



**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
832351

Capital Supply Company Inc
9710 Traville Gateway Dr
Rockville MD 20850

DATE
9/23/2011
F.O.B. POINT

PURCHASE ORDER NO.
178170 - 000- OP
REQUISITION NO.
00098663 OR

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

SHIP TO Clerk of Circuit Court - Supplies
Ck Cty Government Facility Warehouse
2323 S Rockwell St Rm 111
Chicago IL 60608-3712

DELIVERY INSTRUCTIONS
2323 S ROCKWELL, ROOM 111
ATTEN: SHERRI KUSEK 603-5015

DEPT NO
3351003 Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	8-1/2 X 11 COPY PAPER COPY PAPER - 8-1/2 X 11 - 20# - 30% PPC, 5,000 SHEETS PER CASE - WHITE MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 DELIVERY HOURS: MONDAY THROUGH FRIDAY 8:00 AM TO 2:00PM EXCEPT COURT HOLIDAYS REQUISITION NUMBER:13350045	800.00 CA	28.7900	23,032.00	3351003.530605
***** Total Order *****				23,032.00	

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

Maia de la Cruz
Date: 9/23/11

DR 9/23/11

#22

Report # 66REQ02

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Rush

81

Be New

Purchase Order Number
178170

Requisition # **OR 98663** Contract #

Ship To: 461699 Clerk of Circuit Court - Adm
Ck Cty Government Facility War 2323 S ROCKWELL, ROOM 111
2323 S Rockwell St Rm 11
Chicago IL 60608-3712

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Sole Src Code 3351003
Business Unit
Internal Req Number 13350045
Board Apr Date & Item
Requisition Date 8/2/2011
Date Needed 8/2/2011

One Time Purchase Yes No Covers Need for months. Specific Period of time thru Prior Contract No. Expiration Date Emergency No.

Line #	Commodity Description	Ball on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	615 8-1/2 X 11 COPY PAPER	<	>	800.00	CA	29.2000	23.360.00 3351003.530605
COPY PAPER - 8-1/2 X 11 - 20# - 30% PPC, 5,000 SHEETS PER CASE - WHITE							
MUST BE INSIDE DELIVERY							
DELIVERY LOCATION:							
CLERK OF THE CIRCUIT COURT							
2323 SOUTH ROCKWELL, ROOM 111							
CHICAGO, ILLINOIS 60608							
DELIVERY HOURS:							
MONDAY THROUGH FRIDAY							
8:00 AM TO 2:00PM							
EXCEPT COURT HOLIDAYS							
DELIVERY CONTACT PERSON:							
KIM BASS: 772-648-5363							
REQUISITION NUMBER: 13350045							

Total of Items Ordered 23,360.00

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

13444 2-99V 112
PURCHASING USE ONLY

REQUISITIONER BUREAU or DEPARTMENT HEAD

[Signature]
8/2/11

ACCT # _____
DATE _____ BY _____

RECEIVED
OFFICE OF THE PURCHASING AGENT

8-1/2 X 11 Copy Paper, Copy Paper-8-1/2X11-20# - 30% PPC, 5,000 Sheets Per Case-
White, Must Be Inside Delivery- Clerk of Circuit Court

DUE DATE: Wednesday Sept. 14, 2011 AT 10:00AM Quote- #Q-98663-OR-B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 ¹ A-1 Business Prod.	26107 Sherwood Ave Warren, MI 48091	31,192.00
2 ² Encore Paper Solution	6539 N. Talman Chgo, IL 60645	27,160.00
3 ³ Warehouse Direct	16091 West Algonquin Mount Prospect, IL 60058	26,480.00
4 ⁴ MurName Paper CO	345 Fisher Farm Elmhurst, IL 60126	23,112.00
5 ⁵ Bepon Office Machines	234 So. Wabash Chgo, IL 60604	24,800.00
6 ⁶ InterCity Supplies	8830 So. Dobson Chgo, IL 60614	30,000.00
7 ⁷ Xerox	PO Box 226495 Dallas, TX 75222	33,840.00
8 ⁸ Capital Supply Div.	9710 Traville Gateway Rockville, MD 20850	23,032.00
9 ⁹ Indi Enterprise	535 CHIPPEWA TRAIL CANON STATION, IL 60158	27,012.00
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Revised (BT)

8-1/2 X 11 Copy Paper, Copy Paper-8-1/2X11-20# - 30% PPC, 5,000 Sheets Per Case-
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7 Xerox	PO Box 226495 Dallas, TX 75222	33,840.00
8 Capital Supply Air.	9710 Traville Gateway Rockville, MD 20850	23,032.00
9 Indi Enterprise	535 CHIPPENA TRAIL CANON Stream, IL 60188	27,012.00
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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 8/31/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 98663 OR	RESPOND BY 9/14/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address

832351
 Capital Supply Co. Inc.
~~305 Lombard Street~~
~~Baltimore, MD 21202~~

Product Delivery Point

9718
 Clerk of Circuit Court - Supplies
 Ck Cty Government Facility Warehouse
 2323 S Rockwell St Rm 111
 Chicago IL 60608-3712

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 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.

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.

DELIVERY IN WORKING DAYS

PHONE NUMBER

SIGNED BY

(PLEASE PRINT)

NATIE
 1 (301) 230-8990
 Dan Anderson
 Dan Anderson

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
8-1/2 X 11 COPY PAPER COPY PAPER - 8-1/2 X 11 - 20# - 30% PPC, 5,000 SHEETS PER CASE - WHITE MUST BE INSIDE DELIVERY DELIVERY LOCATION: CLERK OF THE CIRCUIT COURT 2323 SOUTH ROCKWELL, ROOM 111 CHICAGO, ILLINOIS 60608 DELIVERY HOURS: MONDAY THROUGH FRIDAY 3:00 AM TO 2:00PM EXCEPT COURT HOLIDAYS REQUISITION NUMBER: 13350045	800.00	CA	\$28.79	\$ 23,032.00
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE	TOTAL \$ 23,032.00	

*FAX NATIE
 301 231 4988*

Hi Brenda, please let your Supervisor know that we are submitting this request To Maryland today, as Maryland does have a 7-14 day leadtime.

Capital Mngmnt Dept. [capital301@gmail.com]

Sent: Friday, September 23, 2011 2:31 PM

To: Brenda Beard (Purchasing)

Maryland Good Standing Certificate

We issue Certificates of Good Standing to prove that a corporation is authorized to transact business in Maryland and all fees, taxes, and penalties owed to Maryland are paid. Good Standing Certificates can be useful when a company is about to be sold and a potential buyer needs proof that the company is not falling behind in their state tax payments.

To request a Good Standing Certificate, please provide us with the following information:

- Full name of the corporation.
- Date of incorporation.
- Name of the state where the company is incorporated (In the case of a foreign corporation, please provide the date the corporation qualified in Maryland).
- Corporation's principal address.
- Federal employer identification number.
- Unemployment insurance number (if the corporation had no employees, please indicate).

You can submit your request by e-mail, fax or in writing:

E-mail: gad@comp.state.md.us

Fax: 410-974-3979

Mailing address:

General Accounting Division
Goldstein Treasury Building
80 Calvert Street
Annapolis, MD 21404-0746

Your request will be processed within 7-14 business days.

Thanks

Cindy Wheeler for Tim Wagner
Capital Supply
Capital's Mngmnt Team
T.E.A.M.
Together Everyone Accomplishes More

ETHICS VERIFICATION

CONTRACT #	USING AGENCY	RECOMMENDED VENDOR	RECOMMENDED \$ AMOUNT	ETHICS RESPONSE	DATE SENT TO ETHICS	COMMENTS	DATE RESPONSE REC'D

11-41-127 THE OFFICE OF THE CLERK JUDGE, SOCIAL SERVICES DEPARTMENT Alliance Against Intoxicated Motorists Compliance 9/23/2011

98663 clerk of the circuit court Capital Supply Co., Inc. Compliance 9/23/2011