



**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 – 5/30/2018

### Contract Information

Purchase Description: **Records Management System and Services contract for the Office of the Recorder of Deeds**

Contract Start Date: **July 9, 2018**

Initial Term: **2 years**

Term Dates: **July 9, 2018 through July 8, 2020**

Renewals: **Three additional one year renewals**

### Vendor Information

Company Name: **Cott Systems, Inc.**

Address: **2800 Corporate Express Drive**  
*Street Address* *Suite/Unit #*

**Columbus** **OH** **43231**  
*City* *State* *ZIP Code*

Contact Name: **Eric Foreman**

Funding Account Description: **Recorder Automation Fund**

Budget Information: **Was included in the FY18 Budget and service is within budget expectations.**

Department: **Recorder of Deeds**

Department Contact: **Mary Ellen Vanderventer** Award Amount: **\$200,000**

### Bid / RFP Information

Registered Vendors: **Insert Number (X Local)** Responses Received: **Insert Number (X Local)**

#### Intent:

On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Columbus, OH, to provide a turn-key records management service to support the Office of the Recorder of Deeds, which includes hardware, software, and annual maintenance required to operate the program.

#### Scope of Work:

The new contract provides for the lease of onsite hardware for the life of the contract including two virtual server hosts, a database and web servers server and a cost per unit for indexing and imaging/scanning records, which has decreased from \$1.46 to \$1.45.

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**Bid Exemption Recommendation:**

On April 11, 2006 the County Board approved a competitively solicited contract with Cott Systems, Inc., Columbus, OH, to provide a turn-key records management service to support the Office of the Recorder of Deeds, which includes hardware, software, and annual maintenance required to operate the program.

Cott Systems, Inc. is the sole proprietor and, as the only source that can provide the services, was approved for bid exemption by the Purchasing Agent in 2009 and renewed in 2013.

In accordance with Article 6, Section 102 of the Lake County Purchasing Ordinance, the Purchasing Agent approved bid exemption on the basis that there exists a long standing, successful relationship for professional services, and the knowledge gained through this relationship adds value integral to the services provided for these services.