



**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.

DATE  
9/26/2012  
F.O.B. POINT

**PURCHASE ORDER NO.**  
**183086 - 000- OP**  
**REQUISITION NO.**  
00105982 OR

**PURCHASE ORDERED ISSUED TO**  
819409  
**XEROX**  
1303 RIDGEVIEW DR BLDG 300 MSR 382  
LEWISVILLE TX 45057

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

**SHIP TO** Board of Review (Tax Appeals)  
Cook County Building  
118 N. Clark Street RM 608  
Chicago IL 60602-1304

**DELIVERY INSTRUCTIONS**  
Bruce Sutchar 312-603-6649

DEPT NO	
0501254	Page 1 of 1

LINE	FURNISH THE FOLLOWING SUPPLIES AND/OR SERVICE	QUANTITY/ UOM	UNIT PRICE	EXTENDED PRICE	ACCOUNT NUMBER
1.00	Xerox digital labels Xerox Color Labels 3R5773, 8 1/2 X 11 235 boxes @ 21.2430 100 sheets in a box 4 labels per sheet = 94,000 labels 4-Up Label Matte Coated Inside delivery to Bruce Sutchar 118 N. Clark Street, Rm. 608 312-603-6649	235.00 BX	21.2000	4,982.00	0501254.530605
2.00	Fuel Surcharge	.00 JB	.0000	10.00	0501254.530605
***** Total Order *****				4,992.00	

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: \_\_\_\_\_  
*Mania de la Cruz*  
10/3/12 BA

# Purchase Requisition

## Office of the Purchasing Agent

Cook County of Illinois

Purchase Order Number

183086

<b>Requisition #</b> OR 105982	<b>Contract #</b>	Open Date
<b>Ship To:</b> 8000200 Board of Review (Tax Appeals) Cook County Building 118 N. Clark Street RM 608 Chicago IL 60602-1304	<b>Supplier:</b> 819409 XEROX 1303 RIDGEVIEW DR BLDG 300 MSR LEWISVILLE TX 45057	

Buyer Number 724150 Supervisor 40  
 Bid/Sole Src Code SSV  
 Business Unit 0501254  
 Internal Req Number 1150 0030  
 Board Apr Date & Item 9/25/2012  
 Requisition Date 9/25/2012  
 Date Needed 9/25/2012

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	Xerox digital labels	<	>	BX	21.2430	4,992.11	0501254.530605
	Xerox Color Labels 3R5773, 81/2 X11						
	235 boxes @ 21.2430						
	100 sheets in a box						
	4 labels per sheet = 94,000 labels						
	4-Up Label Matte Coated						
	Inside delivery to Bruce Sutchar						
	118 N. Clark Street, Rm. 608						
	312-603-6649						
Total of Items Ordered						4,992.11	
Recommended Supplier List:						A/B Number	Supplier Name
						819409 XEROX	

CCA

APPROVED BUDGETARY ACCOUNT


PURCHASING USE ONLY

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

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

**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.

  
 BUREAU or DEPARTMENT HEAD

REQUISITIONER \_\_\_\_\_

MICHAEL M. CABONARGI  
COMMISSIONER

DAN PATLAK  
COMMISSIONER

LARRY R. ROGERS, JR.  
COMMISSIONER



91 BX  
RUSK  
COOK COUNTY  
BOARD OF REVIEW

ERNESTINE POINTER  
SECRETARY OF THE BOARD

118 NORTH CLARK STREET  
ROOM 608, COUNTY BUILDING  
CHICAGO, ILLINOIS 60602  
TEL: (312) 603-3855  
FAX: (312) 603-3643

September 25, 2012

Maria de Lourdes Coss, MPA, CPPO  
Director of Purchasing  
118 North Clark Street  
Room 1018  
Chicago, Illinois 60602

Re: Internal Requisition Number OR105982

Dear Ms. de Lourdes Coss:

The Board of Review is requesting approval of the above requisition for labels. We have gotten bids from two vendors and we have chosen Xerox which is the lowest bidder.

It is very important that this request gets approved as soon as possible because we have opened 19 towns and have a lot of appeals to process. These labels are used by MIS who prints all of the labels for our file folders. The Board of Review normally uses 200,000 to 250,000 labels per tax session.

Please do not hesitate to contact me if you need more information.

Sincerely,

A handwritten signature in cursive script that reads "Ernestine Pointer".

Ernestine Pointer  
Secretary of the Board

Attachments



Printed on Recycled Paper



Xerox Corporation  
 P.O. Box 226495  
 Dallas, Texas 75222-6495

August 15, 2012

Bruce Sutchar  
 Cook County  
 Board of Review  
 Rm 608  
 118 N Clark St  
 Chicago, IL 60602-0000

Dear Bruce:

Thank you for your interest in Xerox Supplies. The following are the current prices, which include any discounts or specials currently available. I can hold these prices until September 30, 2012.

Qty	Re Order#	Description	Price (\$)/Box of 100 sheets	4 labels per sheet
1+	Boxes 3R5773	4UP MATTE LABELS	\$21.20/box	
235 boxes	3R5773	4 up MATTE LABELS	\$4982	+ Fuel Surcharge 10.00
			Total Price= \$4992	

If you have any questions, please feel free to call me between 8:15 AM and 4:45 PM Monday through Friday, at the toll-free number listed below.

Your Xerox Customer Number is 710642281. For faster service, please have this number available when you call.

I look forward to serving you with high quality Xerox products.

Please call me if you need additional information.

Sincerely,

Jenny Fellows  
 TSB Supplies Representative  
 Xerox Supplies, 1-800-822-2200 Ext. 3945 or Direct 1 866 318 9721  
 Fax No: 888-378-1245  
 E Mail: jenny.fellows@xerox.com

21.20x  
 235. =  
 4,982.00+M  
 10. x  
 1. =  
 10.00+M  
 4,992.00\*M  
 0.\*

# TECHNO-LINK Corp. "Your Link to Success"

[www.technolinkcorp.com](http://www.technolinkcorp.com)

45 Keyser Circle Ph: 570-323-9057

Williamsport, PA 17701

801 2nd Ave Ph: 814-696-0779

Duncansville, PA 16635 Fx: 814-693-5901

## Quotation

To : Bruce Sutchar Date: 9/25/12

Company : Cook County Pages : 1

From: Brian Kephart

Bruce,

I am pleased to provide a quotation for the following product:

### Description Unit Price

5" width x 4" length plain white matte labels

\$26.20 per box labels

190 boxes \$4978.00

76,000 labels

### Black "X" on backing

Sheet size: 8-1/2 x 11

4 labels / sheet

400 labels per box of 100

**Freight:** F.O.B. DELIVERED to Cook County, IL 60602

**Payment Terms:** On custom orders we require 1/2 down and the other 1/2 due Net 20 on the first order.

**Delivery:** 10 to 15 Days A.R.O.

This quotation will remain in effect for 30 days.

We look forward to working with you!

*Brian*

Brian Kephart

26.20x

235.00

6,157.00\*

0.00\*

## BID TABULATION

BID NAME: XEROX DIGITAL LABELS

BID NUMBER: 105982

BID OPENING DATE: Wednesday, September 26, 2012

BID OPENING TIME: 10:00AM

BUYER NAME: BRENDA BEARD

VENDOR #2:

VENDOR #1:

TECHNO-LINK

XEROX CORPORATION

UNIT PRICE TOTAL PRICE

UNIT PRICE TOTAL PRICE

QUANTITY UNIT

DESCRIPTION

ITEM #

\$26.20 \$6,157.00

\$4,982.00

BX

Xerox Digital Labels 3R57773, 8 1/2 X 11 235 boxes @ \$21,2430 #100 sheets in a box 4 labels per sheet = 94,000 labels. 4-up Label Matte Coated

1

\$0.00

\$10.00

JB

Fuel Surcharge

2

\$6,157.00

\$4,992.00

0.00