



**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  
81137

Warehouse Direct  
1601 W Algonquin  
Mt Prospect IL 60056

DATE  
10/1/2011  
F.O.B. POINT

PURCHASE ORDER NO.  
**178358 - 000- OP**  
REQUISITION NO.  
00097167 OR

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

<b>SHIP TO</b> Judiciary - Administration Richard J. Daley Center 50 W. Washington Street RM 2600 CHICAGO IL 60602-3002	<b>DELIVERY INSTRUCTIONS</b> DAVID SMID 312.603.3083	DEPT NO	Page 1 of 2
		3000846	

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	BOOK, JOURNAL BOOK JOURNAL DAILY STANDARD JOURNAL 7 11/16" X 12 1/8" ONE PAGE PER DAY JOURNAL RULED, FULL BOUND RED MOIRE VINYL, PLAIN EDGE COVER TITLE DESIGN STAMPED IN GOLD FOIL YEAR 2012 KEITH CLARK SD377	575.00 EA	14.0000	8,050.00	3000846.530605
2.00	BOOK, WEEKLY, APPOINTMENT DAY MINDER WEEKLY APPOINTMENT BOOK SIZE: 8" X 11" QUARTER HOUR APPOINTMENT 7:00AM TO 9:45PM (SAT. TO 6:45PM) ONE WEEK PER SPREAD, SAT./SUN COMBINED BLACK SIMULATED LEATHER WIREBOUND NON-REFILLABLE YEAR 2012 KEITH CLARK G520	25.00 EA	6.3000	157.50	3000846.530605
3.00	PAD, DESK CALENDAR NON-REFILLABLE DESK PAD CALENDAR FULL YEAR REFERENCE CALENDAR AT BOTTOM OF PAGE SIZE 22" X 17" BLACK PAPER HEADBAND RULED DAILY SQUARES, ONE MONTH PER PAGE YEAR 2012 KEITH CLARK SK24	325.00 EA	1.1800	383.50	3000846.530605
4.00	CALENDAR, REFILL SIZE: 3 1/2" X 6" PAD TWO(2) PAGES FOR EACH DAY WITH LEFT HAND PAGE RULED FOR APPOINTMENTS AT HALF HOUR INTERVALS YEAR 2012 KEITH CLARK E717-50-00	450.00 EA	.6900	310.50	3000846.530605

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.

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**

*Maria de la Cruz*  
Date: \_\_\_\_\_

OK 10/4/11



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1601 W Algonquin  
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Page 2 of 2

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
5.00	<p><del>MONTHLY CALENDAR</del> MONTHLY CALENDAR GOLD IMPRINT ON COVER TO READ 'MONTHLY 2012' TWO PAGE SPREAD MONTHLY CALENDAR WITH RULED SQUARE FOR NOTES APPOINTMENTS SQUARES ARE 1 11/16" OVERALL SIZE OF BOOK IS 7" X 9 11/16" SIMULATED BLACK LEATHER COVER TWO COLOR PRINTING FOR EACH PAGE 14 MONTHS DEC. 2011-2013 US DIARY COMPANY #943 OR EQUAL MUST BE INSIDE DELIVERY VENDOR MUST NOT DELIVER CALENDARS UNTIL NOTIFIED BY THE USING DEPARTMENT</p>	500.00 EA	2.1000	1,050.00	3000846.530605
***** Total Order *****				9,951.50	

# Purchase Requisition

Purchase Order Number

Office of the Purchasing Agent

178358

Cook County of Illinois

Requisition # **OR 97167** Contract #

Open Date

4/19

Ship To: 8000461 Judiciary - Administration

Delivery Instructions: DAVID SMID

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 724150 Supervisor 40

Bid/Sole Src Code 3000846

Business Unit 13000007

Internal Req Number

Board Apr Date & Item

Requestion Date 4/14/2011

Date Needed 4/14/2011

50 W. Washington Street RM 260  
CHICAGO IL 60602-3002

ERINIE LOYER

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

1.000 615 CALENDARS / JOURNALS

YEAR 2012

< >

LO

10,276,2500

10,276,25

3000846,530610

PLEASE SEE ATTACHED SHEET FOR ITEMIZED LISTING. (CD-ROM & HARD COPY)

\*\*MUST BE AN INSIDE DELIVERY

\*\*VENDOR MUST NOT DELIVER CALENDARS UNTIL NOTIFIED BY THE USING

DEPARTMENT

Total of Items Ordered

10,276,25

### 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 SIGNATURE

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE \_\_\_\_\_ BY \_\_\_\_\_

ACCT # \_\_\_\_\_

RECEIVED  
OFFICE OF THE  
PURCHASING AGENT

60:5:00 12 APR 21 PM 5:00

PROCUREMENT

*Shirley O'Connell*  
OK for











3	PAD, DESK CALENDAR, NON-REFILLABLE, FULL YEAR REFERENCE CALENDAR AT BOTTOM OF PAGE. SIZE 22" X 17" BLACK PAPER HEADBAND RULED DAILY SQUARES, ONE MONTH PER PAGE, YEAR 2012, KEITH CLARK SK24	325	EA	\$3.47	\$1,127.75															
4	CALENDAR, REFILL SIZE 3 1/2" X 6" PAD, TWO (2) PAGES FOR EACH DAY WITH LEFT HAND PAGE RULED FOR APPOINTMENTS AT HALF HOUR INTERVALS, YEAR 2012 KEITH CLARK E717-50-00	450	EA	\$1.75	\$787.50															
5	MONTHLY MONITORS 2012, GOLD IMPRINT ON COVER TO READ " MONTHLY 2012" TWO PAGE SPREAD MONTHLY CALENDAR WITH RULED SQUARE FOR NOTES, APPOINTMENT SQUARES ARE 1 11/16" OVERALL, SIZE OF BOOK IS 7" X 9 11/16", SIMULATED IN BLACK LEATHER COVER, TWO COLOR PRINTING FOR EACH PAGE, 14 MONTHS DEC. 2011-2013. US DIARY COMPANY #943 OR EQUAL. MUST BE INSIDE DELIVERY. VENDOR MUST NOT DELIVER CALENDARS UNTIL NOTIFIED BY THE USING DEPARTMENT.	500	EA	\$4.47	\$2,235.00															
NOTES:					\$31,989.75															
VENDOR #4 INTER CITY SUPPLY QUOTING ITEM #1 AAGSD37713, ITEM #2 AAGG52000, ITEM #3 AAGSK2400, ITEM #4 AAGE71750, ITEM #5 UD943																				
GOLD EDGE DID NOT BID ACCORDING TO SPECS AND WAS DEEMED NON-RESPONSIVE.																				
SCHOOL SPECIALTY SUBMITTED A PARTIAL BID AND WAS DEEMED NON-RESPONSIVE.																				

Book, Journal, Book Journal Daily Standard Journal, 7-11/16" X 12-18", One Page Per  
 Day Journal Ruled, Full Bound Red - Judiciary

DUE DATE: Monday Sept. 19, 2011 AT 10:00AM Quote- #Q-97167-OR-B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 LNDI Enterprise	535 Chippewa Carol Stream, IL 60188	31,245.25
2 Warehouse Direct	1601 Algonquin Rd Mt Prospect, IL 60056	9,957.50
Gold Edge	1849 Elmdale Ave Glenview, IL 60026	27,901.90
Inter City Supply	8830 S. Dobson Ave Chicago, IL 60619	34,775.30
A-1 Business Prod.	24107 Sherwood Ave Warren, MI 48091	26,506.00
6 School Specialty	1156 Fair Star Dr Mount Joy, PA 17552	NO Total
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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.

DATE 30/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 97167 OR	RESPOND BY 9/19/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address

TERMS AND CONDITIONS

*Warehouse Direct*  
*1601 Algonquin Rd*  
*At Naperville IL 60563*

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 hereon.

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.

Product Delivery Point

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

DELIVERY IN WORKING DAYS

*5*

PHONE NUMBER

*847-631-7153*

SIGNED BY

*Mark Hill*

PLEASE PRINT

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
1000 JOURNAL 1000 JOURNAL FULLY STANDARD JOURNAL 1 1/16" X 12 1/8" 100 PAGE PER DAY JOURNAL RULED, FULL BOUND MOIRE VINYL, PLAIN EDGE COVER TITLE DESIGN STAMPED IN GOLD FOIL YEAR 2012 NORTH CLARK SD377	575.00	EA	14.00	8050.00
1000 WEEKLY APPOINTMENT REMINDER WEEKLY APPOINTMENT BOOK SIZE: 8" X 11" QUARTER HOUR APPOINTMENT 7:00AM TO 9:45PM (SAT. TO 6:45PM) 1 WEEK PER SPREAD, SAT./SUN COMBINED CHECK SIMULATED LEATHER WIREBOUND RE-REFILLABLE YEAR 2012 NORTH CLARK G520	25.00	EA	6.30	157.50
PRICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		TOTAL 9,951.50



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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 30/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 971670R	RESPOND BY 9/19/2011	Page 2 of
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
1) DESK CALENDAR 1- REFILLABLE DESK PAD CALENDAR 1. YEAR REFERENCE CALENDAR AT BOTTOM OF PAGE 1. 22" X 17" 1. CHECK PAPER HEADBAND 1. Ruled DAILY SQUARES, ONE MONTH PER PAGE 1. YEAR 2012 1. NORTH CLARK SK24	325.00	EA	1.18	383.50
1. CALENDAR, REFILL 1. SIZE: 3 1/2" X 6" PAD 1. (2) PAGES FOR EACH DAY WITH LEFT HAND PAGE RULED 1. (2) APPOINTMENTS AT HALF HOUR INTERVALS 1. YEAR 2012 1. NORTH CLARK E717-50-00	450.00	EA	.69	310.50
1. MONTHLY MONITORS 1. 2 MONTHLY MONITOR 1. 1. D IMPRINT ON COVER TO READ 'MONTHLY 2012' 1. 1. 1 PAGE SPREAD MONTHLY CALENDAR WITH RULED SQUARE FOR NOTES 1. 1. APPOINTMENTS SQUARES ARE 1 11/16" OVERALL SIZE OF 1. 1. MONITOR IS 7" X 9 11/16" 1. 1. ISOLATED BLACK LEATHER COVER TWO COLOR 1. 1. PRINTING FOR EACH PAGE 14 MONTHS DEC. 2011-2013 1. 1. DIARY COMPANY #943 OR EQUAL 1. 1. MUST BE INSIDE DELIVERY 1. 1. VENDOR MUST NOT DELIVER CALENDARS UNTIL 1. 1. APPROVED BY THE USING DEPARTMENT	500.00	EA	2.10	1050.00
1. PRICE USE ONLY PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE			9951.50