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#449

Clerk's Contract and Agreement Cover Page

Year: 2010

Legistar File ID#: 2009-0583

Multi Year:

Amount

Contract Type:

Goods

Contractor's Name:

Warehouse Direct Office Products

Contractor's AKA:

Execution Date:

12/22/2009

Termination Date:

12/31/2010

Renewal Date:

12/31/2010

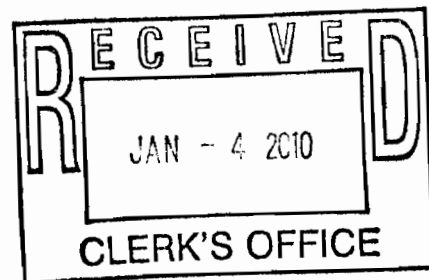
Department:

Finance

Originating Person:

Denise Domalewski

Contract Description: Multi-Purpose (copy) Paper



Monday, January 04, 2010

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

VILLAGE HALL

December 22, 2009

Mr. Spencer Touchie
Account Executive
Warehouse Direct Office Products
1601 W. Algonquin Road
Mt. Prospect, Illinois 60056

NOTICE OF AWARD – Multi-Purpose Paper

Dear Spencer:

This notification is to inform you that on December 21, 2009, the Village of Orland Park Board of Trustees approved awarding Warehouse Direct Office Products the contract in accordance with the bid you submitted dated October 29, 2009, for Multi-Purpose Paper on a per unit basis.

In order to begin this engagement, you must comply with the following within ten business days of the date of this Notice of Award, which is by January 11, 2009.

I am attaching the Contract for Multi-Purpose Paper. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.

Deliver this information directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. Orders will be placed via fax/purchase order. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orland-park.il.us.

Sincerely,
Denise Domalewski
Contract Administrator

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



VILLAGE HALL

TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

January 4, 2010

Mr. Spencer Touchie
Warehouse Direct Office Products
1601 W. Algonquin Road
Mt. Prospect, Illinois 60056

RE: NOTICE TO PROCEED
Multi-Purpose Paper Contract

Dear Spencer:

This notification is to inform you that the Village of Orland Park has received all necessary documentation in order for work to commence on the above stated project as of December 28, 2009.

The Village will be processing Purchase Orders for this contract/service for each separate order and they will be faxed to your company per order. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract dated December 22, 2009 in an amount not to exceed the agreed upon per unit prices. If you have any questions, please call me at 708-403-6173. Happy New Year!

Sincerely,

A handwritten signature in black ink that reads "Denise Domalewski". The signature is fluid and cursive.

Denise Domalewski
Contract Administrator

VILLAGE OF ORLAND PARK
Multi-Purpose Paper
(Contract for Purchase of Goods)

This Contract is made this 22nd day of December, 2009 by and between The Village of Orland Park (hereinafter referred to as the "VILLAGE") and Warehouse Direct Office Products (hereinafter referred to as the "VENDOR").

WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the VENDOR (hereinafter referred to collectively as the "PARTIES,") the PARTIES agree as follows:

SECTION 1: THE CONTRACT DOCUMENTS: This Contract shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

The Contract
The Terms and Conditions pertaining to the Contract
The Invitation to Bid
The Instructions to the Bidders
The Bid Proposal dated October 29, 2009, as it is responsive to the VILLAGE's bid requirements
All Certifications required by the VILLAGE
Certificates of Insurance

SECTION 2: GOODS TO BE PURCHASED, COST AND DELIVERY: The VILLAGE agrees to purchase from the VENDOR the following :

<u>Description</u>	<u>Unit Price</u>
WHITE:	
8.5 x 11 White 20# Paper (WHDSM11)	\$26.68 per case
8.5 x 14 White 20# Paper (WHDCOPY14)	\$39.81 per case
11 x 17 White 20# Paper (WHDCOPY17)	\$33.74 per case
(all paper has minimum of 92 brightness)	
<u>Description</u>	<u>Unit Price</u>

COLOR:

8.5 x 11 Assorted Color 20#	\$4.30 per ream
8.5 x 11 Assorted Color 24#	\$8.12 per ream
8.5 x 11 Assorted Color 65#	\$12.40 per pack
8.5 x 11 Assorted Color 67#	\$7.66 per pack

(hereinafter referred to as the "GOODS") as further described in the VILLAGE'S bid requirements. The GOODS shall be delivered FOB to the Village of Orland Park, 14700 South Ravinia Avenue, Orland Park, Illinois 60462 or to any other address provided by the VILLAGE. The VILLAGE agrees to pay the VENDOR upon acceptance of the GOODS pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*). The CONTRACT PRICE shall not be increased without the express written consent of the VILLAGE. In the event that there is an increase in the cost from the manufacturer on any products covered under this contract, the VENDOR must notify the Village no later than ninety (90) days prior to each annual anniversary date of the contract term. The increases must be the actual dollar amount (a direct pass-through) of the increase from the manufacturer and the VENDOR must provide supporting documentation to show the manufacturer's cost at the time of the bid and the current manufacturer's cost to justify any increase in the price being charged to the Village. All price increases must be mutually agreed upon and finalized no later than sixty (60) days prior to the annual anniversary date of the contract or the Village may terminate the contract and go out to bid for new prices.

SECTION 3: ASSIGNMENT: VENDOR shall not assign the duties and obligations of this Contract without the express written consent of the VILLAGE.

SECTION 4: TERM OF THE CONTRACT: The term of this contract shall be for one year beginning **January 1, 2010**, but shall be automatically renewed on its annual anniversary date for each of two (2) successive years unless the Village notifies the Contractor in writing at least thirty (30) days before said anniversary date that it does not wish to renew the contract. Certain provisions of the Contract shall survive the expiration or termination of the Contract.

SECTION 5: INDEMNIFICATION AND INSURANCE: The VENDOR shall indemnify and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the VENDOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said VENDOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The VENDOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

BIDDER SUMMARY SHEET

Multi-purpose Paper Unit Price
(Project Name)

IN WITNESS WHEREOF, the parties hereto have executed this Bid as of date shown below.

Firm Name: WAREHOUSE DIRECT, INC

Address: 1601 W. ALGONGQUIN ROAD

City, State, Zip Code: MOUNT PROSPECT, IL 60056

Contact Person: SPENCER A. TOUCHE

FEIN #: 36-3036801

Phone: (847) 681-7188 Fax: (847) 956-5815

E-mail Address: Stouche@warehousedirect.com

Signature of Authorized Signee: Spencer A. Touche

Title: ACCOUNT EXECUTIVE Date: OCTOBER 29, 2009

PRODUCT LIST - SPECIFICATIONS
COPIER PAPER

Pricing Options for Paper (Cost per)												
Item #	Paper Size	Color	Weight	Estimated Annual Usage	Packaging	Brightness (min = 92)	Virgin			30% Post Consumer Content		
							Brand	Cost	per unit	Brand	Cost	per unit
	8.5 x 11	White	20#	525 cases	5,000/case	92	Boise	\$ 26.68	cs	Hammer	\$ 29.59	cs
	8.5 x 14	White	20#	20 cases	5,000/case	92	IP	\$ 39.81	cs	Hammer	\$ 45.37	cs
	11 x 17	White	20#	10 cases	2,500/case	92	IP	\$ 33.74	cs	Hammer	\$ 45.80	cs
	8.5 x 11	Assorted	20#	75 reams	500/ream		Hammer	\$ 4.30	rm	Hammer	\$ 4.30	rm
	8.5 x 11	Assorted	24#	70 reams	500/ream		WAUSAU	\$ 8.12	rm	WAUSAU	\$ 8.12	rm
	8.5 x 11	Assorted	65#	20 packs	250/pk		WAUSAU	\$ 12.40	pk	WAUSAU	\$ 12.40	pk
	8.5 x 11	Assorted	67#	40 packs	250/pk		WAUSAU	\$ 7.66	pk	WAUSAU	\$ 7.66	pk

Company Name: Warehouse Direct, Inc



BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed to this bid.

_____ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

X Corporation: State of incorporation: DELAWARE
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this bid, it is understood that the Village of Orland Park reserves the right to reject any or all bids, to accept an alternate bid, and to waive any informalities in any bid.

In compliance with your Invitation to Bid, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish the services as outlined.

WAREHOUSE DIRECT, INC. (Corporate Seal)
Business Name

Spencer A. Touche SPENCER A. TOUCHE
Signature Print or type name

ACCOUNT EXECUTIVE OCTOBER 29 2009
Title Date

CERTIFICATION OF ELIGIBILITY
TO ENTER INTO PUBLIC CONTRACTS

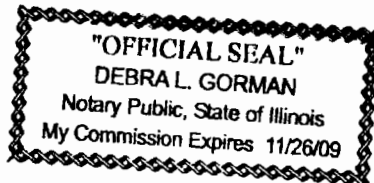
IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

I, SPENCER A. TOVCHKE, being first duly sworn certify
and say that I am ACCOUNT EXECUTIVE
(insert "sole owner," "partner," "president," or other proper title)
of WAREHOUSE DIRECT INC, the Prime
Contractor submitting this proposal, and that the Prime Contractor is not barred from
contracting with any unit of state or local government as a result of a violation of either Section
33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-
rotating" of any state or of the United States.

Spencer A. Tovchke
Signature of Person Making Certification

Subscribed and Sworn To
Before Me This 2 Day
of November, 2009.

Debra L. Gorman
Notary Public



SEXUAL HARASSMENT POLICY

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the contractor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

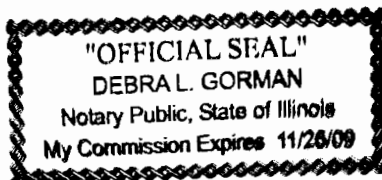
I, SPENCER A. TOUCHET having submitted a bid for Warehouse District, INC.
(Name of Contractor)
for MULTI PURPOSE PAPER (General Description of Work Bid on)
to the Village of Orland Park, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: *Spencer A. Touchet*
Authorized Agent of Contractor

Subscribed and sworn to before me this 27 day of October, 2009

Debra L Gorman

Notary Public



EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

G. That it will include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Contractor will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Contractor will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

Section III. For the purposes of subsection G of Section II, "subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Contractor and any person under which any portion of the Contractor's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Contractor or other organization and its customers.

ACKNOWLEDGED AND AGREED TO:

BY:

ATTEST:

DATE:

Samuel A. Jauch
Debra L. Norman
OCTOBER 29, 2009

TAX CERTIFICATION

I, Spencer A. Touchette, having been first duly sworn depose and state as follows:

I, Spencer A. Touchette, am the duly authorized agent for WAREHOUSE DIRECT INC., which has submitted a bid to the Village of Orland Park for MULTI PURPOSE PAPER and I hereby certify
(Name of Project)

that WAREHOUSE DIRECT, INC. is not

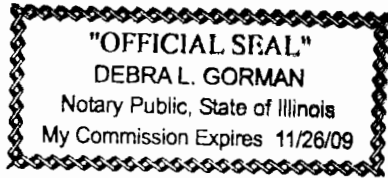
delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

- a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or
- b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

By: Spencer A. Touchette
Title: ACCOUNT EXECUTIVE

Subscribed and Sworn to
Before me this 29
Day of October, 2009

Debra L. Gorman



REFERENCES

(Please type)

ORGANIZATION CITY of COUNTRY CLUB HILLS
 ADDRESS 4200 W 183RD ST
 CITY, STATE, ZIP COUNTRY CLUB HILLS, IL 60478
 PHONE NUMBER 708 728-2616 x 2240
 CONTACT PERSON NINA GUZZO
 DATE OF PROJECT CURRENT

ORGANIZATION VILLAGE of BARTLETT
 ADDRESS 228 S. MAIN STREET
 CITY, STATE, ZIP BARTLETT, IL 60103
 PHONE NUMBER 630-540-5945
 CONTACT PERSON LORNA GUESS
 DATE OF PROJECT CURRENT

ORGANIZATION CITY of CHICAGO HEIGHTS
 ADDRESS 1601 CHICAGO ROAD
 CITY, STATE, ZIP CHICAGO HEIGHTS, IL 60411
 PHONE NUMBER 708-755-3060
 CONTACT PERSON BARBARA DiGIORANNI
 DATE OF PROJECT Current

Bidder's Name: Warehouse Direct, INC.
 Signature: Janice A. Toucho

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident
\$500,000 – Policy Limit
\$500,000 – Each Employee
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit
Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence
\$2,000,000 – General Aggregate Limit
\$1,000,000 – Personal & Advertising Injury
\$2,000,000 – Products/Completed Operations Aggregate
Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence
\$2,000,000 – Aggregate
EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify “The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured.” If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage’s. The certificate of insurance shall also state this information on its face. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words “endeavor to” and “, but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives” must be stricken from all Certificates of Insurance submitted to the Village. Any insurance company providing coverage must hold an A VII rating according to Best’s Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor’s obligation to provide all of the above insurance.

The bidder agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village’s relationship with the selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS 18 DAY OF NOVEMBER, 2009

[Signature]
Signature
Sponcer A. Touche Account Executive
Printed Name & Title

Authorized to execute agreements for:
Warehouse Direct, Inc
Name of Company

ACORD CERTIFICATE OF LIABILITY INSURANCE

OP ID L.R
WAREH-4

DATE (MMDD/YYYY)
10/29/09

PRODUCER
The Horton Group, Inc.
www.thehortongroup.com
10320 Orland Parkway
Orland Park IL 60467
Phone: 708-845-3000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

Warehouse Direct, Inc.
1601 W. Algonquin Road
Mount Prospect IL 60056

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A:	Travelers	25682
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADOL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MMDD/YY)	POLICY EXPIRATION DATE (MMDD/YY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y6309639N103	09/28/09	09/28/10	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y8109639N103	09/28/09	09/28/10	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$	YSMCUP9639N103	09/28/09	09/28/10	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ \$ \$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	YJUB9639N10	09/28/09	09/28/10	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insureds with respect to general liability when required by written contract on a primary and non-contributory basis: The Village of Orland Park, and their respective officers, trustees, directors, employees and agents. Additional Insureds with respect to auto liability when required by written contract: The Village of Orland Park, (continued)

CERTIFICATE HOLDER

ORLAN-1

Village of Orland Park
14770 Ravinia Avenue
Orland Park IL 60462

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
James J. [Signature]

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

NOTEPAD:

HOLDER CODE OSLAW-1
INSURED'S NAME Warehouse Direct, Inc.

WAREH-4
OP IDLR

PAGE 3
DATE 10/29/09

and their respective officers, trustees, directors, employees and agents.

If required by written contract, a waiver of subrogation in favor of the additional insureds will apply to general liability and workers' compensation.



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Master

File Number: 2009-0583

File ID: 2009-0583	Type: BID	Status: IN BOARD OF TRUSTEES
Version: 1	Reference:	Controlling Body: Board of Trustees
Department: Finance Department	Cost:	File Created Date : 12/03/2009
Agenda Entry: Multi-Purpose Paper Bid - Approval		Final Action: 12/21/09
Title: Multi-Purpose Paper Bid - Approval		

Notes:

Code Sections:	Agenda Date: 12/21/2009
Indexes:	Agenda Number:
Sponsors:	Res/Ord Date:
Attachments: Pricing Options for Paper	Res/Ord Number:
Drafter:	Hearing Date:
Department clerk@orland-park.il.us	Effective Date:
Contact:	

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Finance Department	12/03/2009	INTRODUCED TO COMMITTEE	Finance Committee			
	Action Text: INTRODUCED TO COMMITTEE to the Finance Committee						
0	Finance Committee	12/14/2009					
1	Finance Department	12/16/2009	INTRODUCED TO BOARD	Board of Trustees			
	Action Text: INTRODUCED TO BOARD to the Board of Trustees						
1	Board of Trustees	12/21/2009					

Text of Legislative File 2009-0583

..Title
Multi-Purpose Paper Bid - Approval

History

On October 20, 2009 a Bid was issued for Multi-Purpose Paper and sent to four vendors including the Village's three current paper providers. Pricing was requested for regular copier paper and various weights of color paper. Two responses were received with Warehouse Direct being the lowest bidder overall. Attached is the pricing from Warehouse Direct for the various types of paper.

On December 14, 2009, this item was reviewed and approved by the Finance Committee and referred to the Board for approval.

Financial Impact

It is estimated that the Village will save approximately \$2,300 in Fiscal Year 2010 on multi-purpose paper.

Recommended Action/Motion

I move to approve the Multi-Purpose Paper Contract with Warehouse Direct for 2010 at the above stated per unit rates for a one-year term with automatic renewal for two (2) additional one year periods.

And

To authorize the Village Manager to execute the agreement.

Pricing Options for Paper (Cost per)

Type	Brand	Unit Cost	Total Based on Estimated Annual Usage
8.5X11 White 20#	Boise	\$ 26.68	\$ 14,007.00
8.5X14 White 20#	IP	\$ 39.81	\$ 796.20
11X17 White 20#	IP	\$ 33.74	\$ 337.40
8.5X11 Color 20#	Hammermill	\$ 4.30	\$ 322.50
8.5X11 Color 24#	Wausau	\$ 8.12	\$ 568.40
8.5X11 Color 65#	Wausau	\$ 12.40	\$ 248.00
8.5X11 Color 67#	Wausau	\$ 7.66	\$ 306.40
TOTAL			\$ 16,585.90