



**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
468747

JJ Collins Sons
7125 Janes Ave STE 200
Woodridge IL 60517-2321

DATE
10/22/2011
F.O.B. POINT

PURCHASE ORDER NO.
178589 - 000- OP
REQUISITION NO.
00099240 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, #2600A, 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	PRINTING, FORMS FORMS, JUROR SUMMONS (PER SPECIFICATIONS). ===== BLANK SHEET - NO PRINTING. ===== 28LB. LEDGER PAPER. 8-1/2"W x 11"L LONG GRAIN. COLR: WHITE. BRIGHTNESS: 92 MINIMUM. FINISH: SMOOTH. ===== HORIZONTAL MICRO-PERFORATION 5-1/2" (Inches) FROM THE BOTTOM. MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH. PERFORATION TO BE DONE ON-LINE. SCORE PERFORATIONS WILL NOT BE ACCEPTED. MICROPERFORATION MUST NOT CUP OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER. ===== SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER. SHALL BE SUITABLE FOR INTSERTING AND FOLDING ON A NEOPOST DS-140 MECHANICAL INSERTER. ===== PACKAGING: 2000 SHEETS PER CARTON, TOTAL 528,000 FORMS. FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP & BOTTOM. ===== SAMPLES: AFTER THE BID OPENING THE BIDDERS WILL BE NOTIFIED TO SUBMIT 500 SAMPLES OF THE PAPER THEY ARE OFFERING TO THE OFFICE OF THE CHIEF JUDGE FOR TESTING PURPOSES. THESE SAMPLES MUST BE IDENTIFIED TO THE FINAL PRODUCT (including perforation) THAT THE BIDDER IS OFFERING. SAMPLES MAY BE VIEWED BY CONTACTING DAVID SMID AT	528.00 M	11.9600	6,314.88	3100809.520500

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: _____

David de la Cruz
10/24/11



**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

468747
JJ Collins Sons
7125 Janes Ave STE 200
Woodridge IL 60517-2321

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

DATE
10/22/2011
F.O.B. POINT

PURCHASE ORDER NO.
178589 - 000- OP

REQUISITION NO.
00099240 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>312-603-3083 =====</p> <p>DELIVERY INSTRUCTIONS: THERE WILL BE ONE DELIVERY AND SHOULD NOT BE MADE Cook County, Description UNTIL NOTIFIED BY THE USING DEPARTMENT. MUST BE AN INSIDE DELIVERY. INSIDE DELIVERY INCLUDES: 1.) DELIVERY OF GOODS FROM LOADING DOCK TO DESIGNATED FLOOR. 2.) GOODS REMOVED FROM PALLET / CRATES. 3.) GOODS PLACED INTO DESIGNATED CLOSET/STORAGE AREA. 4.) REMOVAL OF ALL PACKAGING MATERIALS / PALLETS MUST BE DELIVERED WITHIN 5 BUSINESS DAYS OF ORDERING. PAYMENT TO BE MADE AFTER GOODS ARE DELIVERED IN FULL. =====</p> <p>DELIVERY ADDRESS: JURY ASSEMBLY ROOM - ANTHONY BARONE 50 W. WASHINGTON ST., ROOM 1700 CHICAGO, IL 60602. =====</p> <p>THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS. PLEASE SEE ATTACHED DOCK ACCESS & INSURANCE REQUIREMENTS. =====</p> <p>Internal req# 1310028.</p>				
				6,314.88	

***** Total Order *****

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number
178589

81 B2E
New

Requisition # **OR 99240** Contract #

Ship To: 8000461 Judiciary - Administration Delivery/Instructions: DAVID SMD (312) 603-3083 Supplier: 299999 TEAM LEAD MAIL BOX

Richard J. Daley Center
50 W. Washington Street, RM 260
CHICAGO IL 60602-3002

Buyer Number: 724149 Supervisor: 80
Bid/Sole Src Code
Business Unit: 3100809
Internal Req Number: 1310028
Board Apr Date & Item
Requisition Date: 9/12/2011
Date Needed: 9/12/2011

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

1,000 966 PRINTING AND RELATED SERVICES FORMS, JUROR SUMMONS (PER SPECIFICATIONS), BLANK SHEET - NO PRINTING.

28LB. LEDGER PAPER
8-1/2"W x 11"L LONG GRAIN.
COLR: WHITE
BRIGHTNESS: 92 MINIMUM.
FINISH: SMOOTH.

HORIZONTAL MICRO-PERFORATION 5-1/2" (inches) FROM THE BOTTOM.
MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH.
PERFORATION TO BE DONE ON-LINE.
SCORE PERFORATIONS WILL NOT BE ACCEPTED.
MICRO-PERFORATION MUST NOT CUP OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER.

SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER.
SHALL BE SUITABLE FOR INSERTING AND FOLDING ON A NEPOST DS-140 MECHANICAL INSERTER.
PACKAGING:
2000 SHEETS PER CARTON, TOTAL 528,000 FORMS.

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

Sharon Oswald
REQUISITION
BUREAU or DEPARTMENT HEAD

COA

ACCT # _____
DATE _____ BY _____

*Resubmitted
9/14/11*

Purchase Requisition

Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

Requisition # OR 99240 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, #2600A, 60602

Supplier: 299999 TEAM LEAD MAILBOX
 Buyer Number 724149 Supervisor 80
 Bid/Sole Src Code 3100809
 Business Unit
 Internal Req Number 1310028
 Board Apr Date & Item
 Requisition Date 9/12/2011
 Date Needed 9/12/2011

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
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FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP & BOTTOM.

SAMPLES:

SUBSEQUENT TO THE BID OPENING THE VENDORS WILL BE NOTIFIED TO SUBMIT 500 SAMPLES OF THE PAPER THEY ARE OFFERING TO THE OFFICE OF THE CHIEF JUDGE FOR TESTING PURPOSES.

THESE SAMPLES MUST BE IDENTIFIED TO THE FINAL PRODUCT (including perforation) THAT THE VENDOR IS OFFERING.
 SAMPLES MAY BE VIEWED BY CONTACTING DAVID SMID AT (312) 603-3083.

DELIVERY INSTRUCTIONS:

THIS IS ONE DELIVERY AND SHOULD NOT BE MADE UNTIL NOTIFIED BY THE USING DEPARTMENT.

MUST BE AN INSIDE DELIVERY.
 INSIDE DELIVERY INCLUDES:

- 1.) DELIVERY OF GOODS FROM LOADING DOCK TO DESIGNATED FLOOR.
 - 2.) GOODS REMOVED FROM PALLET / CRATES.
 - 3.) GOODS PLACED INTO DESIGNATED CLOSET/STORAGE AREA.
 - 4.) REMOVAL OF ALL PACKAGING MATERIALS / PALLETS
- MUST BE DELIVERED WITHIN 5 BUSINESS DAYS OF ORDERING.
 PAYMENT TO BE MADE AFTER GOODS ARE DELIVERED IN FULL.

DELIVERY ADDRESS:

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 # _____

DATE _____

BY _____

REQUISITIONER _____

BUREAU or DEPARTMENT HEAD _____

2011 SEP 12 11:30 AM
 RECEIVED
 PURCHASING DEPARTMENT
 COOK COUNTY ILLINOIS

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Requisition # **OR 99240** 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, #2600A, 60602

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number 724149 Supervisor 80
Bid/Scale Src Code
Business Unit 3100809
Internal Req Number 1310028
Board Apr Date & Item
Requisition Date 9/12/2011
Date Needed 9/12/2011

One Time Purchase Yes No Covers Need for _____ months. Specific Period of time _____ thru _____ Prior Contract No. _____ Expiration Date _____ Emergency No. _____
Extended Cost Business Unit and Object Account

Line # Commodity Description Bal. on Hand Quantity UOM Est. Unit Cost

JURY ASSEMBLY ROOM - ANTHONY BARONE
50 W. WASHINGTON ST., ROOM 1700
CHICAGO, IL 60602.

THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING.
IT IS THE VENDORS RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS.
PLEASE SEE ATTACHED DOCK ACCESS & INSURANCE REQUIREMENTS.
=====

Total of Items Ordered 7,920.00

2011 SEP 14 PM 1:36
OFFICE OF THE PURCHASING AGENT
COOK COUNTY ILLINOIS

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 # _____
DATE _____ BY _____

REQUISITIONER _____ BUREAU or DEPARTMENT HEAD _____

Purchase Requisition
Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Open Date

Buyer Number 374244 BEARD, BRENDA
Bid/Sole Src Code NCR
Business Unit 3100809

Requisition # **OR 99240** Contract #

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, #2600A, 60602

Supplier: 299999 TEAM LEAD MAILBOX

Internal Req Number 1310028
Board Apr Date & Item 9/12/2011
Requisition Date 10/12/2011
Date Needed

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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1,000	9666	PRINTING, FORMS FORMS, JUROR SUMMONS (PER SPECIFICATIONS). BLANK SHEET - NO PRINTING. =====	<	>		528.00	M	15,0000	7,920.00	3100809 520500
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28LB. LEDGER PAPER.
8-1/2"W x 11"L LONG GRAIN.

COLOR: WHITE.

BRIGHTNESS: 92 MINIMUM.

FINISH: SMOOTH.
=====

HORIZONTAL MICRO-PERFORATION 5-1/2" (Inches) FROM THE BOTTOM.

MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH.

PERFORATION TO BE DONE ON-LINE.

SCORE PERFORATIONS WILL NOT BE ACCEPTED.

MICRO-PERFORATION MUST NOT CUP OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER.
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SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER.
SHALL BE SUITABLE FOR INSERTING AND FOLDING ON A NEOPOST DS-140
MECHANICAL INSERTER.
=====

PACKAGING:

2000 SHEETS PER CARTON, TOTAL 528,000 FORMS.

CERTIFICATION

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CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____

DATE _____

BY _____

Sharon Oswald
REQUISITIONER

BUREAU or DEPARTMENT HEAD

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

Requisition # **OR 99240** 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, #2600A, 60602

Supplier: 299999

TEAM LEAD MAILBOX

Buyer Number 374244 BEARD, BRENDA
Bid/Sole Src Code NCR
Business Unit 3100809
Internal Req Number 1310028
Board Apr Date & Item 9/12/2011
Requisition Date 9/12/2011
Date Needed 10/12/2011

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

FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP & BOTTOM.

SAMPLES:

SUBSEQUENT TO THE BID OPENING THE VENDORS WILL BE NOTIFIED TO SUBMIT 500 SAMPLES OF THE PAPER THEY ARE OFFERING TO THE OFFICE OF THE CHIEF JUDGE FOR TESTING PURPOSES.

THESE SAMPLES MUST BE IDENTIFIED TO THE FINAL PRODUCT (including perforation) THAT THE VENDOR IS OFFERING.

SAMPLES MAY BE VIEWED BY CONTACTING BRENDA BEARD AT (312) 603-5383.

DELIVERY INSTRUCTIONS:

THIS IS ONE DELIVERY AND SHOULD NOT BE MADE UNTIL NOTIFIED BY THE USING DEPARTMENT.

MUST BE AN INSIDE DELIVERY.

INSIDE DELIVERY INCLUDES:

- 1.) DELIVERY OF GOODS FROM LOADING DOCK TO DESIGNATED FLOOR.
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- MUST BE DELIVERED WITHIN 5 BUSINESS DAYS OF ORDERING.
PAYMENT TO BE MADE AFTER GOODS ARE DELIVERED IN FULL.

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CERTIFICATION

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CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

REQUISITIONER

BUREAU or DEPARTMENT HEAD

DATE

BY

BID TABULATION

BID NAME: PRINTING, FORMS
BID NUMBER: 99240
BID OPENING DATE: Monday, October 17, 2011
BID OPENING TIME: 10:00 AM
BUYER NAME: BRENDA BEARD

VENDOR #1:
JJ COLLINS

VENDOR #2:
A-1 BUSINESS PRODS

VENDOR #3:
FTI GROUP

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	PRINTING FORMS, JUROR SUMMONS (PER SPECS) BLANK SHEET NO PRINTING 28 LB. LEDGER PAPER 8-1/2" W X 11" L LONG GRAIN COLOR: WHITE BRIGHTNESS: 92 MINIMUM FINISH: SMOOTH HORIZONTAL MICRO-PERFORATION 5-1/2" FROM THE BOTTOM MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH. PERFORATION TO BE DONE ON-LINE. SCORE PERFORATIONS WILL NOT BE ACCEPTED. MICRO-PERFORATION MUST NOT CUT OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER. SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER. SHALL BE SUITABLE FOR INSERTING AND FOLDING ON A NEOPOST DS-140 MECHANICAL INSERTER. PACKAGING: 2000 SHEETS PER CARTON, TOTAL 528,000 FORMS. FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP AND BOTTOM.	528	M	\$11.96	\$6,314.88	\$13.77	\$7,270.56	\$14.40	\$7,603.20
					\$6,314.88		\$7,270.56		\$7,603.20

ITEM #	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL PRICE	VENDOR #4: MPE BUSINESS FORMS
1	PRINTING FORMS, JUROR SUMMONS (PER SPECS) BLANK SHEET NO PRINTING 28 LB. LEDGER PAPER 8-1/2" W X 11" L LONG GRAIN COLOR: WHITE BRIGHTNESS: 92 MINIMUM FINISH: SMOOTH HORIZONTAL MICRO-PERFORATION 5-1/2" FROM THE BOTTOM MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH. PERFORATION TO BE DONE ON-LINE. SCORE PERFORATIONS WILL NOT BE ACCEPTED. MICRO-PERFORATION MUST NOT CUT OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER. SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER. SHALL BE SUITABLE FOR INSERTING AND FOLDING ON A NEOPOST DS-140 MECHANICAL INSERTER. PACKAGING: 2000 SHEETS PER CARTON, TOTAL 528,000 FORMS. FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP AND BOTTOM.	528	M	\$22.69	\$11,980.32	
NOTES: JAYDEN GRAPHICS, INC. SUBMITTED A LATE BID AND WAS DEEMED NON-RESPONSIVE.					\$11,980.32	

Printing, Forms, Juror Summons (Per Specifications), Blank Sheet-No Printing,

28LB, Ledger Paper. 8-1/2"Wx11"L - JUDICIARY

DUE DATE: Monday October 17, 2011 AT 10:00AM Quote Q-99240-OR- B. Beard

VENDOR NAME	VENDOR ADDRESS	VENDOR AMOUNT
1 FT 1 Group	8769 148th Ave NE Remond, WA 98052	7,603.20
2 A-Business Prod	72610 Sherwood Ave Warren Mich 48091	7,270.56.
3 JJ Collins	7625 Jones Ave Woodridge, IL 60577	6,314.88
4 MPE BUS FARM	1120 E OAK ST DAKOTA, TX	11,980.33 (RB)
5 JAYDEN COLAPHA	27051 WATIE TRAIL MELISSA, TX	6,309.60 (RB) LATE
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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: 10/17/11
 Permission to Negotiate Date: _____
 Contracts and Bonds Date: _____

Project Description: Printing Terms
 Vendor: JJ Collins Award Amount: 6,314.58 One-Time Term Agreement
 Contract No.: _____ Award Type: Single Multiple Renewals: _____
 Requisition No.: (if known) 90240 Start Date: _____ End Date: _____
 PO No.: (if known) 1178589 Contact Person: Mike P Department: _____
 Telephone: 730-837-9442 Fax #: _____ Email: _____
 Cost Savings: 1,605.12
 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 checked="" type="checkbox"/> Legal Review
<input checked="" 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 <u>under 10K</u>
<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 checked="" 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: [Signature] Date: 10/27/11 Deputy P.A.: [Signature] Date: 10/24/11
 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 9/28/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 99240 OR	RESPOND BY 10/17/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 2
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Vendor Address

248747
JJ Collins Sons Inc
7125 JAMES AVE SUITE 200
WOODRIDGE, IL 60517

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.

Product Delivery Point

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

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 *Per specifications*

PHONE NUMBER *630 737-9442*

SIGNED BY *[Signature]*

(PLEASE PRINT) *MICHAEL PICKRUM*

DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
PRINTING FORMS FORMS, JUROR SUMMONS (PER SPECIFICATIONS). ===== BLANK SHEET - NO PRINTING. ===== 28LB. LEDGER PAPER. 8-1/2"W x 11"L LONG GRAIN. COLR: WHITE. BRIGHTNESS: 92 MINIMUM. FINISH: SMOOTH. ===== HORIZONTAL MICRO-PERFORATION 5-1/2" (inches) FROM THE BOTTOM. MICRO-PERFORATION TO BE MINIMUM 30 CUTS PER INCH. PERFORATION TO BE DONE ON-LINE. SCORE PERFORATIONS WILL NOT BE ACCEPTED. MICROPERFORATION MUST NOT CUP OR TENT AS THIS WILL HINDER FEEDING INTO THE PRINTER. ===== SHALL BE SUITABLE FOR HIGH SPEED LASER PRINTING ON XEROX 4635 PRINTER. SHALL BE SUITABLE FOR INTSERTING AND FOLDING ON A NEOPOST DS-140 MECHANICAL INSERTER. ===== PACKAGING: 2000 SHEETS PER CARTON, TOTAL 528,000 FORMS. FORMS SHALL BE SHRINK-WRAPPED IN REAMS OF 500 SHEETS WITH CHIPBOARD ON TOP & BOTTOM. ===== SAMPLES:	528.00	M	<i>11.96/M</i>	<i># 6,314.88</i>
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 9/28/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 992400R	RESPOND BY 10/17/2011		Page 2 of 2
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DESCRIPTION	QUANTITY ORDERED	UNIT OF MEASURE	UNIT PRICE	EXTENDED PRICE
<p>AFTER THE BID OPENING THE BIDDERS WILL BE NOTIFIED TO SUBMIT 500 SAMPLES OF THE PAPER THEY ARE OFFERING TO THE OFFICE OF THE CHIEF JUDGE FOR TESTING PURPOSES. THESE SAMPLES MUST BE IDENTIFIED TO THE FINAL PRODUCT (including perforation) THAT THE BIDDER IS OFFERING. SAMPLES MAY BE VIEWED BY CONTACTING BRENDA BEARD AT (312) 603-5383.</p> <p>=====</p> <p>DELIVERY INSTRUCTIONS: THERE WILL BE ONE DELIVERY AND SHOULD NOT BE MADE UNTIL NOTIFIED BY THE USING DEPARTMENT. MUST BE AN INSIDE DELIVERY. INSIDE DELIVERY INCLUDES: 1.) DELIVERY OF GOODS FROM LOADING DOCK TO DESIGNATED FLOOR. 2.) GOODS REMOVED FROM PALLET / CRATES. 3.) GOODS PLACED INTO DESIGNATED CLOSET/STORAGE AREA. 4.) REMOVAL OF ALL PACKAGING MATERIALS / PALLETS MUST BE DELIVERED WITHIN 5 BUSINESS DAYS OF ORDERING. PAYMENT TO BE MADE AFTER GOODS ARE DELIVERED IN FULL.</p> <p>=====</p> <p>DELIVERY ADDRESS: JURY ASSEMBLY ROOM - ANTHONY BARONE 50 W. WASHINGTON ST., ROOM 1700 CHICAGO, IL 60602.</p> <p>=====</p> <p>THE COUNTY WILL NOT ACCEPT OVER OR UNDER RUNS FOR PRINTING. IT IS THE VENDOR'S RESPONSIBILITY TO PRINT AND SHIP AS PER SPECIFICATIONS. PLEASE SEE ATTACHED DOCK ACCESS & INSURANCE REQUIREMENTS.</p> <p>=====</p> <p>internal req# 1310028.</p>				

OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		
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INSTRUCTIONS FOR DELIVERY AND FOR INVOICING OF GOODS

1. Clearly mark every package with the name of the institution, department or agency to which goods are to be delivered. **MARK ALL PACKAGES WITH THE COOK COUNTY PURCHASE ORDER NUMBER.**
2. Stencil on or attach a tag to every package that bears your own names so the receiving clerk will know from whom the order was shipped.
3. Delivery time, unless otherwise stipulated, is Monday through Friday between 9:00 a.m. and 3:00 p.m.
4. Charge all goods to Cook County.
5. Direct all inquiries and send the original and all appropriate copies of the invoice with the proper Cook County invoice forms (i.e., 29A voucher form) to the following address:

Cook County Department of Purchasing
118 North Clark Street – Room 1018
Chicago, Illinois 60602
6. Never include goods furnished on two or more purchase orders on a single invoice.
7. All prices must be in compliance with federal, state, and local regulations.
8. Partial shipments or partial pay warrants will not be considered unless authorized or requested by the Purchasing Agent.
9. The law provides that every person selling goods to Cook County must make invoice form with certification as to the correctness of the bill.
10. Execute certification on the bottom of the invoice before mailing.
11. All pay warrants will be mailed to you by the Cook County Comptroller.
12. **INDEMNITY** – The contractor shall indemnify, keep and save harmless the County, its agents, officials and employees, against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may in anywise accrue against the County in consequence of the granting of this contract of which may in anywise result therefrom, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Contractor or his employees, of the subcontractor or his employees, if any, or of the County of Cook or its employees, and the Contractor shall, at his own expense, appear, defend, and pay all charges of attorneys and all costs and other expenses, arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the County in any such action, the Contractor shall, at his own expense, satisfy and discharge the same. The Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided. If this purchase order covers services, a Certificate of Insurance must be submitted before performance of service.
13. Compliance with the above will help avoid errors and delays.

CHECKLIST FOR REQUEST FOR QUOTATION SUBMISSION

Here's a check list for you to make sure the bid document you submit is complete.

Incomplete bid documents will not be considered for award so please contact us at VendorServices@cookcountygov.com with your questions, but be sure to allow enough time for us receive your inquiry and reply.

For the bid documents you are submitting, did you:

- FILL OUT the Vendor Address section of the *Request for Quotation* with your name and address, along with the attached Affidavit of Child Support Obligation page.
- Be sure to SIGN the *Request for Quotation*
- DOUBLE CHECK the unit, extended, and total price of the *Request for Quotation* you are submitting.
- READ the Terms and Conditions, Instructions on Marking Bid Envelope directions, located on the front of the *Request for Quotation* page and the Instructions for Delivery and for Invoicing of Goods page.

Finally, make sure you:

- Submit your bid documents on or before the Respond by Date and Time listed at the top of the page.
- Deposit your bid documents in the bid box located in Room 1018 of the County Building, 118 North Clark Street, Chicago, Illinois 60602 before 10:00 a.m. the date of the Bid Opening.
- Send in all pages of the *Request for Quotation*.

Bid documents submitted late or deposited in the wrong location will not be considered for award.

Good luck!