTERING. BYRON WESTON'S PAPER 36" LINEN LEDGER 100% COTTON RAG CONTENT (THIS IS FOR ALL BOOKS) (2-year period will have qty 24 books)	12.00 EA	145.9500	1,751.40	2590886.520495
2.00	INVESTIGATIONS BOOKS VOLUME 1 & 2 MONTH, YEAR, VOL. 1 & VOL. 2 PRINTING ON FRONT COVER AND ON BINDING (250) PAGES PER BOOK (2) TWO CASES PER PAGE - DOUBLE SIDED STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING. PROOF TO BE SUBMITTED BEFORE PRINTING. (2-year contract will have qty. 48 books) BOOKS DELIVERED NO LATER THAN OCTOBER 1, 2011. A-Z INDEX ENTIRE SET OF BOOKS THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS. CONTRACTOR MUST SUBMIT PROOF TO THE DEPARTMENT BEFORE PRINTING THE BOOKS.	24.00 EA	145.9500	3,502.80	2590886.520495
3.00	SPECIAL INVESTIGATIONS BOOK INVESTIGATIONS - PRINTED ON COVER	1.00 EA	145.9500	145.95	2590886.520495

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

*Mania de la...*  
Date: 10/20/11 BR



**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  
76389  
Fraser Div Indexing & Equipment  
7550 W 100th Pl  
Bridgeview IL 60455-2407

THIS PURCHASE ORDER NUMBER  
MUST APPEAR ON ALL PACKAGES,  
INVOICES, SHIPPING PAPERS AND  
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DATE  
9/29/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
178243 - 000- OP

REQUISITION NO.  
00096909 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
	<p>(250) PAGES (2) CASES PER PAGE - DOUBLE SIDED STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING. (ONLY 1 BOOK, NO DATE ON THIS BOOK). (2-year contract will have a total of 2 books - 1/year) THE 1st DELIVERY WILL BE AFTER ISSUING PURCHASE ORDER THE 2nd DELIVERY WILL BE THE END OF DECEMBER ,2011 PURCHASE ORDER ENCUMBERED FOR \$10,800.30. PURCHASE ORDER AWARD AMOUNT \$5,400.15.</p>				
		*****	Total Order	*****	5,400.15

Purchase Requisition  
Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number  
178243

Requisition # OR 96909 Contract #

Ship To: 8000739 Medical Examiner  
Robert J. Stein Institute of Fo  
2121 W. Harrison RM 143  
Chicago IL 60612-3706

Delivery Instructions:  
OFFICE OF THE MEDICAL EXAMINER  
KIMBERLY JACKSON 312-997-4482

Supplier: 299899 TEAM LEAD MAILBOX

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code BSP  
Business Unit 2590886  
Internal Req Number 112590073  
Board Apr Date & Item  
Requestion Date 4/29/2011  
Date Needed 4/29/2011

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

1 000 961 INTAKE BOOKS < > 12.00 EA 187.0000 2.244.00 2590886.520495  
VOLUME, MONTH, YEAR, IMPRINTED ON FACE OF COVER AND ON BINDING  
ALPHABETICAL (50) LEAF LINED INDEX IN FRONT OF BOOK  
(300) PAGES PER VOLUME  
(2) CASES PER PAGE (DOUBLE-SIDED)  
STURDY LIBRARY BUCKHAM 192-S MAROON WITH GOLD LETTERING.  
BYRON WESTONS PAPER 36" LINEN LEDGER  
100% COTTON RAG CONTENT (THIS IS FOR ALL BOOKS)  
STARTING ~~JUNE 2011~~ <sup>STARTING</sup> JUNE 2013  
INVESTIGATIONS BOOKS < > 24.00 EA 182.0000 4.368.00 2590886.520495  
VOLUME 1 & 2  
MONTH, YEAR, VOL. 1 & VOL. 2 PRINTING ON FRONT COVER AND ON BINDING  
(250) PAGES PER BOOK  
(2) TWO CASES PER PAGE - DOUBLE SIDED  
STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING.  
PROOF TO BE SUBMITTED BEFORE PRINTING.  
STARTING ~~JUNE 2011~~ <sup>STARTING</sup> JUNE 2013  
BOOKS DELIVERED NO LATER THAN JUNE 1, 2011.  
A-Z INDEX  
ENTIRE SET OF BOOKS  
THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS  
VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS.  
SPECIAL INVESTIGATIONS BOOK < > 1.00 EA 182.0000 182.00 2590886.520495

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.

Suburban Pickers  
REQUISITIONER  
BUREAU or DEPARTMENT HEAD  
Cruz J. Jones, MD.

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT #  
DATE BY

1.00 EA 182.0000 182.00 2590886.520495

182.00 2590886.520495

2011 APR 29 PM 4:24  
RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

# Purchase Requisition

Office of the Purchasing Agent  
Cook County of Illinois

Purchase Order Number

Requisition # **OR 96909** Contract #

Open Date

Ship To: 8000739 Medical Examiner  
Robert J. Stein Institute of Fo  
2121 W. Harrison RM 143  
Chicago IL 60612-3706

Delivery Instructions: OFFICE OF THE MEDICAL EXAMINER  
KIMBERLY JACKSON 312-997-4482

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724150 Supervisor 40  
Bid/Sole Src Code BSP  
Business Unit 2590866  
Internal Req Number 112590073  
Board Apr Date & Item  
Requisition Date 4/29/2011  
Date Needed 4/29/2011

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

INVESTIGATIONS - PRINTED ON COVER  
(250) PAGES  
(2) CASES PER PAGE - DOUBLE SIDED  
STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING.  
(ONLY 1 BOOK, NO DATE ON THIS BOOK).

Total of Items Ordered 6,794.00

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT  
2011 APR 29 PM 4:04  
BOOKKEEPING

### CERTIFICATION

I hereby certify that the items and/or services above are necessary to this department (or institution) and that the amount of the requisition is within the 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

*Kimberly Jackson*  
REQUISITIONER

BUREAU or DEPARTMENT HEAD

*Anthony J. Quinn, MD.*

13:05 PM 29 APR 1102  
RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

THE BOARD OF COMMISSIONERS

TONI PRECKWINKLE

PRESIDENT

COLLINS	1st Dist.	PETER N. SILVESTRI	9th Dist.
STEELE	2nd Dist.	BRIDGET GAINER	10th Dist.
BUTLER	3rd Dist.	JOHN P. DALEY	11th Dist.
AM M. BEAVERS	4th Dist.	JOHN A. FRITCHEY	12th Dist.
GRAH SIMS	5th Dist.	LARRY SUFFREDIN	13th Dist.
IN PATRICIA MURPHY	6th Dist.	GREGG GOSLIN	14th Dist.
SUS G. GARCIA	7th Dist.	TIMOTHY O. SCHNEIDER	15th Dist.
DWIN REYES	8th Dist.	JEFFREY R. TOBOLSKI	16th Dist.
		ELIZABETH ANN DOODY GORMAN	17th Dist.



OFFICE OF THE MEDICAL EXAMINER  
COUNTY OF COOK

NANCY LYNNE JONES, M.D.  
THE MEDICAL EXAMINER

DR. ROBERT J. STEIN INSTITUTE  
OF FORENSIC MEDICINE  
2121 West Harrison Street  
Chicago, Illinois 60612-3705  
312/666-0500  
FAX 312/997-4516

April 29, 2011

Mrs. Maria De Lourdes Coss  
Purchasing Agent  
Cook County Purchasing Department  
118 N. Clark St. -Rm 1018  
Chicago, Illinois 60602-1304

RE: Specifications for Bid for Ledger Books

Dear Mrs. Coss,

The Office of the Medical Examiner is submitting the above referenced specification to begin the bidding process to go to the lowest bidder.

Please contact me with any questions or concerns.

Sincerely,

*Kimberly Jackson*  
 Kimberly R. Jackson, MBA  
 Executive Officer

RECEIVED  
 OFFICE OF THE  
 PURCHASING AGENT  
 2011 APR 29 PM 4:04  
 BOOKKEEPING









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 8/24/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 96909 OR	RESPOND BY 9/8/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 2
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Vendor Address

*Fraser a div of IBC*  
7550 W. 100th Pl  
Bridgeview, IL 60655

Product Delivery Point

Medical Examiner  
 Robert J. Stein Institute of Forensic Med  
 2121 W. Harrison RM 143  
 Chicago IL 60612-3706

TERMS AND CONDITIONS

Acceptance: If this bid is accepted by the County within 30 days from date of opening, bidder offers and agrees to furnish any or all of the items upon which prices are quoted, at the price and delivery time stated, subject to all terms and conditions endorsed herein.

Bidding: The right is reserved to reject any and all bids; to waive a formality in bids; to award by item or class. 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 or changed 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 point.

Taxes: Materials and services purchased by Cook County are exempt from Federal Excise Tax by virtue of 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 intended that they are restrictive. Where a bidder proposes an "or equal", bidder shall fully describe the item proposed.

DELIVERY IN WORKING DAYS 40-45 working days  
 PHONE NUMBER 708-430-3201  
 SIGNED BY Richard J. Fraser  
 (PLEASE PRINT) RICHARD S. FRASER

INSTRUCTIONS ON MARKING BID ENVELOPE

Before returning bid, mark the envelope in which the bid will be enclosed with the following information: 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.

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
INTAKE BOOKS VOLUME, MONTH, YEAR, IMPRINTED ON FACE OF COVER AND ON BINDING ALPHABETICAL (50) LEAF LINED INDEX IN FRONT OF BOOK (300) PAGES PER VOLUME (2) CASES PER PAGE (DOUBLE-SIDED) STURDY LIBRARY BUCKHAM 192-S MAROON WITH GOLD LETTERING. BYRON WESTON'S PAPER 36" LINEN LEDGER 100% COTTON RAG CONTENT (THIS IS FOR ALL BOOKS) (2-year period will have qty 24 books)	24.00	EA	145.95	\$ 3502.80
OFFICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		TOTAL	



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 8/24/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 969090R	RESPOND BY 9/8/2011		Page 2 of 2
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
INVESTIGATIONS BOOKS VOLUME 1 & 2 MONTH, YEAR, VOL. 1 & VOL. 2 PRINTING ON FRONT COVER AND ON BINDING (250) PAGES PER BOOK (2) TWO CASES PER PAGE - DOUBLE SIDED STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING. PROOF TO BE SUBMITTED BEFORE PRINTING. (2-year contract will have qty. 48 books) BOOKS DELIVERED NO LATER THAN OCTOBER 1, 2011. A-Z INDEX ENTIRE SET OF BOOKS THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS. CONTRACTOR MUST SUBMIT PROOF TO THE DEPARTMENT BEFORE PRINTING THE BOOKS.	48.00	EA	\$145.95	\$7,005.60
SPECIAL INVESTIGATIONS BOOK INVESTIGATIONS - PRINTED ON COVER (250) PAGES (2) CASES PER PAGE - DOUBLE SIDED STURDY BUCKHAM 580-S ROYAL BLUE, WITH GOLD LETTERING. (ONLY 1 BOOK. NO DATE ON THIS BOOK). (2-year contract will have a total of 2 books - 1/year)	2.00	EA	\$145.95	\$291.90

OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	\$10,800.30
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INTAKE BOOKS, VOLUME, MONTH, YEAR, IMPRINTED ON FACE OF COVER AND  
 ON BINDING, ALPHABETICAL (50) LEAF LINED INDEX IN FRONT-MEDICAL EXAMINER  
 DUE DATE: SEPT. 8, 2011 AT 10:00 AM QUOTE- Q-96909-0R-B. BEARD

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 <i>Fraser</i>	<i>7550 W. 100th Place Bridgeway, IL 60455</i>	<i>10,800.50 13,502.80</i>
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