



**Purchasing Division**  
 18 North County Street, 9th Floor  
 Waukegan, Illinois 60085-4350  
 Phone 847-377-2992  
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 purchasing@lakecountyil.gov

**Award Information – 10/24/2017**

**Contract Information**

Purchase Description: Offsite Record Storage for various Lake County Departments

Contract Start Date: January 14, 2018

Initial Term: Two Years

Term Dates: January 14, 2018 – January 14, 2020

Renewals: Three one-year renewals

**Vendor Information**

Company Name: Vanguard Archives

Address: 3431 N. Powell Street  
*Street Address* *Suite/Unit #*

Franklin Park IL 60131  
*City* *State* *ZIP Code*

Contact Name: Mike Szerlong

Funding Account Description: Various Departmental Funding Accounts

Budget Information: Offsite Record Storage is budgeted.

Department: Finance & Administrative Services

Department Contact: RuthAnne Hall Award Amount: Estimated \$112,000

**RFP Information**

Registered Vendors: 15 Responses Received: 6

**Intent:**

It is the intent of Lake County to contract with a vendor to provide a secure and environmentally controlled storage facility, provide pick-up, inventory, barcode setup for the files that are currently in record storage, as well as provide delivery and retrieval services.



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## Scope of Work:

Lake County seeks comprehensive records management, storage and retrieval services for files in storage across all departments. The required services include a state of the art storage facilities, ability to safely store and preserve different media, accessible and accurate reporting and tracking systems, ability to maintain a record of chain of custody and quick and responsive service for record retrieval and transportation.

While Lake County currently stores approximately 35,000 cubic feet, the amount of space is expected to fluctuate due to technological changes as well as operational needs, and the amount may increase, or decrease, during this contract period.

### A. Record Storage

The vendor shall provide secure off-site storage for Lake County's documents. Lake County may add boxes to the vendor's facility during the contract period. The vendor must be able to accommodate the additional boxes at the rates offered for the contract term.

### B. Record Pickup and Delivery

The vendor shall accept and respond to pickup and delivery requests from authorized Lake County staff. Pickups and deliveries will occur during Lake County's regular business hours.

### C. Permanent Removal or Destruction Services

Lake County may require the permanent removal or destruction of specified boxes or files stored with the record storage vendor at the vendor's facility and or off site at the County's offices. The certified destruction shall be performed by either shredding or incineration. A chain of custody must be maintained and documented at all times.

### D. Inventory Tracking

The vendor shall maintain an accurate, bar coded and computer based inventory tracking system. The system shall be web enabled, with adequate security to provide internet access to the information by County users.

## Evaluation of Proposals:

Lake County will evaluate the Proposers response and the extent to which it meets the requirements delineated in this RFP. All proposals submitted in response to this RFP will be scored based on the evaluation factors identified:

Evaluation Factors:

- General Qualifications and Experience
- Understanding and ability to meet and/or exceed the scope of services
- Adequate facility conditions with a web enabled inventory solution
- Responsiveness of the proposal to the submittal requirements
- Cost Proposal

### Short List

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposers will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list any and all Proposers if it is not in the best interest of the County.

## Department Recommendation:

The evaluation committee and the Department of Finance and Administrative Services recommends an award to Vanguard Archives based on their ability to meet the specific elements of the scope of work within the RFP. Additionally, Vanguard Archives provides a firm with in depth experience in and qualification required for offsite record storage for Lake County. Through the evaluation process it was determined that this firm is best suited to support the County's requirements.