



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
 833681

Premier Paper & Packaging
 1550 E Boone Blvd
 Columbia MO 65202

DATE
 10/5/2011
 F.O.B. POINT

PURCHASE ORDER NO.
178410 - 000- OP
 REQUISITION NO.
 00099254 OR

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

SHIP TO Central Services - Offset Printshop
 Ck Cty Government Facility Whse
 2323 S Rockwell St 1st Flr
 Chicago IL 60608

DELIVERY INSTRUCTIONS

Tom Kinney
 6010 / 6007

773-843-

DEPT NO	
0110503	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 Inches x 11 Inches, 60# Offset White uncoated (Permanent, Pressure Sensitive Label with Multi Score Back)	50,000.00 SH	.0662	3,310.00	0110503.530780
2.00	8-1/2 Inches x 11 Inches, 60# Offset Green Fluoresc. uncoated (Green Fluorescent Permanent Pressure Sensitive Label with MultiScore Back)	20,000.00 SH	.0886	1,772.00	0110503.530780
3.00	8-1/2 Inches x 11 Inches, 60# Offset 42 White Label uncoated (White Label Sheet-42 on a sheet (2-5/8 inches x 3/4 inches) Must be Laser safe)	20,000.00 SH	.0774	1,548.00	0110503.530780
4.00	8-1/2 Inches x 11 Inches, 60# Offset Red Fluorescen. uncoated (Red Fluorescent Permanent Pressure Sensitive Label with Multi Score Back)	10,000.00 SH	.0886	886.00	0110503.530780
***** Total Order *****				7,516.00	

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 Date: _____

Maia de Luna

Purchase Requisition

Office of the Purchasing Agent
Cook County of Illinois

Purchase Order Number

178410

Requisition # **OR 99254** Contract #

Open Date

10/14

Ship To: 8000051 Central Services - Offset Prin
Ck Cty Government Facility Whs
2323 S Rockwell St 1st Flr
Chicago IL 60608

Supplier: 299999 TEAM LEAD MAILBOX

Buyer Number: 724149 Supervisor 80
Bid/Sole Src Code: BSP
Business Unit: 0110503
Internal Req Number: 1011-0201
Board Apr Date & Item: 9/12/2011
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

Line #	Commodity Description	Bal. on Hand	Quantity	UOM	Est. Unit Cost	Extended Cost	Business Unit and Object Account
1.000	645 8-1/2 inches x 11 inches, 60# (Permanent; Pressure Sensitive Label with Multi Score Back)	<	50000.00	SH	.1400	7,000.00	0110503.530780
2.000	645 8-1/2 inches x 11 inches, 60# (Green Fluorescent Permanent Pressure Sensitive Label with MultiScore Back)	<	20000.00	SH	.2000	4,000.00	0110503.530780
3.000	645 8-1/2 inches x 11 inches, 60# (White Label Sheet-42 on a sheet (2-5/8 inches x 3/4 inches) Must be Laser safe)	<	20000.00	SH	.1100	2,200.00	0110503.530780
4.000	645 8-1/2 inches x 11 inches, 60# (Red Fluorescent Permanent Pressure Sensitive Label with Multi Score Back)	<	10000.00	SH	.2000	2,000.00	0110503.530780
Total of Items Ordered						<u>15,200.00</u>	

Recommended Supplier List:

A/B Number	Supplier Name
78402 B P C	
82301 Munnane Paper Co	
827860 Montenegro Paper	

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 are stated accurately and there is a sufficient item budget appropriation approved by the Board of County Commissioners and there is a sufficient unencumbered balance in the account to grant same.

Walter M. Miller
DIRECTOR OF DEPARTMENT HEAD

CCA

APPROVED BUDGETARY ACCOUNT

PURCHASING USE ONLY

ACCT # _____
DATE _____ BY _____

BID TABULATION

BID NAME: PAPER
 BID NUMBER: 99254
 BID OPENING DATE: Friday, September 30, 2011
 BID OPENING TIME: 10:00AM
 BUYER NAME: BRENDA BEARD

ITEM #	DESCRIPTION	QUANTITY	UNIT	VENDOR #1: PREMIER PAPER		VENDOR #2: BEBON		VENDOR #3: INDI ENTERPRISE	
				UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	8 1/2 INCHES X 11 INCHES WHITE UNCOATED (PERMANENT PRESSURE SENSATIVE LABEL WITH MULTI SCORE BACK	50000	SH	\$0.07	\$3,310.00	\$0.07	\$3,250.00	0.09689	\$4,844.50
2	8 1/2 INCHES X 11 INCHES 60lb OFFSET GREEN FLURORESENT PERMANENT PRESSURE LABELSENSITIVE	20000	SH	\$0.09	\$1,772.00	\$0.09	\$1,720.00	0.1489	\$2,978.00
3	8 1/2 INCHES X 11 INCHES 6lb OFFSET 42 WHITE LABEL UNCOATED WHITE LABEL SHEET.	20000	SH	\$0.08	\$1,548.00	\$0.10	\$1,900.00	0.13799	\$2,759.80
4	8 1/2 INCHES X 11 INCHES 60# OFFSET RED FLURORESENT UNCOATED PRESSURE SENSATIVE LABEL WITH MULTI SCORE BACK	10000	SH	\$0.09	\$886.00	\$0.10	\$950.00	0.1489	\$1,489.00
					\$7,516.00		\$7,820.00		\$12,040.30



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 9/22/2011	BUYER BEARD, BRENDA	BUYER PHONE 312 6035383	ORDER NO. 99254 OR	RESPOND BY 9/30/2011	Quotes must be in Bid Box by 10:00 A.M.	Page 1 of 1
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Vendor Address

Premier Paper And Packaging Inc
1550 Boone Industrial Blvd
Columbia, Mo 65202

Product Delivery Point

Central Services - Offset Printshop
 Ck Cty Government Facility Whse
 2323 S Rockwell St 1st Flr
 Chicago IL 60608

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.

DELIVERY IN WORKING DAYS 10
 PHONE NUMBER 800-320-8970
 SIGNED BY D.K.B.
 (PLEASE PRINT) Dave Beck

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
8-1/2 inches x 11 inches, 60# Offset White uncoated (Permanent, Pressure Sensitive Label with Multi Score Back)	50000.00	SH	\$ 6.62/c (.0662/sht)	\$ 3,310 ⁰⁰
8-1/2 inches x 11 inches, 60# Offset Green Fluoresc. uncoated (Green Fluorescent Permanent Pressure Sensitive Label with MultiScore Back)	20000.00	SH	\$ 8.86/c (.0886/sht)	\$ 1,772 ⁰⁰
8-1/2 inches x 11 inches, 60# Offset 42 White Label uncoated (White Label Sheet-42 on a sheet (2-5/8 inches x 3/4 inches) Must be Laser safe)	20000.00	SH	\$ 7.74/c (.0774/c)	\$ 1,548 ⁰⁰
8-1/2 inches x 11 inches, 60# Offset Red Fluorescen. uncoated (Red Fluorescent Permanent Pressure Sensitive Label with Multi Score Back)	10000.00	SH	\$ 8.86/c (.0886/sht)	\$ 886 ⁰⁰
			C = 100 sheets	
				\$ 7,516 ⁰⁰
OFFICE USE ONLY	PURCHASE ORDER #	ADDITIONAL TERMS ON REVERSE SIDE		TOTAL

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!